Addendum No. 3

ITB No. 21-10

Landscape and Grounds Maintenance

June 23, 2021

ITB #21-10 is hereby amended as follows:

1. Below are questions received and corresponding answers:

   A. Question: I would like to make an open record request for the following:
      Landscape and Grounds Maintenance for General Services for the contract for the past 3 years or last
      awarded contract for the current solicitation ITB 21-10.

      Answer: See attached Contract.

2. All other conditions remain in full force and effect.

3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item
   offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:


4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum
   on page 29 of the Bid Form.

   Tina Malone
   Tina Malone, CPPB CPPO
   Procurement Manager
   Department of Finance, Purchasing Division
ROUTE SLIP FOR CONTRACTS, AGREEMENTS, AND MOU'S
FOR PURCHASING USE ONLY

Tracking#  Contract# C-2017-30  Actual BOC Date: 3-14-17

FOR USE BY THE USER DEPARTMENT

Department: Rec & Maintenance - Parks  Contact Name & Extension: Sue Sanders X 7223
Project Title and Brief Summary: Yearly Landscape/Grounds Maintenance for Courthouse and JP Carr Complex
Term of Contract and/or Project: One year/renewable for three years
Vendor Name: Five Fields Lawn Care  Contact/Email: Amy C. Smith
Address/Phone#: 1081 Old Mills Dr. Mansfield, GA 30055 / 770-851-8645
Contract $ 22,920/year  Funding Source and Account Number #: 100-6200-522200-42
Priority: NEXTBOCMTG / 90 / 60 / 90 (Choose One)  Comments/Justify NEXTBOCKMTG:

Director/Elected Official Signature:  Date: 1/25/17

FOR USE BY PURCHASING AND CONTRACTING DIVISION OF FINANCE

Date and Time Received: 1/26/17  Date and Time: 1/26/17
[ ] ITB  [ ] RFP  [ ] Agreement/Contract  [ ] Change Order No  [ ] GSA/SWC
[ ] Approved Sole Source  [ ] Other (specify):
Projected BOC Meeting Date:
Comments/Notes: ITB # 16-30
Procurement Officer Signature:  Anna Malone

FOR USE BY THE DIRECTOR OR FINANCE

Date and Time Received: 1/26/17  Date and Time Out: 2/20/17
Funding Source: GF  Budget Amount: $23,000
Finance Officer Signature:  A. Miller

FOR USE BY COUNTY ATTORNEY

Date and Time Received: 1/26/17
[ ] Returned to Purchasing with comments  Date and Time Out: 
Comments:

[ ] Received from reroute (if applicable):  Date and Time In: 1/27/17
[ ] Approved as to form and Returned to Purchasing  Date and Time Out: 1-27-17
County Attorney Signature:

FOR USE BY THE CHIEF OF STAFF

Date and Time Received:  Date and Time Out: 
[ ] Approved for Agenda Placement and Forwarded to County Clerk  Agenda Date: 
Comments/Notes:

Chief of Staff Signature:

Route Slip Form No. 1 2/20/2014
Agenda Item Summary: Item #

Requesting Department
Recreation and Maintenance / Park Maintenance Division

Requested Action  (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)
Signature of Contract

Requirement for Board Action (Cite specific Board policy, statute or code requirement)
Approval of Contract for Landscape and Ground Maintenance Service

Is this Item Goal Related?  (If yes, describe how this action meets the specific Board of Commissioners Focus Area or Goal)
☑ Yes  □ No  Customer Service

Summary & Background  (First sentence includes Department recommendation  Provide an executive summary of the action that gives an overview of the relevant details for the item.)
Year round landscape and ground maintenance services for Courthouse and JP Carr Complex.

Fiscal Impact / Funding Source  (Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements)
$22,920/yr. / 100-6200-522200-42

Exhibits Attached  (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)
Contract – Landscape and Ground Services Agreement

Source of Additional Information  (Type Name, Title, Department and Phone)
Joel Strickland, Parks Manager, X 7126; 404-313-1143

Department Head/Director's Approval
Typed Name and Title  Susan Sanders, Director Recreation and Maintenance
Phone  770-278-7223
Signature  
Date  1/26/17

Chief of Staff Approval
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT (the “Agreement”) entered into on this 14th day of March, 2017, between Five Fields Lawn Care, a company whose address is 1081 Old Mills Farms Drive, Mansfield, GA 30055 (hereinafter “Contractor”) and Rockdale County, Georgia, a political subdivision of the State of Georgia, 962 Milstead Avenue, Conyers, Georgia 30012 (hereinafter “County”); and

WHEREAS, the County desires to engage the services of Contractor to perform year round landscape and grounds maintenance services to the Rockdale County; and

WHEREAS, Contractor is qualified to perform this service and desires to render year round landscape and grounds maintenance services to the County as provided herein.

NOW THEREFORE, the County engages the services of Contractor for and in consideration of the mutual promises contained in this Agreement and the parties agree as follows:

1. SCOPE OF SERVICES. Contractor shall furnish all products, tools, equipment, skill and labor of every description necessary to carry out and to complete in a good firm, substantial workmanlike matter for year round landscape and grounds maintenance services for the Rockdale County locations at J.P. Carr Complex and the Courthouse and Municipal Buildings (hereinafter “Work”), and in accordance with the County’s Invitation to Bid #16-30, and all addenda, incorporated herein by reference, (hereinafter “Work”), and as described in Contractor’s bid dated October 13, 2016. attached hereto and made a part hereof, and hereinafter referred to as the “Services”. Contractor shall provide, at their expense, all vehicles, supplies, and equipment necessary to provide these Services. These Services shall be performed at the direction of the Director of the Rockdale County Recreation and Maintenance Department or her designee and consistent with all federal, state, and local laws.

