REQUEST FOR SEALED PROPOSAL

ADVERTISEMENT for CONTRACTUAL SERVICES

RFP – COLLEGE PARK BRAND & WEBSITE DEVELOPMENT - 030921

The City of College Park is accepting sealed proposals from qualified vendors for **COLLEGE PARK BRAND & WEBSITE DEVELOPMENT**. Proposals will be received no later than **TUESDAY, MARCH 9, 2021 at 9:30 am (EST)** at the City of College Park Purchasing Department, 3667 Main Street, College Park Georgia, 30337. Proposals received after the above date and time, or in any other location other than the Purchasing Department will not be considered.

A bid packet may be obtained by clicking related solicitation link on the City of College Park website www.collegeparkga.com under the Bids / RFPs section.

Timeline

Q&A and Clarifications (email only to wmoody@collegeparkga.com) Ref: CP Brand & Web Development	March 2, 2021	12:00 pm (EST) deadline
Addendum(s) published	March 5, 2021	4:00 pm (EST)
Open Sealed Bids	March 9, 2021	10:00 am (EST)

Any/all addenda must be signed and dated and made a part of bid packet. It is always the vendor's responsibility to check the City of College Park's website for any/all addenda.

The City of College Park reserves the right to reject any or all bids based on past performance and to waive technicalities and informalities and re-advertise. All Minority, Woman and Small Businesses are strongly encouraged to apply. Only responsive bids that are determined to meet the requirements and criteria set forth by the City of College Park will be considered.

CITY OF COLLEGE PARK
PURCHASING DEPARTMENT

"GENERAL INSTRUCTION TO PROPOSER"

1. The following instructions are to be considered an integral part of this proposal; unless otherwise requested, one (1) marked "Original", two (2) marked "Copy" and one (1) flash drive of the proposal need be submitted and MUST BE TYPEWRITTEN OR PRINTED IN INK. The person signing the bid form must initial any changes or corrections made to this proposal, using blue ink.
2. The person, firm or corporation making the proposal shall submit their bid attaching the final page of this proposal to the front of their proposal to City Hall. The cover submittal page must be complete with the bidding company's name, bid title, bid number and bid date. No proposal may be withdrawn or modified in any way after the bid-opening deadline.
3. If descriptive literature is attached to the bid, bidding company's name, bid title, bid number and bid date must appear on all sheets.
4. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidding company's responsibility to seek clarification immediately from the City of College Park Purchasing Department during the question period stated herein. **It shall be the bidder's responsibility to check the City's website (www.collegeparkga.com) for any/all addenda(s).** Answer(s) to all questions will be answered after the deadline for questions has expired, and posted on the City's web site, if applicable, within the specified timeline on page one (1).
5. Any variation from the specifications must be clearly stated by the bidding company in writing and submitted with his/her proposal.
6. The apparent silence of the specifications and any supplement specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be of first quality. All interpretations of this specification shall be made upon the basis of this statement.
7. The following bid shall be awarded to one "responsible" bidder on a total lump sum price basis. An award shall be made to one vendor, or split between vendors, for the total bid. Unit prices and extensions will be verified and total checked. Unit price extension and net total must be shown. Unit price **SHALL** prevail.
8. In most cases, proposals shall be evaluated on the following items, but not necessarily in this order:
    a. Lowest Price (not always the winning proposal)
    b. Adherence to specifications
    c. Delivery of good/service(s)
        i. If Applicable to Scope of Work
        ii. Though delivery will be a large consideration, please be as truthful and precise with your date(s) as possible.
    d. Past record of vendor's delivery/performance to the City of College Park
9. The City of College Park desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable delivery proposal may be cause for disqualification of a bid. Each bidder shall state a definite time and avoid using the terms ASAP or approximately so many days.
10. The bidder or contractor shall provide copies of **Workers' Compensation Insurance** with a limit of not less than required by the State of Georgia or otherwise stated in the bid instructions. In

addition, a copy of your **Commercial General Liability Insurance (*if applicable*)** shall be provided.

