

Elevator Modernization and Maintenance for Fayette County Public Schools

Request for Proposals No. 25-007-075

Georgia Procurement Registry Event No. PE-65615-NONST-2025-000000042

Objective

Fayette County Public Schools (hereinafter FCPS or the District) is soliciting proposals via this Request for Proposals (hereinafter RFP) from interested and qualified respondents to provide elevator maintenance, modernization, and code compliance modifications for all elevators, as specified within this solicitation, in the Fayette County School District.

As is more fully explained in this RFP, an award, if made, will be made to the responsible and responsive respondent who provides the best solution to the described need, taking into consideration multiple evaluation factors as determined by the FCPS and defined herein.

It is the respondent's responsibility to address all elements of this RFP. Any respondent failing to meet the terms and conditions herein may suffer a reduction in their evaluation score up to a complete rejection of their proposal.

Responses Due

Responses to this request for proposals are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215. Proposals received after the specified date and time will not be considered.

Section A: Instructions to Respondents

1. Designated Representative

- 1.1. The FCPS Purchasing Department has designated the following staff member as the representative of the Department and District during the solicitation process:
Jamie Marrero (marrero.jamie@fcboe.org)

2. Respondent Registration

- 2.1. Respondents are encouraged to register with the designated representative listed above via email after reviewing this solicitation.

- 2.2. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a proposal.

3. *Schedule of Events*

- 3.1. RFP Released: Monday, September 23, 2024
- 3.2. Respondent Questions Due: Thursday, October 10, 2024
- 3.3. Addenda Issued (if applicable): Monday, October 14, 2024
- 3.4. Respondent Proposals Due: Before 10:00AM(EST), Wednesday, October 16, 2024
- 3.5. Anticipated Project Start: November 1, 2024

4. *Georgia Open Records Act Compliance ([O.C.G.A. § 50-18-70](#))*

- 4.1. This solicitation and any resulting responses, evaluations, contracts, agreement, or purchase orders are subject to the [Georgia Open Records Act](#) and may be released publicly.

- 4.2. Pursuant to the act, for any records or documents marked as “confidential” or “trade secrets” the respondent must submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets according to [O.C.G.A. § 10-1-761](#).

- 4.2.1. Failure to attach such an affidavit will result in the record being considered public and subject to release under the Georgia Open Records Act.
- 4.2.2. If FCPS determines that the specifically identified information does not constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order.
- 4.2.3. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing.
- 4.2.4. If the agency determines that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the

requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

5. *Solicitation Documents and Forms*

- 5.1. Documents and forms required for submission as part of this RFP can be found on the FCPS [Purchasing Department website](#).
- 5.2. Failure to include required submissions listed herein may result in a rejection of the proposal.
- 5.3. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.

6. *Proposal Delivery*

- 6.1. Proposals should be sent to the FCPS Purchasing Department and must be received before the proposal due date and time specified in the solicitation.
- 6.2. Proposals may be submitted electronically, by mail, or hand-delivered to Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215, Attention: Purchasing Department.
- 6.3. No faxed or telephone proposals will be accepted or considered.
- 6.4. Proposals may be emailed to the designated representative if meeting the following guidelines:
 - 6.4.1. Emailed proposals must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred unless specified otherwise)
 - 6.4.2. All proposal documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.

7. *Attachments*

- 7.1. Any specification listed with “Must Include Attachment” should include a document within the proposal conforming to standards set forth.
- 7.2. All attachments must be clearly marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.

8. *Proposal Format Requirements*

- 8.1. The proposal should be typed and legible as well as formatted to comply with accessibility standards (refer to ADA and Section 508 compliance).
- 8.2. The solicitation document has been carefully organized. All sections, specifications/requirements, and appendices are numbered; therefore proposals should be organized in the same manner referencing the solicitation document when necessary.
- 8.3. Proposals must be submitted with the following sections clearly identified and delineated:
 - 8.3.1. Letter of Interest
 - 8.3.2. Technical Proposal
 - 8.3.3. Qualifications and Experience
 - 8.3.4. References
 - 8.3.5. Price/Cost

9. *Multiple Proposals from the Same Respondent*

- 9.1. Respondents may submit more than one proposal when offering multiple alternatives.
- 9.2. Proposals must be separate and each should conform to all terms and conditions within the solicitation.
- 9.3. Proposals must be labeled separately so as to easily identify different proposals from the same respondent.