The Contract Documents, Invitation to Bid, and Bid are considered essential parts of the Contract. and requirements occurring in one are as binding as though occurring in all. They are intended to define, describe and provide for all labor necessary to complete the Work in an acceptable manner by the County.

Contractor must provide services year round on Saturdays or before 7:00 a.m. or after 5:00 p.m. weekdays so that services do not interfere with daily operations of these facilities.

The Contractor shall maintain a Lead Crew Worker at the sites at all times during the hours of scheduled maintenance service. and such Lead Crew Worker shall be able to be communicated with by two way radio or cellular telephone. Rockdale County reserves the right to request that the Lead Crew Worker must also speak and understand the English language.

Sites (J.P. Carr Complex and Rockdale County Courthouse and Municipal Buildings) – All sites are to be maintained according to the specifications and standards. If any site does not meet the
standards as set forth in the bid package at the completion of the contract terms, the last payment of the contract terms shall be placed on hold and each site will be required to be brought up to minimum standards within one (1) week of the contract completion.

2. **PAYMENT.** The County shall pay to the Contractor the monthly fee of One Thousand, Seventy Five and 00/100 ($1,075.00) Dollars for the Courthouse and Municipal Buildings. The County shall pay to the Contractor the monthly fee of Eight Hundred, Thirty Five and 00/100 ($835.00) Dollars for the J.P. Carr Complex. Total monthly fee to be paid to Contractor for both sites is One Thousand, Nine Hundred Ten and 00/100 ($1,910.00) for the Work provided under this Agreement, as set forth in Contractor’s Bid. (hereinafter “Bid”).

Contractor shall submit monthly invoices to the County in a format acceptable to the County that includes accurate and current information. The amount billed in each invoice shall be calculated as set forth in the Bid.

Payment Requests and original invoice(s) must be submitted to:

Rockdale County Finance Department

P.O. Box 289

Conyers, GA 30012

Include Contract No. 2017-30

Payment is to be made no later than thirty (30) days after submittal of undisputed invoice.

3. **PERFORMANCE OF SERVICES.** The manner in which the services are to be performed, shall be determined by Contractor. The County will rely on Contractor to work as many hours as may be necessary to fulfill Contractor’s obligations under this Agreement for the fee provided in Section 2 of this Agreement.

4. **DEFAULT AND TERMINATION.** Failure to substantially perform the Services or fulfill obligations set forth hereunder shall constitute material default. Where either party believes there is a material default by the other party, the party claiming such default shall give written notice of the default to the other party within fifteen (15) days. The defaulting party shall have ten (10) days in which to correct or cure the default, provided, however, that such default shall be cured within fifteen (15) days unless otherwise agreed upon by the parties.

Should either party materially default in the performance of any provision of this Agreement and fail to cure such default as provided herein, the other party shall be permitted to terminate this Agreement with fifteen (15) days written notice to the other party hereto. Termination of this Agreement shall not constitute waiver of any other remedy either party may have hereunder.

5. **TERM/TERRMINATION.** The initial term of this Agreement shall be a one (1) year period beginning from the date of execution by all parties. The parties may agree to renew this
Agreement for three (3) additional one-year periods renewable each year under the same terms and conditions as the original Bid, unless and until terminated as provided below.

Either party, upon giving thirty (30) days written notice, may terminate this Agreement at any time without cause. Termination of this Agreement by either party shall not impair or affect whatever rights, including payment for services performed prior to termination either party may have under this Agreement.

Upon such termination, Contractor shall be entitled to collect only the outstanding fees incurred based upon the work completed as the day of termination. In the event of termination, Contractor shall submit a final billing through the date of termination and if accepted by the County, payment shall be made within twenty (20) days of receipt thereof.

6. RELATIONSHIP OF PARTIES. It is understood by the parties that Contractor is an independent contractor with respect to the County and not an employee of the County.

7. INDEMNIFICATION. Contractor agrees to hold harmless and indemnify County, its Directors, Officers, and employees from and against any and all liability, claims, actions, causes of action, losses, damages, demands, suits, judgments, costs and expenses arising out of bodily injury (including death) to persons or damage to property, including, but not limited to, any and all costs, expenses, legal fees and liabilities, incurred in and about investigation and defense thereof, to the extent caused by a negligent act, error or omission of Contractor, or as a result of defective services under this Agreement.

8. ASSIGNMENT. The Contractor's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the County.

9. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for the County:
Rockdale County Board of Commissioners
Attn: Tina Malone, Procurement Officer
P.O. Box 289
Conyers, Georgia 30012
770-278-7552
tina.malone@rockdalecountyga.gov

IF for Contractor:
Five Fields Lawn Care
Attn: Amy C. Smith
10. **ENTIRE AGREEMENT.** This Agreement, its attachments and essential documents (as provided in paragraph 1 above) represent the entire understanding of the parties with regard to the subject matter of this Agreement. There are no oral agreements, understandings, or representations made by any party to this Agreement that are outside of this Agreement and are not expressly stated in it. No supplement, modification, or amendment of this Agreement will be binding unless executed in writing by all parties.

