

City of Dillard  
892 Franklin Street  
Dillard, Georgia 30537  
(706) 746-5891

Date: September 28, 2021

---

**Request for Quotation No. 21-003**

The City of Dillard, Georgia is requesting a quotation for the following:

**Wastewater Pond Site Cutting, Cleaning and Vegetation Removal located  
at 73 Greenwood Lane, Dillard, Georgia**

**I. Scope of Work:**

See Attachment A

**II. Site Visit:**

Site visits may be scheduled 48 hours in advance by contacting City Hall at (706) 746-5891.

**III. Proposed Term of Completion Time:**

Thirty (30) calendar days

**IV. Payment Terms:**

Net Thirty (30)

**V. Federal Work Authorization Program:**

All qualifying contractors and subcontractors performing work with The City of Dillard, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Bidders Affidavit, Attachment E, be completed with bidder's proposal.

**VI. Due Date:**

All questions are due to **Glenda Enloe, City Clerk** via email at [glendaenloe@cityofdillardga.com](mailto:glendaenloe@cityofdillardga.com) on or before **12:00 p.m. local time on Thursday, October 22,2021.**

**Quotes are due on or before 2:00 p.m. local time on Thursday October 28, 2021.** Bidder must complete and return the quote form, reference form, bidder affidavit and any additional information by hard copy to:

Ms. Glenda Enloe, City Clerk

City of Dillard

892 Franklin Street

Dillard, Georgia 30537

**All quotes are to be provided on Attachment B, Quote Form.**

**VII. Attachments:**

- A. Scope of Work
- B. Quote Form
- C. Reference Form and Reference Check Release Statement
- D. Bidder Affidavit
- E. Insurance Requirements

---

Thank you for your interest in doing business with the City of Dillard.

Sincerely,

Glenda Enloe, City Clerk

Enclosure:

Attachments A, B, C, D and E

## Attachment A

### SCOPE OF WORK

#### I. Cutting and Cleaning

- a. Grass and beneficial vegetation on the site should be cut to between 4 and 6 inches and the clippings/trimmings should be removed from the pond site and properly disposed of.
- b. The vegetation, trees, brush and grass shall be cut and or pulled from the concrete embankment apron along the entire perimeter of the pond. All debris and trimmings should be removed from the pond site and properly disposed of.
- c. All brush, trees, grassy plants, vines and trees shall be removed from the interior of the pond including overgrowth around the concrete outlet structure and walkway. All debris should be removed from the pond site and properly disposed of.
- d. All vines and tall grassy plants shall be removed from all buildings, structures, fences and gates. All debris should be removed from the pond site and properly disposed of.
- e. All pipes, cables, wires and other facilities in and around the pond shall not be damaged.
- f. Should the concrete pond apron be damaged when removing vegetation, the concrete shall be patched in like kind.
- g. Repair undercut, holes or eroded areas by applying soil, seed and straw to said areas.

#### I. Spraying

- a. Spray the pond concrete apron in the areas when vegetation was removed with approved herbicide.
- b. Spraying should be done after the vegetation is cut, not before.
- c. A 1' buffer area around the pond fence line should also be sprayed. The 1' begins 6" from the fence.

#### III. Property Damage

- a. Ensure that there is no damage to the property driveway, walkway, grass, or any pipes, cables, wires baffles in and around the facility. If there is damage it must be replaced with the exact same type of material at your expense. Contact City Hall if you need help with determining the best way to access the pond without damaging property.

#### IV. Finishing

- a. Remove dirt, trash, silt, removed vegetation and any other kind of yard debris from the pond site.
- b. Landscape, seed and straw in and around the pond site as needed.

#### V. Photos

- a. Provide 5 photos of the pond with the quote.
- b. Provide 5 photos of the pond, from the same vantage point as the before photos, after the work is completed.

#### VI. Payment Process

- a. Upon completion of the work, send an email to the City of Dillard or hand deliver a request for verification that the work was completed correctly and according to the

scope. The 10 required photos mentioned in Section V. should be attached to the email or hard copy.