Section B: Scope of Work and Specifications

10. *Background and Project Overview*

- 10.1. The purpose of this Request for Proposal is to secure firm pricing to provide elevator maintenance, bring elevators up to compliance (*see Section 12.2*) and to modernize the existing elevators operating system, within the Fayette County School district. Respondent will be responsible for the updating and maintenance of all elevator equipment to ensure proper operations and compliance, as well as repairs.

11. *Site Visit (REQUIRED)*

- 11.1. A site visit is required for your company to bid on this project. Site visits must be scheduled by contacting Scott Hindman, Lead Electronics Technician, via email hindman.scott@fcboe.org or by telephone 770-460-3522.
- 11.2. Site visits will not be scheduled within 72 hours of the solicitation due date. All site visits must be scheduled beforehand.

12. *Design/Technical Requirements and Specifications*

12.1. Elevator Maintenance

12.1.1. Maintenance must be done quarterly to guarantee proper operation

12.1.1.1. Maintenance should include but is not limited to; examine, maintain, adjust, and lubricate the following components:

12.1.1.2. Relay Logic Control System: All control system components

12.1.1.3. Microprocessor Control System: All control system components

12.1.1.4. Power Unit: Pump, motor, valves, and all related parts/accessories

12.1.1.5. Hoistway and Pit Equipment: All control equipment and buffers

12.1.1.6. Rails and Guides: Guide rails, guide shoe gibs, and rollers

12.1.1.7. Wiring: All control and power wiring from elevator equipment to motor

12.1.1.8. Door: Automatic door openers, hoistway/door hangers/contacts, door protective device(s), hoistway door interlock(s), door gib(s), and auxiliary door closing device(s).

12.1.1.9. Manual Freight Door: All switches, retiring cans, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter balancing equipment.

12.1.1.10. Power Freight Door: All controllers, relays, contactors, rectifiers, timers, resistors, solid state components, motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

- 12.1.1.11. Hydraulic System Accessories: Exposed piping, fittings (between the pumping unit and the jack), jack packing, hydraulic fluid, and any heating or cooling elements for controlling fluid temperature.
- 12.1.1.12. Signals/Accessories: operating panel(s), hall push button station(s), hall lanterns, emergency lighting, position indicators, firemen service equipment, all other signals and accessories.
- 12.1.1.13. Car: All control system components
- 12.1.2. Hydraulic testing must be done annually for each elevator
 - 12.1.2.1. Annual pressure relief and leakage test as required by applicable code ASME A17.1
- 12.2. Elevator Compliance
 - 12.2.1. As per Rule 120-3-25-.15: All existing automatic passenger and freight elevators shall comply with ASME A17.3 Section 3.10.12. (See attached notice)
 - 12.2.2. These changes will need to be completed by January 1, 2025
- 12.3. Hydraulic Modernization of Elevators
 - 12.3.1. Full Modernization should include but is not limited to;
 - 12.3.1.1. Replacement of Control System
 - 12.3.1.2. Replacement of Door Equipment
 - 12.3.1.3. Onboard Diagnostics
 - 12.3.1.4. Signalization
 - 12.3.1.5. 24/7 Connected Services Capabilities
 - 12.3.1.6. Power Unit with new Pump, Motor, and Valve
- 12.4. Elevator Locations and Equipment Information:
 - 12.4.1. LaFayette Educational Center (205 LaFayette Avenue, Fayetteville, Georgia 30214)
 - 12.4.1.1. Current Equipment: 1985 Dover Passenger Elevator

- 12.4.2. Fayette County High School (1 Tiger Trail, Fayetteville, Georgia 30214)
 - 12.4.2.1. Current Equipment: 1996 Schindler Passenger Elevator (Qty. 2)
- 12.4.3. Starr's Mill High School (193 Panther Path, Fayetteville, Georgia 30215)
 - 12.4.3.1. Current Equipment: 1997 Dover Passenger Elevator
- 12.4.4. McIntosh High School (201 Walt Banks Road, Peachtree City, Georgia 30269)
 - 12.4.4.1. Current Equipment: 1998 National Elevator Passenger Elevator, 1998 Dover Passenger Elevator, and 2005 Schindler Passenger Elevator
- 12.4.5. Whitewater High School (100 Wildcat Way, Fayetteville, Georgia 30215)
 - 12.4.5.1. Current Equipment: 2004 Mowrey Passenger Elevator