By signing this Agreement, the parties acknowledge that they have read each and every page of this Agreement before signing same and that they understand and assent to all the terms thereof. In addition, by signing this Agreement, the parties acknowledge that they are entering into this Agreement freely and voluntarily and under no compulsion or duress.

11. **CORPORATE AUTHORITY.** Contractor represents to the County that this Agreement, the transaction contemplated in this Agreement, and the execution and delivery thereof, have been duly authorized by all necessary corporate proceedings and actions, including, without limitation, the action on the part of the directors. The individual executing this Agreement on behalf of Contractor warrants that he or she is authorized to do so and that this Agreement constitutes the legally binding obligation of the corporation.

12. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

13. **SEVERABILITY.** If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provisions of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14. **WAIVER OR CONTRACTUAL RIGHT.** The failure of either party to enforce any provisions of this Agreement shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15. **FURTHER ASSURANCES.** The Contractor agrees to execute, acknowledge, seal and deliver, after the date of this Agreement, without additional consideration, such further assurances, instruments and documents, and to take such further actions, as the County may reasonably request in order to fulfill the intent of this Agreement and the transactions contemplated by this Agreement.

16. **INTERPRETATION.** Should any provision of this Agreement require a judicial interpretation, the parties agree that the body interpreting or construing this Agreement will not apply the assumption that
the terms of this Agreement will be more strictly construed against one party by reason of the rule of legal construction that an instrument is to be construed more strictly against the party which itself or through its agents prepared the Agreement. The parties acknowledge and agree that they and their agents have each participated equally in the negotiation and preparation of this Agreement.

17. **VENUE & JURISDICTION.** The County and the Contractor, by entering into this Agreement, hereby agree that the courts of Rockdale County, Georgia shall have jurisdiction to hear and determine any claims or disputes between them pertaining directly or indirectly to this Agreement. Contractor expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced in said courts. The choice of forum set forth in this section shall not be deemed to preclude the bringing of any action by the County or the enforcement by the County of any judgment obtained in such forum in any other appropriate jurisdiction. Further, the Contractor hereby waives the right to assert the defense of forum non-conveniens and the right to challenge the venue of any court proceeding.

18. **INSURANCE.** The Contractor shall not commence any work under this Contract until all insurance, as stipulated in the invitation to bid, has been obtained and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence any work on subcontractor's contract until all similar insurance required of the subcontractor has been so obtained and approved by the Contractor.

19. **APPLICABLE LAW.** This Agreement shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

Five Fields Lawn Care

By: [Signature]
Amy C. Smith, Owner

Rockdale County, Georgia
Board of Commissioners

By: [Signature]
Oz Nesbitt, Sr., Chairman

Witness:

By: [Signature]

Attest:

By: [Signature]
Jennifer Rutledge, County Clerk

Approved as to form:

By: [Signature]
M. Qader A. Baig, County Attorney
Addendum No. 1

ITB No. 16-30
Landscape and Grounds Maintenance at JP Carr Complex, Courthouse and Municipal Buildings, and Portman Drive

October 6, 2016

ITB #16-30 is hereby amended as follows:

1. Below is a question received and corresponding answer:

   A. Question: Can Rockdale County provide the price for current services?

   Answer: The County pays Kut Above Landscaping Solutions $1,249/month for just the County Courthouse and Municipal buildings. The other two properties are not currently outsourced.

2. All other conditions remain in full force and effect.

3. If a proposal has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the proposal price, the new price and/or changes will be inserted below:

   

4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on Page 15, Part II of the Bid Form.

   Tina Malone
   Tina Malone, CPPB CPPO
   Procurement Officer
   Department of Finance, Purchasing Division
INVITATION TO BID

No. 16-30

ROCKDALE COUNTY, GEORGIA

September 21, 2016

LANDSCAPE AND GROUNDS MAINTENANCE
AT JP CARR COMPLEX, COURTHOUSE AND
MUNICIPAL BUILDINGS, AND PORTMAN
DRIVE

ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 MILSTEAD AVENUE
CONYERS, GA 30012
770-278-7552
INTRODUCTION:
This is an Invitation to Bid (ITB) for Landscape and Grounds Maintenance at JP Carr Complex, Courthouse and Municipal Buildings, and Portman Drive in Rockdale County. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:
All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Dawn Spivey, Contract Specialist at dawn.spivey@rockdalecountyga.gov or at the following address:

Rockdale County Finance Department
Attn: Dawn Spivey
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7553, Fax (770) 278-8910
E-mail: dawn.spivey@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all bidders receive the same information, bidders are requested NOT to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the bidder.

BID COPIES FOR EVALUATION:
Three (3) hard copies and one (1) original hard copy and one (1) CD or Flash Drive in Adobe PDF format will be required for review purposes. (Original must be clearly marked "Original" and the Copies clearly marked "Copies."). CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

All bid materials must be completed and enclosed in a sealed envelope prior to submittal. The ITB number must be clearly written on the outside of the envelope. Incomplete, incorrect, unsealed, unmarked, or improperly submitted bids may be rejected.