11. All prices shall be for delivery, our destination, and F.O.B. freight prepaid and allows, College Park, Georgia unless otherwise shown. **(*if applicable*)**
12. Federal or State Sales Tax is *inapplicable*
    a. The City of College Park's Tax Identification Number (TIN) is 58-6000542
    b. The City of College Park is tax-exempt under the code of Georgia, Charter 88-18
13. Cash discounts or end of month terms should be shown separately, even if terms are net.
14. The City of College Park:
    a. Reserves the right to accept or reject any or all bids, due to past performance, etc. and waive any informality. Further, the City expressly reserves the right to postpone the opening of proposal for its own convenience and to reject any or all proposals in response to this RFP without indicating any reasons for such rejection(s).
    b. Request and consider the submission of proposal modifications at any time before the award is made, if such is in the best interest of the City.
    c. Request clarification and/or additional information from proposers during the evaluation process.
    d. Negotiate with the selected consultant to include further services not identified in this RFP.
    e. In the event of contract termination, enter into contract negotiations with other qualified companies that submitted acceptable proposals, rather than redoing the proposal process for the project.
    f. The City of College Park will accept or reject all bids within 90 days from the date of the bid opening

The undersigned on the bid proposal certifies that he/she has carefully examined the instructions to bidders, terms and specifications applicable to and made a part of this proposal.

He/she further certifies; the prices shown in the schedule of items on which he/she is bidding, are in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the bid.

SIGNATURE: _____ DATE: _____

NOTE: This solicitation document is a standard boilerplate form in addition; take into consideration this may not be modified for every solicitation.

CITY OF COLLEGE PARK

PURCHASING DEPARTMENT

Ref: College Park Brand & Web Development
Show all exceptions and comments below

SIGNATURE: _____ **DATE:** _____

E-VERIFICATION AFFIDAVIT

The College Park contract holder, signed below, confirms and verifies its compliance with Georgia law (*See* OCGA § 13-10-91), and affirmatively states that the business (Sole Proprietor, Partnership, Corporation, Non-Profit, LLC Corporation, or LLC Partnership) which performs services for the College Park: (*check and complete #1 or #2 below*)

____ 1. Has registered with, is authorized to use, and uses the federal work authorization program commonly known as "E-Verify", or any subsequent replacement program. Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period. The undersigned will contract for the physical performance of services for the contract only with subcontractors who present an affidavit to the contract holder with the information required by OCGA § 13-10-91, as amended. The undersigned hereby attests that its federal work authorization user identification number and date for authorization are as follows:

_____

Federal Work Authorization User Identification Number (not Taxpayer ID)

_____

Date of Authorization

_____

Legal Business Name of City of College Park Contract Holder/Applicant

____ 2. Employs no employees, or otherwise does not fall within the requirements of OCGA § 13-10-91.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (city) _____ (state)

_____

Signature of Authorized Owner/Officer

_____

Printed Name and Title of Authorized Owner/Officer

_____

NOTARY PUBLIC

My Commission Expires: _____

RFP DOCUMENT

REQUIREMENTS & CHECKLIST

Complete, sign and submit the following RFP documents in the order listed below. The proposal shall be submitted using the forms included in the RFP document.

_____ 1. Form of Proposal completed, signed and dated
_____ 2. RFP document requirements & checklist completed, signed and dated
_____ 3. One (1) marked "Original", Two (2) marked "Copy" and One (1) flash drive of the proposal
_____ 4. Exceptions Sheet
_____ 5. Proofs of Insurance (must be included in proposal package)
_____ 6. List of subcontractors
_____ 7. Reference Request pages
_____ 8. Any/All Addenda must be signed, dated and made a part of bid packet
_____ 9. Successful bidder acknowledges requirement to provide Performance and Payment Bond before execution of contract, if applicable
_____ 10. Current Form W-9
_____ 11. Purchasing Vendor Questionnaire

1. Is the vendor located within the city limits of College Park? _____

2. Is your company a minority-owned business? _____
   if yes, which category? _____ * Include copy of current MBE certificate(s) in packet

   A ***"Minority Business Enterprise" (MBE)*** is a business, which is an independent and continuing operation for profit, performing a commercially useful function, owned and/or controlled by one or more minority group member(s).

   African American Business Enterprise (AABE), Hispanic Business Enterprise (HBE), Female Business Enterprise (FBE), Asian Business Enterprise (ABE), Native American Business Enterprise (NABE)

3. Has the vendor previously conducted business with College Park? _____

4. Has your company ever been debarred from doing business with any federal, state or local agency? _____ (If yes, on a separate sheet of paper, provide details including agency name, date(s) and reason for debarment.)