13. Performance and Service Requirements

- 13.1. Respondent is responsible for maintaining all elevators quarterly to guarantee proper operation
 - 13.1.1. Maintenance reports must be sent to Fayette County Public Schools Facilities Services at the conclusion of every maintenance
 - 13.1.1.1. Maintenance reports must include but is not limited to; the location of the equipment serviced, model/serial number, a checklist of the maintenance tasks performed, date of service, and signature of technician
 - 13.1.2. Maintenance must be scheduled with Fayette County Public Schools Facilities Services designee prior to the start of maintenance each quarter/year.
- 13.2. Respondent must be certified/licensed to complete the maintenance, modernization, and repairs of elevators
- 13.3. Respondent is responsible for notifying Fayette County Public Schools Facilities Services of any changes in code or modifications that need to be made to keep elevators compliant with code.

- 13.4. Respondent is responsible for service calls and repairs pertaining to all elevator equipment listed within this solicitation and future equipment (which can be added at a later date)
- 13.5. Service calls should be made during regular business hours, unless otherwise indicated as an emergency by Fayette County Public Schools Facilities Services designee
- 13.6. Repairs (outside of maintenance scope) must be identified and reported to Fayette County Public Schools Facilities Services designee immediately
 - 13.6.1. Repairs are not to be made prior to approval of assigned Facilities Services designee
- 13.7. Modernization will be turn-key
 - 13.7.1. Respondent is responsible for all labor, equipment, shipping/freight, materials, and installation.
 - 13.7.2. Respondent is responsible for the removal and disposal of all job related debris
 - 13.7.2.1. Respondent must dispose of these debris off site and within the EPA guidelines
 - 13.7.2.2. Respondent will not dispose of any job related debris using any of Fayette County Public Schools containers or dumpsters

Section C: Evaluation of Proposals

14. Evaluation Committee

- 14.1. All proposals deemed responsive will be evaluated by a review committee composed of project administrators and end-users.
- 14.2. Criteria based on qualifications and experience, a submitted proposal, and price/cost will be used in the evaluation process.

15. Evaluation Methodology

- 15.1. The committee will perform a complete evaluation and verification process on a rating system of required proposal components contained herein based on an “Excellent”, “Good”, “Fair”, or “Poor” rating.

- 15.1.1. Excellent ratings will be issued four (4) points.
- 15.1.2. Good ratings will be issued three (3) points.
- 15.1.3. Fair ratings will be issued two (2) points.
- 15.1.4. Poor ratings will be issued zero (0) points.

16. Interviews and Presentations

- 16.1. Post-proposal interviews and presentations may be required, in person at the committee's direction or desire.
- 16.2. Submission of a proposal does not guarantee an interview or presentation.
- 16.3. Selection for interviews and presentations is at the sole discretion of the evaluation committee.

17. Contract Award and Negotiations

- 17.1. The evaluation committee will issue a recommendation to award following the outcome of its evaluation process.
- 17.2. The committee reserves the right to reject any or all bids.
- 17.3. A recommendation to award does not guarantee a contract. Final approval from the Superintendent and/or Board of Education may be required.
- 17.4. Following a recommendation to award, the Superintendent or their designee may engage in final negotiations with the selected respondent.

Section D: General Terms and Conditions

The FCPS General Terms and Conditions are posted on the Purchasing Department website under the heading of [Vendor Terms, Conditions, and Forms](#) and attached to this solicitation. By submission of a proposal, the respondent acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

Section E: Special Terms and Conditions

18. Contract Incorporation

- 18.1. This solicitation will be incorporated into any resulting contract.
- 18.2. When this solicitation and any resulting contract are in conflict, Fayette County Public Schools will determine the controlling method.

- 18.3. Only the Superintendent or his direct designee may sign or enter into a contract on behalf of Fayette County Public Schools.

19. Term

- 19.1. The proposal term will begin from the time of award through June 30, 2025, with an option to renew for five (5) additional terms.

- 19.1.1. Terms are defined as the fiscal year from July 1st to June 30th of each calendar year.

20. Cooperative Purchasing

- 20.1. This solicitation allows for other Fayette County, Georgia government entities, including local municipalities, to purchase from the awarded contract at the same prices quoted during the effective term pending an agreement between the awarded respondent(s) and the government entity.