CONTRACT TERM:
One (1) year from date of Notice to Proceed with option to renew three (3) additional one-year terms.

DUE DATE:
Sealed bids will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than 2:00 P.M., local time, Thursday, October 13, 2016. Bids received after this time will not be accepted.

PRE-BID CONFERENCE:
There will be a MANDATORY Pre-Bid Conference held at the Rockdale County Administration Building, 958 Milstead Avenue, 1st Floor Conference Room No. 106, Conyers, GA 30012, at 10:00 a.m., local time, Monday, October 3, 2016. Site visits will follow immediately after this meeting. Any questions and/or misunderstandings that
may arise from this ITB may be asked and answered at the pre-bid conference. Questions received after the pre-
bid conference must be submitted in writing to dawn.spivey@rockdalecountyga.gov or at the above address. Any
contractor who intends to submit a Bid is required to attend this meeting.

QUESTIONS AND CLARIFICATIONS:
All questions and/or requests for clarifications concerning this ITB must be submitted to the Purchasing Division via
email to dawn.spivey@rockdalecountyga.gov or at the above address no later than 2:00 p.m., local time, on
Thursday, October 6, 2016. It shall be the Bidder’s responsibility to seek clarification as early as possible prior
to the due date and time. Written responses from the County to the questions it receives will be in an addendum and
posted to the County’s website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests
for clarifications received after this deadline will not receive a response.

ADDENDA:
Answers to questions submitted that materially change the conditions and specifications of this ITB will be issued in
an addendum and posted to the County’s website at www.rockdalecountyga.gov under Bid Opportunities. Any
discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the bidder’s responsibility to check the Rockdale County website at www.rockdalecountyga.gov, under
Bid Opportunities for any addenda that may be issued, prior to submitting a bid for this ITB.

QUALIFICATIONS OF OFFERORS:
Bidders must have a current business license from their home office jurisdiction and provide a copy of that license
with the submittal of their bid response. Rockdale County vendors doing business in Rockdale County must have a
current Rockdale County Business License.

Bids from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale
County will not be accepted.

Bidders are to submit at least (3) three references from projects with similar experience using the materials and
process in this Invitation to Bid.

ESCALATION CLAUSE:
During the life of the contract, if the successful bidder requests a price increase, the successful bidder shall
furnish price lists to the County for his/her increases and those of his/her supplier (e.g. factory) increases, as
and if prices are changed. Furnish also a list of his/her supplier’s (e.g. factory) prices that had been in effect
during bidder’s earlier prices; so that County can see the difference. Price change will be in effect only after
receipt and approval of one copy of these price lists, (or catalogs), by the Rockdale County Purchasing
Department. Price lists and changes thereto are to be furnished under the contract and without charge to the
County. Catalogue(s) or Price List(s) are to be submitted to Purchasing Department, P.O. Box 289, Conyers,
GA 30012. All price increases will require Board of Commissioners approval as a change order to the contract.

SILENCE OF SPECIFICATIONS
The apparent silence of these specifications and any supplemental 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 first quality. All interpretations of this specification shall be made upon the basis of this
statement, with County interpretation to prevail.

OPTION TO AUDIT
Successful bidder will be required to maintain complete records during the life of the contract and for a period of
one year after completion of the contract. Such records are to be made available to the County if officially
requested, to be audited by a designated County auditing staff. In such audits reveal overcharges and/or
undercharges, such will be adjusted and compensation made by either party to correct charges.
TORT IMMUNITY:
No officer, employee, or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered because of any act, event, or failure to act.

PROPRIETARY INFORMATION:
Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

AWARD OF CONTRACT:
The Rockdale County Procurement Office and/or Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee. Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

QUANTITIES:
The quantities listed in the Bidders Response Schedule are provided as an estimate for bid purposes. The County will not be obligated to quantities beyond actual needs.

SELECTION PROCESS:
The Rockdale County Procurement Office and/or Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Purchasing Department and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose bid represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all bids if such action is in the county's interest.

Rockdale County may evaluate bids and award a contract without discussions with offerors. Therefore, the offeror's initial bid should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.
**INSURANCE:**
The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers’ Compensation</td>
<td>Statutory</td>
</tr>
<tr>
<td>Employers’ Liability</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Bodily Injury Liability</td>
<td>$1,000,000.00 each occurrence</td>
</tr>
<tr>
<td>except Automobile</td>
<td>$1,000,000.00 aggregate</td>
</tr>
<tr>
<td>Property Damage Liability</td>
<td>$1,000,000.00 each occurrence</td>
</tr>
<tr>
<td>except Automobile</td>
<td>$1,000,000.00 aggregate</td>
</tr>
<tr>
<td>Personal &amp; Advertising Injury Limit</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Products / Completed Ops.</td>
<td>$2,000,000.00 aggregate</td>
</tr>
<tr>
<td>Automobile Bodily Injury Liability</td>
<td>$1,000,000.00 each person</td>
</tr>
<tr>
<td></td>
<td>$1,000,000.00 each occurrence</td>
</tr>
<tr>
<td>Automobile Property Damage Liability</td>
<td>$1,000,000.00 each occurrence</td>
</tr>
<tr>
<td>Property Coverage</td>
<td>Equal to or greater than the existing building limit</td>
</tr>
<tr>
<td>(if hazardous substances are involved)</td>
<td>if performing renovations.</td>
</tr>
<tr>
<td>Contractor’s Pollution Liability (with 1 year extended reporting period)</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Each Occurrence</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Aggregate</td>
<td>$2,000,000.00</td>
</tr>
<tr>
<td>General Liability</td>
<td>$1,000,000.00</td>
</tr>
</tbody>
</table>

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor’s compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
BONDS:
N/A

PERMITS:
The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011
Vendors submitting a Qualification package in response to this ITB must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the ITB package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

A. The form must be signed by an authorized officer of the contractor or their authorized agent.

B. The form must be notarized.

C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY
Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities, and scrolling down to the bottom of the page.
GENERAL INFORMATION:

RECEIPT OF BID:
No bids received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a bid not properly addressed and identified.