_____

Vendor Contact Name (print) Title

_____

Vendor Contact Signature Date

Faxed, emailed or late proposals will not be accepted

The City of College Park is not responsible for submissions not properly identified, late or undelivered mail or courier service(s).

Purchasing Department Vendor Questionnaire

The City of College Park Purchasing Department is seeking vendor information to create a database of current and new businesses doing business with the City of College Park. We ask that all vendors take this time to provide the following information so that we can update our records and develop a process to benefit the needs of the community. The information collected from this questionnaire will not be used in the award of bids. The City will continue to utilize a fair, equitable and impartial process and award bids based upon the lowest responsible bidder.

Vendor Name:

Vendor Category:

Physical Address:

City, State, Zip:

Telephone: Fax:

Alternate Phone:

Remit To:

City, State, Zip:

◊ A ***"Minority Business Enterprise" (MBE)*** is a business, which is an independent and continuing operation for profit, performing a commercially useful function, which is owned and/or controlled by one or more minority group member(s).
African American Business Enterprise (AABE), Hispanic Business Enterprise (HBE), Female Business Enterprise (FBE), Asian Business Enterprise (ABE), Native American Business Enterprise (NABE)

◊ An ***"Owned"*** is a minority or female owner which possesses an ownership interest 51% of the business

◊ A ***"Controlled"*** is a minority or female, which possess and exercise the legal authority and power to manage business assets, good will and daily operations of the business and actively and continuously exercise such managerial authority and power in determining the policies and directing the operations of the business.

Classification of your MBE Company (*requested*) _____

Vendor Contact Name (print) Title

Vendor Contact Signature Date

Insurance Requirements

Within ten (10) days of Notice of Award, and at all times that this contract is in force, the contractor shall obtain, maintain and furnish the City of College Park, Certificates of Insurance from licensed companies doing business in the State of Georgia and acceptable to the City of College Park covering:

1. Worker's Compensation Insurance
2. Comprehensive General Liability Insurance
3. Automobile Liability
4. Umbrella Liability Insurance

Copies of these Certificates of Insurance shall be furnished to the City of College Park prior to execution of the contract. Such policies shall be non-cancellable except on thirty-day (30) written notice to the City of College Park.

Local Preference Policy

Local preference may be given to businesses that have a business location within the geographic boundaries of the City of College Park (Fulton County) as long as all requirements of the bid have been met. Should a local vendor submit a bid proposal that is not more than three percent (3%) greater than the bid of the lowest non-local vendor for bids up to $150,000 or not more than three percent (3%) greater than the bid of the lowest non-local vendor for bids in excess of $150,000, then the local vendor's bid shall be recommended for approval provided all requirements of the bid proposal/process have been met.

This policy shall not apply to any purchases of materials, equipment or services in excess of $1,000,000. The term business location means that the business has a staffed, fixed, physical place of business located within City of College Park City Limits and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has held a valid business license from the City of College Park.

Sealed Bid Delivery Service(s)

If your company elects to use a delivery service (FedEx, UPS, USPS, etc.), the City assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason.

If proposals are delivered other than by hand delivery, it is recommended that the proposer verify delivery. Any proposal received after the specified time and date will not be considered and may be returned unopened to the Proposer.

Permits (required)

The contractor shall be responsible for all inspections and ensuring compliance with all Federal, State, and County laws and codes. The contractor shall be solely responsible for obtaining all permits. The contract awardee will need to file with the Building & Inspections with the City of College Park projects; there is no cost for the permit.

Basis of Award

The contract, if awarded, will be awarded to the most responsive and responsible bidder, which may not be the lowest response. Each bid must be accompanied by a bid bond, on a surety company's standard bid bond form acceptable to the City in an amount no less than 5% of the amount bid.

The successful bidder will be required to furnish a performance bond and payment bond, on or before the issuance of Notice to Proceed, each for 100% of the Contract Amount. All other required contract documents must be fully completed and executed by the contractor and his/her Surety, and submitted to the Owner on or before the issuance of the Notice to Proceed.

The performance bond shall remain in effect for one (1) year after final acceptance of the work or the guaranty period under the agreement, whichever is the larger. The payment bond shall remain in effect for the period required under Georgia law for the payment bonds on public construction agreements. Do not date these bonds, the City will date this bond the same date or later than the date of the Agreement.