21. Substitutions and Alternates

- 21.1. Products similar to or other than specified may be acceptable if in compliance with all requirements of these specifications and are of the same or better quality.
- 21.2. The respondent must provide substantiation that proposed substitution or alternate does not violate any other manufacturer's patents, patents allowed, or patents pending and that the alternate proposed meets the same specifications contained herein.
- 21.3. The FCPS shall be the sole determiner of specification compliance and alternate acceptability.
- 21.4. No pre-proposal approval will be given for a proposed alternative.

22. Insurance Requirements

- 22.1. Respondents are required to submit a current and valid Certificate of Insurance (COI) per the General Terms and Conditions and any specification contained herein.
- 22.2. Should the respondent choose to utilize subcontractors for installation or other matters, the respondent must provide a valid COI for the subcontractor per the requirements of the General Terms and Conditions.

Section F: Required Forms and Submissions

23. Required Respondent Submissions

- 23.1. Product Data: Fayette County School District must receive all product data that pertains to solicitations work scope, this includes but is not limited to;
- 23.2. Product Data Sheet: Manufacturer Data Sheet
- 23.3. Product Certification: Submit manufacturer's certification that products and materials comply with the requirements of the specifications.
- 23.4. Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, specifications;
- 23.5. Preparation, maintenance, and installation instructions and recommendations;
- 23.6. Storage, handling requirements, and recommendations.
- 23.7. Warranties: Submit warranty documents according to specifications (if applicable).

23.7.1. Include any and all manufacturer's warranties for each item.

24. Cost Proposal

- 24.1. All respondents must include a separate cost proposal.
- 24.2. Pricing not entered in the cost proposal form will not be considered.
- 24.3. If pricing variations exist for different finishes/materials/options the respondent must include an attachment describing variations and associated costs.
- 24.4. Costs should be in line-item format detailing all costs applicable to the proposed solution and a grand total cost to execute the proposed solution fully.

25. Letters of Recommendation

- 25.1. The respondent must include a minimum of three (3) letters of recommendation dated within the previous two (2) calendar years.
- 25.2. Letters must be from clients/customers who have engaged the respondent in previous services and must include details such as a description/scope of work, timeline and budget parameters, and assessment of the respondent's ability to complete work/service as specified.

- 25.3. Each letter must contain contact information including organization/firm, contact name, telephone, and email.
- 25.4. Letters from organizations and projects similar to the scope and size of Fayette County Public Schools are preferred.
26. *Solicitation Response Form*
 - 26.1. Respondents must complete a Solicitation Response Form attached hereto and available online at the Purchasing Department website.
 - 26.2. This form must be placed on top, or as the first page of your proposal.
 - 26.3. Failure to attach could result in a reduction in score or a rejection of your proposal.
27. *Business Capability Information Questionnaire*
 - 27.1. Respondents must complete a Business Capability Form attached hereto and available online at the Purchasing Department website.
 - 27.2. Failure to attach could result in a reduction in score or a rejection of your proposal.
28. *Certificate of Insurance*
 - 28.1. The respondent must submit a current certificate of insurance detailing coverage limits as defined in this RFP and the FCPS General Terms and Conditions.
 - 28.2. Failure to attach could result in a reduction in score or rejection of your proposal.
 - 28.3. The selected respondent will be required to submit a COI naming Fayette County Public Schools as an additional insured party.
29. *W-9 Form*
 - 29.1. The respondent must submit a current [Internal Revenue Service W-9 Form](#) complete with proper signature.
 - 29.2. Failure to attach could result in a reduction in score or rejection of your proposal.
30. *E-Verify Documentation*
 - 30.1. The respondent must submit a completed E-Verify Compliance Form and Affidavit as attached below.