WITHDRAWAL OF BID:
A bidder may withdraw his bid before the bid due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF BID:
Rockdale County may reject any and all bids and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any bid in the proposing procedure. Rockdale County shall be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various bidders.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:
The bidder may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected. The successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:
By submitting a bid, the bidder represents and warrants that such bid is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from proposing and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF:
By submitting a bid, the bidder represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

DOCUMENTS DEEMED PART OF THE CONTRACT:
The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid, and addenda, if any, will be deemed part of the contract.

GOVERNING LAWS:
This contract is made under and shall be governed and construed in accordance with the laws of the State of Georgia.

ERRORS AND OMISSIONS:
The vendor shall not take advantage of any errors or omissions in this Bid Request, and shall promptly notify Rockdale County of any omissions or errors found in this document.
STANDARD INSTRUCTIONS:

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by Rockdale County and must be followed by each bidder.

2. The written specifications contained in this bid shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this bid may result in disqualification by Rockdale County.

3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the bid price.

4. The following ITB# 16-30 must be written clearly on the outside of each bid envelope in order to avoid prior opening in error.

5. All bids must be received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place of bid due date. Bids received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.

6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.

7. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid to Rockdale County the first page of your bid package should be the bid form listing the price, delivery date, etc., unless the bid form is requested to be in a separate envelope.

8. Rockdale County reserves the right to accept a bid that is not the lowest price if, in the County’s judgment, such bid is in the best interest of the County and the public. The County reserves the right to reject any and all bids.

9. Telephone, Telegraphic or Facsimile bids will not be accepted.

10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.

   Federal I.D. #58-6000882
   Sales Tax Exempt #58-800068K

11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any bid on the basis of incomplete or inaccurate answers to the questionnaire.

12. If applicable, warranty information shall be provided.

13. Bidders shall state delivery time after receiving order.

14. Bidders shall identify any subcontractors, and include an explanation of the service or product that they may provide.
BID SPECIFICATIONS:

The specifications are as follows and on the attached pages:

General:

Purchase Price shall include delivery, F.O.B. Rockdale County, Conyers, GA 30012.

Landscape and Grounds Maintenance At
JP Carr Complex, Courthouse and Municipal Buildings,
and Portman Drive

Rockdale County is seeking qualified bidders to provide year round landscape and grounds maintenance services for the JP Carr Complex, the Courthouse and Municipal Buildings, and Portman Drive. All general maintenance must be done on Saturdays or before / after office working hours as not to interfere with daily operations of these facilities.

JP Carr Complex

Properties to be maintained (the entire JP Carr Complex consists of the addresses below):

JP Carr Gym – 1090 Hardin Street
Olivia Haydel Senior Services Building – 1240 Dogwood Drive
JP Carr Community Center – 981,983,985, 987 Taylor Street (One Building)
Family & Children’s Services – 975 Taylor Street
Mental Health 977 Taylor Street

General Maintenance

April through the end of November

Weekly grounds and landscape maintenance as follows:

- Mow all turf areas at a cutting height of 3"
  - Any grass clippings or leaves must be mulched up or hauled away.
- Edge all curbs, walkways, and turf / bedlines
- Weed-eat around structures and obstacles as needed
- Keep all parking lots and curbs clean of litter and debris
- Keep drains in parking lots clean of litter and debris
- Trim all shrubbery as needed to maintain shape and neat appearance
- Trim all ivy and other groundcovers to keep neat and out of walkways
- Prune any low hanging limbs to keep neat and safe
- Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:
Mow all turf areas at a cutting height of 3" as needed
   *Any grass clippings or leaves must be mulched up or hauled away.
Clean up and remove leaves from turf, landscape, and hard surface areas
   such as parking lots, walkways, and steps
Maintain edge on all curbs, walkways, and turf / bedlines as needed
Weed-eat around structures and obstacles as needed
Keep all parking lots and curbs clean of litter and debris
Keep drains in parking lots clean of litter and debris
Trim all shrubbery as needed to maintain shape and neat appearance
Trim all ivy and other groundcovers to keep neat and out of walkways
Prune any low hanging limbs to keep neat and safe
Keep all landscape and flower beds neat and weed free

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings once per year.

Plant seasonal flowers in one location twice per year:
   Around the JP Carr Services Center Sign on Taylor Street

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

The JP Carr Complex grounds are outlined on the attached map.

Courthouse and Municipal Buildings

The service requested is for the grounds and landscape maintenance of the properties listed below. All general maintenance must be done on Saturdays or after courthouse and BOC working hours.