Professional Licenses (if applicable)

The State of Georgia requires that the following professions be required by state law to be licensed:

1. Electricians

2. Plumbers

3. Conditioned Air Contractors

4. Low voltage Contractors

Bidders and any sub-contractors performing any of the above-described work must provide a copy of their license for the work they will perform on this project. Bidders must complete Form C3: Georgia Professional License Certification and submit with package. Failure to provide the required license may deem your bid non-responsive.

Subcontractor

I will / will not propose to subcontract some of the work on this project? _____
(response)

I propose to subcontract work to the following:

	Subcontractor Print Name	*Brief Description* of Work to be Performed by Subcontractor	Percent of Work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

_____
Vendor Contact Name (print) Title

_____
Vendor Contact Signature Date

Note:

1. ***The City of College Park requires the (primary) contracted vendor to complete no less than fifty-one (51) percent of the proposed projected.***

2. ***It is the sole responsibility of the prime contractor to ensure any/all subcontractors are properly insured for the type and amount of work completing under the contract.***

Reference Request

The following references are from current and past government, educational and/or commercial accounts of similar size and scope. Your list should consist of a minimum of five (5) references, and will not include the City of College Park. Nor should your references be current of former City of College Park employees.

REFERENCE # 1:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

_____

REFERENCE # 2:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

_____

REFERENCE # 3:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

_____

_____

REFERENCE # 4:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

_____

_____

REFERENCE # 5:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

_____

_____

Non-Collusion

By signing below, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, and certify that I am authorized to sign this bid for the bidder.

In addition, the selected company will be required to comply with all existing State and Federal laws, including applicable equal opportunity employment provisions. The Contract between the company and the City shall be construed and governed in accordance with the law of the State of Georgia and the City of College Park. The company, at its own expense, shall secure all occupational and professional licenses and permits necessary for the fulfillment of its obligations under this contract.

It shall be unethical for any City Employee or City Official to transact any business or participate directly or indirectly in a procurement contract when the City Employee or City Official knows; the City Employee or City Official or immediate family of such has a substantial interest pertaining to the procurement contract, except that the purchase of goods and services from businesses, which a member of the city council or other City Employee has a substantial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25, interpreting such statutes as if they were applicable to a municipality.

Vendor Name: _____

Physical Address: _____

_____

City, State, Zip _____

Phone: _____ Fax: _____

Signature: _____

Date: _____

PURPOSE

SPECIFICATION(s)/S.O.W.

GENERAL PURPOSE

The City of College Park, Georgia, seeks support in branding, messaging, marketing, and web development for the City. The desired firm should have extensive experience in branding & brand management, content strategy & marketing, and website strategy & development. Agencies experienced with City Governments, Main Street Programs, Chambers of Commerce, and Convention and Visitor Bureaus is preferred.

This will be a two-phase sole source solicitation. The City seeks a firm to design and development all work and to be performed with in-house resources. Sub-contracted work or joint agency collaboration(s) are prohibited.

The City will conduct a fair and extensive evaluation of all proposals received based on the criteria listed in this document. A candidate will be selected to represent the City of College Park's future direction based on the ideas, guidance, and vision they bring to the project, as well as industry expertise, technical capability, and client relations.

SCOPE OF SERVICES

Phase One - Brand Development & Messaging

The City of College Park is seeking a firm with community branding expertise to utilize best practices methodology for research and development of a city brand strategy, brand messaging, tagline, and a brand mark. The branding phase should include discovery, assessment, exploration, development, and initial brand rollout.

- Research existing perceptions and brand awareness
- Analyze market research to develop a brand strategy, platform, and positioning that speaks to the unique story of the City of College Park
- Create a brand mark for the City of College Park that can be easily and effectively utilized across multiple graphic identity applications and communicative mediums such as signs, letterheads, signage, social media marketing materials, and digital applications.
- Create a robust brand standards guide, including typography, color palette, photography style, and graphic style, including digital and print samples and standards functionality.

PROJECT SCOPE

The scope of this project includes all research, stakeholder input gathering, and the design and development of a full brand initiative, including select marketing material and a new website for the City of College Park.