30.2. Failure to attach could result in a reduction in score or rejection of your proposal.

Cost Proposal

Elevator Maintenance (Performed Quarterly) Annual Cost:

<u>Location</u>	<u>Equipment</u>	<u>Manufacturer</u>	<u>Year</u>	<u>Cost</u>
LaFayette Educational Center	#1	Dover	1985	\$
Fayette Co High	#1	Schindler	1996	\$
Fayette Co High	#2	Schindler	1996	\$
Starr's Mill High	#1	Dover	1997	\$
McIntosh High	#1	National	1998	\$
McIntosh High	#2	Dover	1998	\$
McIntosh High	#3	Schindler	2005	\$
Whitewater High	#1	Mowrey	2004	\$

Elevator Modernization Cost:

<u>Location</u>	<u>Equipment</u>	<u>Manufacturer</u>	<u>Year</u>	<u>Cost</u>
LaFayette Educational Center	#1	Dover	1985	\$
Fayette Co High	#1	Schindler	1996	\$
Fayette Co High	#2	Schindler	1996	\$
Starr's Mill High	#1	Dover	1997	\$
McIntosh High	#1	National	1998	\$
McIntosh High	#2	Dover	1998	\$
McIntosh High	#3	Schindler	2005	\$
Whitewater High	#1	Mowrey	2004	\$

Service Calls/Additional Pricing:

Regular Service Rate Per Hour	\$	Minimum Hours: _____
Emergency Service Rate Per Hour	\$	Minimum Hours: _____
Repair Labor Rate Per Hour	\$	Minimum Hours: _____
Additional Technician/Helper Per Hour	\$	Minimum Hours: _____
Travel Charge	\$	Mileage Included: _____
Service Charge	\$	Per Service/Repair Call
Fuel Surcharge	\$	Per Service/Repair Call

Total Annual Maintenance Cost Combined: \$ _____

Total Modernization Cost Combined: \$ _____

Company Name

Date

Signature

Printed Name

Respondent Information Form

Place this form on top of your response.

[Elevator Modernization and Maintenance for Fayette County Public Schools \(RFP 25-007-075\)](#)

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCPS General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____ Date: _____

Business Capability and Respondent Qualification Questionnaire

[Elevator Modernization and Maintenance for Fayette County Public Schools \(RFP 25-007-075\)](#)

Please answer all questions fully. Additional pages for responses must be clearly marked to identify the respondent's name and solicitation number.

- 1) How long has your company been in business?
- 2) What was your annual gross revenue in 2023?
- 3) Please indicate current contracts in hand similar to the scope of this project and attach a separate document indicating the name, telephone, and email of each owner/controlling firm; and the status and completion date of each. (Must Include Attachment).
- 4) Does your company have experience in public school services? List all public school projects completed in Georgia since 2015.
- 5) Has your company ever completed a project more than one month behind schedule? If so, please identify the project and explain the circumstances. (If applicable, must include an attachment.)
- 6) Has your company ever failed to complete any work awarded to it? If so, please explain. (If applicable, must include an attachment.)
- 7) Has your company ever defaulted on a contract? If so, please explain. (If applicable, must include an attachment.)
- 8) Please indicate your company's bonding capacity.
- 9) Please indicate your company's insurance carrier.
- 10) Please indicate whether any insurance claim has been made against or by your company in the past seven (7) years, the circumstances surrounding such claims, and the outcome. (If applicable, must include an attachment.)
- 11) Please indicate whether any legal claim, administrative hearings and/or proceedings has been made against your company in the past seven (7) years (including state and federal Department of Labor as well as OSHA), the circumstances surrounding such claims, and the adjudicated outcome. (If applicable, must include an attachment.)
- 12) Please list bank reference:
- 13) Has your company ever had a bankruptcy petition, arbitration demand, or lien filed against it in the previous seven (7) years? If so, please explain. (If applicable, must include an attachment.)
- 14) Has your company, any principal officers, or project managers had any criminal investigations or proceedings brought against them in the previous ten (10) years? If so, please explain. (If applicable, must include an attachment.)
- 15) Please attach a separate list of all employees who will be assigned to work on the project described herein and include any professional licenses or certifications they hold. (Must Include Attachment)

The respondent attests that the information included as attachments and responses are true and accurate as of the date of submission. Respondent also agrees by submission to allow Fayette County Public Schools to review or investigate any response contained herein. Respondent may

be required to submit recent financial statements/reports and should indicate any objection herein. Failure to indicate or answer questions may deem the proposal non-responsive.

Notarized

FAYETTE COUNTY PUBLIC SCHOOLS - PURCHASING DEPARTMENT
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT FORM

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006, AS AMENDED BY
THE ILLEGAL IMMIGRATION REFORM ACT OF 2011, OCGA 13-10-90, ET SEQ.

TO ALL PROSPECTIVE CONTRACTORS:

If you are providing services to Fayette County Public Schools, this completed document, as well as the applicable Georgia Security and Immigration Compliance forms and affidavits referenced herein must be completed, signed, notarized and submitted with your bid, proposal or contract.