Properties to be maintained (the Rockdale County Courthouse and Municipal Buildings consist of the addresses below:

- Rockdale County Courthouse – 922 Court Street
- Rockdale County BOC – 962 Milstead Avenue
- Rockdale County Auditorium / Meeting Hall / Admin. Bldg. – 901 Main St.
   and 958 Milstead Avenue (Back Entrance)
- Rockdale County Human Resources and Tax Assessors – 981 Milstead Avenue
- Rockdale County Tag Office – 969 Pine Street
- Rockdale County Magistrate Court – 945 Court Street (948 Bank St. – back side)
- Rockdale County DUI and Accountability Court – 943 Court Street
*Shared Church Parking Lot (Across from Tax Assessors Building)

General Maintenance

April though the end of November

Weekly Grounds and Landscape Maintenance as follows:
Mow all turf areas at a cutting height of 3"
   "Any grass clippings or leaves must be mulched up or hauled away.
Edge all curbs, walkways, and turf / bedlines
Weed-eat around structures and obstacles as needed
Keep all parking lots and curbs clean of litter and debris
Keep drains in parking lots clean of litter and debris
Trim all shrubbery as needed to maintain shape and neat appearance
Trim all ivy and other groundcovers to keep neat and out of walkways
Prune any low hanging limbs to keep neat and safe
Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3" as needed
   "Any grass clippings or leaves must be mulched up or hauled away.
Clean up and remove leaves from turf, landscape, and hard surface areas
   such as parking lots, walkways, and steps
Maintain edge on all curbs, walkways, and turf / bedlines as needed
Weed-eat around structures and obstacles as needed
Keep all parking lots and curbs clean of litter and debris
Keep drains in parking lots clean of litter and debris
Trim all shrubbery as needed to maintain shape and neat appearance
Trim all ivy and other groundcovers to keep neat and out of walkways
Prune any low hanging limbs to keep neat and safe
Keep all landscape and flower beds neat and weed free

*The tasks to be completed at the shared church parking lot are:
   Picking up trash, removing limbs, blowing leaves

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings twice per year.

Plant seasonal flowers in three locations twice per year:
  1. Main St. Courthouse Entrance
  2. In front of the BOC Meeting Hall
  3. In front of the BOC Offices

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

The courthouse and municipal grounds are outlined on the attached map. The shared church parking lot is
outlined by itself.

PORTMAN DRIVE

Properties to be maintained:
County offices located at 1329 Portman Drive, Conyers, GA 30012

General Maintenance

The property will be maintained bi-weekly, thus 26 service visits per year.

April thru the end of November

Bi-Weekly Grounds and Landscape Maintenance
  Mow all turf areas at a cutting height of 3"  
  *Any grass clippings or leaves must be mulched up or hauled away.
  Edge all curbs, walkways, and turf / bedlines
  Weed-eat around structures and obstacles as needed
  Keep all parking lots and curbs clean of litter and debris
  Keep drains in parking lots clean of litter and debris
  Trim all shrubbery as needed to maintain shape and neat appearance
  Trim all ivy and other groundcovers to keep neat and out of walkways
  Prune any low hanging limbs to keep neat and safe
  Keep all landscape and flower beds neat and weed free

December thru the end of March

Bi-Weekly Grounds and Landscape Maintenance
  Mow all turf areas at a cutting height of 3" as needed
  *Any grass clippings or leaves must be mulched up or hauled away.
  Clean up and remove leaves from turf, landscape, and hard surface areas
    such as parking lots, walkways, and steps
  Maintain edge on all curbs, walkways, and turf / bedlines as needed
  Weed-eat around structures and obstacles as needed
  Keep all parking lots and curbs clean of litter and debris
  Keep drains in parking lots clean of litter and debris
  Trim all shrubbery as needed to maintain shape and neat appearance
  Trim all ivy and other groundcovers to keep neat and out of walkways
  Prune any low hanging limbs to keep neat and safe
  Keep all landscape and flower beds neat and weed free

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings twice per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

ADDITIONAL TERMS AND CONDITIONS:

Response Time – Successful Bidder will respond to regular service calls within forty-eight (48) hours after receipt of call from the County. Initial response to emergency calls must occur within two (2) hours after receipt of notification from the County. For the purposes of this bid, an emergency shall be defined as any condition that poses a threat to health, welfare, or safety of people and/or property or a condition that will negatively impact any essential service(s) as determined by Rockdale County. The successful bidder will provide the County with a twenty-four (24) hour emergency contact and telephone number. Delivery of emergency services must occur within twenty-four (24) hours.

Bidder state agreement: Yes [ ] No [ ]
Emergency Contact Person: Amy C. Smith

Emergency telephone number: 6-3A2-4068  Cell Number: 7851-8645

Alternate delivery time may be considered provided it is so stated below:

(Bidder state alternate time for delivery of services)

**Equipment Storage** – No storage or service of equipment should take place on County property.

**Contractor Damages** – Any damages to the road, facilities, sewers, utilities, irrigation system, plant material or vegetation caused by the Contractor shall be repaired at the expense of the Contractor to the satisfaction of the County. Failure to restore said damages within three (3) working days following notification shall result in a deduction from the next invoice of the County’s expenses incurred by the County for labor, material or equipment to restore the property to its original condition.