The specific scope of work will include the following:

Branding and Messaging:

1. Brand Assessment
2. Brand Strategy
3. Brand Exploration & Development
    a. Approved Logo: Saved in various formats suitable for print and web applications
    b. Stationery: Design and development of up to 4 initial stationery items: letterhead, business card template, envelope & invoice
    c. Desktop Templates: Development of desktop publishing stationery templates for Microsoft Word as well as three PowerPoint page templates that will include color and graphic standards.
    d. Containment Folder: Development of a basic 9" x 12" containment folder for leave-behind sales materials
    e. Social Media assets: Headers & profile images
    f. Brand Standards Guide
4. Brand Messaging
    a. New Tagline
    b. Brand & Narrative Statements
    c. Sample Messaging
5. Initial General Awareness Campaign
    a. Full page and half page print ads
    b. Standard-sized web ads
    c. Poster/flyer
    d. Billboard
    e. Social media advertising

Phase Two - Website Development

The City of College Park is seeking a firm with web development experience with city municipalities to research, design, develop, and implement a new city website. For design, a seamless connection and strategic approach should be made between site analytics, SEO strategy, brand essence, and City audiences (private/public sector, economic developers, site selectors, and residents). The site should be a responsive design, be optimized for search engine marketing, and include data tracking and mapping. In accordance with generally accepted website standards, the site should follow the American Disability Act (ADA), have cross-platform compatibility, and be mobile accessible. For development, a nonproprietary, turnkey content management system (CMS) is needed that is user-friendly with robust functionality capabilities. The CMS must allow city admins/creators with little knowledge of programming languages to create and manage the site and its content easily.

PROJECT SCOPE

The specific scope of work will include the following:

Website Design, Development, and Hosting:

1. Work closely with the Director, Marketing and Communications on content, copy, layout, graphics, and page themes to ensure brand standard is met.
2. Devise a plan that addresses brand personas that mirror the City's audiences, behaviors, and traffic. Identify who needs to be using the site and how to attract them.
3. Easy to navigate site structure for use by various audiences that is flexible and expandable based on our needs.
4. A nonproprietary, turnkey, and user-friendly CMS solution that includes staging features and easy-to-use interface for web administrators. Respondents should list the recommended CMS software to be implemented and include any licensing fees and staff qualifications for updates and administration of the tool.
5. Meet ADA requirements, cross-browser compatibility, and mobile accessibility
6. Optimized for search engines.
7. Include a comprehensive site architecture and site map.
8. Provide pages for all departments, services, and functions of the City of College Park.
9. Calendar functionality.
10. Search / Archive Center.
11. Publicly Warned Meeting Document Management.
12. Directories, Listings for Staff.
13. Alerts & Emergency Notification
14. Can be easily upgraded
15. Create a timeline that identifies deliverables required with deadlines.
16. Hosting and Security (describe all available)
    a. Site hosting (remote or local?)
    b. Hosting location
    c. Appropriate redundancy and scalability to avoid unexpected outages and to accommodate periodic maintenance, usage growth, and sudden usage surges
    d. Company's commitment to operational time – or limiting of downtime
17. Provide instructional and training services

EVALUATION CRITERIA

A selection board composed of City staff will evaluate submittals. Interviews and oral presentations may be requested of the respondents at the discretion of the selection board. The City will undertake discussions (oral presentations) with selected firm(s) and final determination on award of a contract will be made by the City Mayor and Council at a date and time to be determined.

The City reserves the right to enter into a contract with the selected firm that the City deems most responsive to provide the required services.

The City also reserves the right to accept or reject any and/or all proposals, to negotiate for additional services and to waive informalities and technicalities and to make an award that is in the best interest of the City.

PROPOSAL SUBMITTAL

Submittal responses shall include the following:

- Executive Summary of your firm
- Company Profile outlining:
    - Number of years in business
    - Size of firm
    - Resumes of key staff, include:
    - Identify the main point of contact
    - Identify the project team, including his/her assigned duties
    -
- Include project timeline and deliverables of all phases
- Include examples of web projects executed in all phases - redesign, development, implementation, and maintenance/monitoring
- Include in your references if your firm has worked with any government agency previously.
- Include an itemized project budget
- Describe your available resources to complete scope of work
- Detail your continuing service and support, technical support services - emergency and non-emergency availability
- List any additional products and/or services offered by the company. (Limit one (1) page)

EXHIBIT A

CITY OF COLLEGE PARK, GEORGIA

RISK MANAGEMENT REQUIREMENTS

CONTRACTS FOR MORE THAN $100,000

A. For public works contracts, surety performance and payment bonds each in the amount of at least the total amount payable by the terms of the contract.