- b. The City will provide feedback on the pond condition. If the pond is not satisfactory the vendor is expected to perform the necessary work to bring the pond into compliance.
- c. Once the pond is approved, the vendor should submit their invoice according to the proposal submitted. The invoice will not be paid without City and Consulting Engineer's approval.

**VII. Hours of operation**

- a. Pond maintenance can be performed between the hours of 7:01 am and 6:00 pm on weekdays, and 9:01 am and 6:00 pm on Saturdays.

**Attachment B**  
**QUOTE FORM- City of Dillard**

<b>Quoter Information:</b>	
Company Name:	
Company Address:	
Quoter Name and Title:	Phone Number:
Quoter Email Address:	

<b>PRICE SCHEDULE</b>		
<b>Item No.</b>	<b>Item Description</b>	<b>Total Price</b>
Wastewater Pond Site Cutting, Cleaning, and Spraying		
1.	Site: 73 Greenwood Lane Dillard, GA Trail	\$

<b>Quote Statement:</b>	
I, the undersigned, certify that this quote is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a quote for the same materials, supplies, equipment, or services, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this quote and certify that I am authorized to sign this quote for the Quoter.	
Authorized Signature	Date
_____	_____
Name of Authorized Signer (Typed or Printed)	
_____	
Name of Quoter (Typed or Printed)	
_____	

## Attachment C

### REFERENCE CHECK AND RELEASE FORM

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of services listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

### REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

**Attachment D**

**CONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the Quoter submitting a quote, contractor, firm or corporation which is contracting with THE CITY OF DILLARD, GEORGIA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the CITY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the CITY, within five (5) days from when the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Federal Work Authorization  
Enrollment Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Quoter

\_\_\_\_\_  
Identification Number

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Company Name & Address (do not include a post office box)

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:

## Attachment E

### INSURANCE REQUIREMENTS

#### IMPORTANT NOTICE

**IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN**

---

1. If the City sends to you notice of award on this quote, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.
2. Instruct your insurance agent that the City's requirements are listed in Section III, and that you *must* comply with these requirements before you may proceed with the work.
3. Before the starting of any work, the successful contractor must furnish to The City of Dillard certificates of insurance from companies doing business in Georgia and acceptable to the City as follows:

1. Certificates must cover:

? **Statutory Workers Compensation**

- (1) Employer's liability insurance by accident, each accident \$100,000.
- (2) Employer's liability insurance by disease, policy limit \$100,000.
- (3) Employer's liability insurance by disease, each employee \$500,000.

? **Business Auto Liability Insurance** with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).

? **Commercial General Liability Insurance**

- (1) Each Occurrence - \$1,000,000
- (2) Fire Damage - \$250,000
- (3) Medical Expense - \$10,000
- (4) Personal & Advertising Injury - \$1,000,000
- (5) General Aggregate - \$2,000,000
- (6) Products & Completed Operations - \$1,500,000
- (7) Contractual Liability where applicable

2. The City of Dillard, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of The City of Dillard, Georgia. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products-



completed operations), or form(s) providing equivalent coverage.

3. This insurance for the City as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance or self-insurance, including any deductible, non-contributory, and waiver of subrogation provided to the City as the additional insured.
4. Contractor agrees to waive all rights of subrogation and other rights of recovery against the City and its elected officials, officers, employees, or agents, and shall cause each Subcontractor to waive all rights of subrogation for all coverages.
5. Certificates shall state that the policy or policies shall not expire, be cancelled, or altered without at least sixty (60) days prior written notice to the City.
6. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
7. The insurance carrier must have a minimum A.M. Best rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
8. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
9. Certificates to contain the location and operations to which the insurance applies.
10. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
11. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
12. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.
13. Certificates shall be issued and delivered to the City and must identify the "Certificate Holder" as follows:

City of Dillard

892 Franklin Street

Dillard, Georgia 30537