**Fuel Surcharges & Ecological Fees** – Rockdale County will not accept fuel surcharges or ecological fees from the bidder.

**Uniforms** – The Contractor will provide, at Contractor’s expense, color coordinated uniforms for all contractor personnel. Such uniforms shall meet the County’s public image requirements and be maintained by Contractor so that all personnel are professional in appearance at all times. Non-uniform clothing will not be permitted, including for new employees.

**Required Signatures** - Bids must be signed by an officer or agent of the firm having the authority to execute contracts.

**Background Check** - Successful contractor is required to do background checks on all employees as stated in the solicitation document.

**Lead Crew Worker** – The Contractor shall maintain a Lead Crew Worker at the sites at all times during the hours of scheduled maintenance service, and such Lead Crew Worker shall be able to be communicated with by two way radio or cellular telephone. Lead Crew Worker must also speak and understand the English language.

**Sites (JP Carr Complex, Rockdale County Courthouse and Municipal Buildings, and Portman Drive)** – All sites are to be maintained according to the contract specifications and standards. If any site does not meet the standards as set forth in the bid package at the completion of the contract terms, the last payment of the contract terms shall be placed on hold and each site will be required to be brought up to minimum standards within one (1) week of the contract completion.

**Special Events** – When required, all necessary maintenance practices will be performed prior to special events (government functions, dedications, memorials, concerts, etc.), with the emphasis on the overall aesthetic appearance and cleanliness of the property site(s). Special efforts are to be taken to prevent damage to property and injury to the public. All immediate site maintenance requirements (trash and debris removal, irrigation, mulching, etc.) must be promptly addressed after the event.

**License** - All bidders must furnish, with their bid, clear photocopies of the license(s) listed below, in addition to a clear photocopy of their Business License:
Commercial Pesticide License and Pesticide Contractor License (category 24 for Ornamental Landscapes)

Equipment/Products – Selected Contractor must furnish his/her own equipment and products (ex: pesticides, plants, mulch, fertilizer, etc.) in the performance of the contract.

The Contractor shall furnish equipment of a type and quantity to perform the work satisfactorily within the time specified by the County. If, in the opinion of the County, the Contractor has insufficient equipment on the job to satisfactorily complete the work within the required time, the Contractor shall immediately provide additional equipment as directed by the County at no additional cost to the County.

The County reserves the right to inspect all equipment before it is placed in or while it is in service. If at any time, the County determines that any equipment is deficient in any way, the Contractor shall remove the equipment from service immediately, and the equipment shall remain out of service until the deficiency is corrected to the satisfaction of the County. Inspection and approval of the Contractor’s equipment by the County shall not relieve the Contractor of responsibility or liability for injury to persons or damage to property caused by the operation of the Contractor’s equipment, nor shall it relieve the Contractor of the responsibility to meet the established time for completion of the mowing cycle.

The Contractor shall provide a cut that is clean and sharp with uniform distribution of cuttings at all times for areas mowed. Any areas determined to be unsatisfactory by the County shall be re-mowed at no additional cost to the County.
BID FORM – ITB No. 16-30
Instructions: Complete all THREE (3) parts of this bid form.

PART I: Bid Summary
Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

1. JP Carr Complex LUMP SUM $10,020.00 one year
2. Courthouse and Municipal Buildings LUMP SUM $12,900.00 one year
3. Portman Drive LUMP SUM $2,584.00 one year

TOTAL (lines 1 & 3) $25,504.00

PART II: Addenda Acknowledgements (if applicable)
Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

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<tr>
<th>Addenda</th>
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<th>Initials</th>
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PART III: Vendor Information:

Vendor Name: Five Fields Lawn Care - Amy Smith
Address: 1081 Old Mill Farms Dr, Milledgeville, GA 31061
Telephone: 770-851-8645
E-Mail: fivefieldslawncare@yahoo.com
Representative (print name): Amy Smith
Signature of Representative: [Signature]
Date Submitted: October 13, 2016
ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR

State of Georgia
County of Rockdale

Amy C. Smith, being first duly sworn, deposes and says that:

(1) He/She is Amy C. Smith (owner, partner officer, representative, or agent) of Five Fields Lawn Care, the Vendor that has submitted the attached ITB;

(2) He/She is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached ITB or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached ITB are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) Owner

Subscribed and Sworn to before me this 10th day of October, 2011

Name Kingsley B. Allen
Title Office Manager
My commission expires (Date) Jan. 31, 2017

Page 16 of 26
ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of ______________________)
County of ______________________)

____________________________________, being first duly sworn, deposes and says that:

(1) He/She is ______________________ (owner, partner officer, representative, or agent) of ______________________, the sub-contractor that has submitted the attached ITB;

(2) He/She is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached ITB or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

______________________________
(Signed)

______________________________
(Title)

Subscribed and Sworn to before me this ______ day of ____________, 20__.

Name __________________________

Title __________________________

My commission expires (Date)
Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

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 on behalf of (name of public employer) 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 will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction 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). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-verify #574416
Federal Work Authorization User Identification Number

APRIL 2010
Date of Authorization

Amy C. Smith
Name of Contractor

Rockdale County Maintenance Contract
Name of Project

Rockdale County Government
Name of Public Employer

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

Executed on MAR. 1, 2017 in LIN (city), GA (state)

Signature of Authorized Officer or Agent

Amy C. Smith OWNER
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF March 2017

Kingsley R. Allen
NOTARY PUBLIC
My Commission Expires: 1-31-2021
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

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 (name of contractor) on behalf of (name of public employer) 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 will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction 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). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

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

Executed on __________, 201__ in ______(city), ______(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _______ DAY OF ______________, 201__.