B. Insurance Required (only if Contractor or any agent or employee of Contractor will be: driving a vehicle during the performance of the contract; acting on behalf of the City; or performing any part of the contract on the premises of the City)

1. **Workers Compensation –** Workers Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of $1,000,000. The increased Employer's Liability limit may be provided by an Umbrella or Excess Liability policy.

2. **Automobile Liability –** Automobile liability coverage for owned, hired, and non-owned vehicles in the amount of $1,000,000 combined single limit.

3. **Commercial General Liability –** Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("XCU") perils, the "City of College Park, Georgia" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

LIMITS OF LIABILITY

$1,000,000 Per Occurrence

$1,000,000 Personal and Advertising

$50,000 Fire Damage*

$5,000 Medical Payments*

$1,000,000 General Aggregate

$1,000,000 Products/Completed Operations per Occurrence and Aggregate

***These are automatic minimums**

4. **Umbrella and/or Excess Liability –** The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the City may elect to require higher limits.

5. **Owners Protective Liability –** The City Management may in its discretion require Owners Protective Liability in some situations.

CONTRACTS FOR UP TO $100,000

A. For public works contracts, surety performance and payment bonds in the City's discretion where the contract amount is greater than $20,000.00.
B. Insurance Required (only if Contractor or any agent or employee of Contractor will be: driving a vehicle during the performance of the contract; acting on behalf of the City; or performing any part of the contract on the premises of the City)

1. **Workers Compensation** – Workers Compensation coverage on a statutory basis for the State of Georgia with an Employers Liability limits of $100,000 each Accident, Disease $100,000 each employee, $500,000 Disease policy limit.

2. **Automobile Liability** – Automobile liability coverage for owned, hired, and non- owned vehicles in the amount of $500,000 combined single limit.

3. **Commercial General Liability –** Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "City of College Park, Georgia" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

LIMITS OF LIABILITY

$1,000,000 per Occurrence

$1,000,000 Personal and Advertising

$50,000 Fire Damage*

$5,000 Medical Payments*

$1,000,000 General Aggregate

$1,000,000 Products/Completed Operations per Occurrence and Aggregate

***These are automatic minimums**

4. **Owners Protective Liability** – The City Management may in its discretion require Owners Protective Liability in some situations.

Before the start of any work, the Contractor shall furnish to the City:

A. Certificates of Insurance manifesting that the applicable above mentioned requirements have been met, all certificates to contain:

    1. The name of the Insurance Company
    2. Policy Number
    3. Policy inception and expiration dates
    4. Name and address of insured

5. Name and address of agent
6. Limits of liability
7. Type of insurance coverage
8. Any amendment that expands or reduces standard Insurance Service Office (ISO) policy coverage.
9. Statement that the policy applies to the project number or job concerned.
10. Attach copy of Endorsement that shows that each of the policies have been amended to provide thirty (30) days' notice to certificate holders prior to termination or non-renewal and that the General Liability Policy has been endorsed to show certificate holder as additional insured.

B. An endorsement incorporating the Hold Harmless Agreement assumed by the Contractor under the terms of this Contract;

The Contractor shall be wholly responsible for securing Certificates of Insurance coverage as set forth above from all Subcontractors who are engaged in this work.

Form of Proposal

To: The City of College Park
College Park, GA 30337

I/We the undersigned hereby offer and agree to supply and deliver the service(s) as outlined in the Request for Proposal documents. The signatures(s) below dignify the I/We have read and agree with the procedures outlined in the Request for Proposal documents.

Proposal Submitted By:

Company Name	
Address	
City, State, Zip	
Phone	
Email	
Website	
Print/Type Name	
Signature	
Title	
Date	

QUOTE SHEET

Bidding Company:

Company Rep:

Project Name: College Park Brand & Web Development

ITEM DESCRIPTION	LUMP SUM COST

AFFIX THIS LABEL TO FRONT OF SEALED BID ENVELOPE

From: _____

_____

_____

Bid Title: _____

Bid No.: _____

Bid Date: _____

DELIVER ONLY TO:

CITY OF COLLEGE PARK
attn: PURCHASING DEPARTMENT
3667 MAIN STREET
COLLEGE PARK, GA 30337

TO REMAIN SEALED UNTIL BID OPEN BY PURCHASING DEPARTMENT