Fayette County Public Schools shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A., ~13-10-90 et seq. In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA, P.L. 99-603 and the Georgia Security and Immigration Compliance Act of 2006, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. ~ 13-10-90 et seq. (collectively the "Act") the contractor ("Contractor") **MUST INITIAL** the statement applicable to Contractor below:

INITIAL ONLY ONE CHOICE BELOW

____ (Initial here) Contractor represents and warrants that Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; Is authorized to use and uses the federal authorization program; and will continue to use the authorization program throughout the contract period. Contractor further represents, warrants and agrees that it shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-01 et seq. In accordance with the terms thereof; (Complete and submit the Contractor Affidavit and Agreement); **OR**

____ (Initial here) Contractor represents and warrants that it has no employees and does not intend to hire employees to perform contractual services, and that Contractor has therefore provided a U.S. state-issued Driver's license or ID card in lieu of an affidavit and that such license or ID card was issued by a State that verifies lawful Immigration status before issuing the license or ID card. If my status changes I will, before hiring any employees, immediately notify the School District in writing and provide all affidavits required under the Act; **OR**

____ (Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia as defined in the Act and thus does not have to comply with foregoing Georgia law; **OR**

____ (Initial here) Contractor is a foreign company and therefore not required to provide the affidavit as required by the Act. The Contractor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

USE OF SUBCONTRACTOR(S) and COMPLIANCE AS ABOVE

____(Initial here) Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, is authorized to use, and uses the Federal Work Authorization Program and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of labor as set forth at Rule 300-10-01 et seq.

____(Initial here) Contractor covenants and agrees that, if Contractor employs or contracts with any Subcontractor in connection with the covered contract under the Act and DOL Rule 300-10-1-02, then in such event Contractor will secure from each subcontractor at the time of the subcontract, the subcontractor's name and address, the employer identification number/taxpayer identification number applicable to the subcontractor; the date the authorization to use the Federal Work Authorization Program was granted to subcontractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor's agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the Federal Work Authorization Program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-01 et seq. (Complete and submit the Subcontractor Affidavit and Agreement)

____(Initial here) Contractor agrees to provide Fayette County Public Schools with all affidavits of compliance as required by the Act and Georgia Department of Labor Rule 300-10-1-02, 300-10-1-03, 300-10-1-07 and 300-10-1-08 within five (5) business days of its receipt of any such documents.

Company Name: _____

SIGNATURE: _____

DATE: _____

FAYETTE COUNTY PUBLIC SCHOOLS - PURCHASING DEPARTMENT
CONTRACTOR AFFIDAVIT PROVIDED PURSUANT TO O.C.G.A. § 13-10-91(b)(2)

(Rev. 4/18/2019)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with Fayette County Public Schools, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned contractor will contract for the physical performance of services in the performance of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b), and that the contractor shall forward any subcontractor's affidavit to the School District within five (5) days of its receipt of the same.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

EEV User Identification Number (4 to 6 Digit Number) _____

Date of Authorization _____

Contractor/Company _____

Email Address _____

Telephone Number _____

Name of Project _____

Project Number _____

Name of Public Employer _____

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

Executed on _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent

NOTARY INFORMATION

Sworn to before me this __ day of _____, 20_____.

Notary Public Signature

My Commission Expires: _____

Affix Notarial Seal Here

**FAYETTE COUNTY PUBLIC SCHOOLS - PURCHASING DEPARTMENT
SUBCONTRACTOR AFFIDAVIT PURSUANT TO O.C.G.A. § 13-10-91(b)(3)**

(Rev. 4/18/2019)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____, which has a contract with Fayette County Public Schools, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned subcontractor will contract for the physical performance of services in the performance of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b), and that the subcontractor shall forward any sub-subcontractors affidavit to the contractor and School District within five (5) days of its receipt of the same.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

**EEV User Identification
Number (4 to 6 Digit Number)** _____

Date of Authorization _____

Subcontractor/Company _____

Email Address _____

Telephone Number _____

Name of Project _____

Project Number _____

Name of Public Employer _____

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

Executed on _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent

NOTARY INFORMATION

Sworn to before me this __ day of _____, 20____.

Notary Public Signature

My Commission Expires: _____

Affix Notarial Seal Here