NOTARY PUBLIC
My Commission Expires:
Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies it 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 for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-Subcontractor

Name of Project

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 and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF ____________, 20__.

NOTARY PUBLIC
My Commission Expires: __________________________
Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I
Amy C. Smith [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1)  ✔ I am a United States citizen

OR

2) ___ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: 

Amy C. Smith

Printed Name:

* Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
10TH DAY OF OCTOBER, 2016.

Kingsley R. Allen
Notary Public
My commission Expires: Jan 31 2017

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) √ I am a United States citizen

OR

2) I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

[Signature of Applicant]

[Date] 6-10-16

[Printed Name] HILARIO LOPEZ

[Alien Registration number for non-citizens]

SUBSCRIBED AND SWEARING
BEFORE ME ON THIS THE 10 DAY OF OCTOBER, 2016.

[Notary Public]

My commission Expires: Jan 31, 2017

*Note: O.C.G.A. § 50-36-1(c)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) ______ I am a United States citizen

OR

2)    ___ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

[Signature of Applicant]

[Signature]

[Date]

10-10-16

[Printed Name]

GERMAN LÓPEZ

[Alien Registration number for non-citizens]

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
10__ DAY OF October, 2016.

[Notary Public]

[Signature]

Notary Public
My commission Expires: Jan 31, 2017

*Note: O.C.G.A. § 50-36-1(c)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

Page 21 of 26
Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I, [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) ☑ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: ___________________________ Date: 10-10-16

Victor Mendez
Printed Name:

* Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
10 DAY OF October, 2016

Kingsley Kallen
Notary Public
My commission Expires: Jan 31 2017

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) ☑ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:  
Date: 10-10-16

Printed Name: Chris Baker

* Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
10 DAY OF October, 2016.

Kingsley R. Allen
Notary Public
My Commission Expires: Jan 31, 2017

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I

Bill Smith [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) ☑ I am a United States citizen

OR

2) __ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

signature of Applicant: William H. Smith Date 10-10-16

Printed Name:

* Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
10th DAY OF OCTOBER 2016.

Kingsley R Allen
Notary Public
My commission Expires: Jan 31 2017

*Note: O.C.G.A. § 50-36-1(c)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: Five Fields Lawn Care- Amy Smith

I. INSTRUCTIONS

A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.

B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.

C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.

D. The completed form shall be submitted with contractor's proposals.

E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

II. GENERAL BACKGROUND

A. Current address of contractor: 1081 Old Mill Farms Drive
   Mansfield, GA 30055

B. Previous Name or address of contractor: 2543 Lake Capri Rd,
   Conyers, GA 30012

C. Current president or CEO and years in position: 6 years- CEO- Owner

D. Number of permanent employees: 6 employees

E. Name and address of affiliated companies:

III. FINANCIAL STATUS

A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

   1. LAST COMPLETE FISCAL YEAR:
A. Revenues (Gross) 2016 to present 220,091.00
B. Expenditures (Gross) 78,000.00
C. Overhead & Admin (Gross) 46,523.00
D. Profit (Gross) 56,000.00

2. **YEAR PRIOR TO "1" ABOVE:** 2015

A. Revenues (Gross) 327,613.91
B. Expenditures (Gross) 115,650.00
C. Overhead & Admin (Gross) 75,000.00
D. Profit (Gross) 125,000.00

3. **YEAR PRIOR TO "2" ABOVE:** 2014

A. Revenues (Gross) 239,579.30
B. Expenditures (Gross) 91,347.00
C. Overhead & Admin (Gross) 61,619.00
D. Profit (Gross) 58,613.00

**B. BANKRUPTCIES**

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).
   
   no

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).
   
   no

**C. BONDING**

1. What is the Contractor’s current bonding capacity?

2. What is the value of the Contractor’s work currently under contract?

**IV COMPANY EXPERIENCE – SIMILAR PROJECTS**

A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

   **Project #1:**
   Name and Address: Harland Clarke
   2939 Miller Road
   Decatur, GA 30035

   Date of Construction/Project: May 2, 2011
| Type of Construction/Project: | Installation of plant material  
Weekly maintenance contract  
5 buildings on 42 acres |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Contract Price:</td>
<td>$7,000.00 a month maintenance.</td>
</tr>
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</table>
| Owner contact info:         | Evelyn Pope  
facilities manager  
770-593-5087 |  
| Architect/Engineer contact info: | (if applicable) |  
| Project #2:                 | Hampton Inn, Conyers and Covington, and Covington Village  
1340 Dogwood Dr, SE  
Conyers, GA 30013 |  
| Date of Construction/Project: | January 2012 to present  
Maintain plant material, mulch, pine straw on a seasonal basis |  
| Type of Construction/Project: | Mow, weed eat, blow parking lots, weed control  
Average $5000 plus in plant materials a year  
Maintenance contract - $11500.00 a month |  
| Contract Price:             | $11500.00 a month |  
| Owner contact info:         | Adrian Mitchell  
facilities manager  
adrian.mitchell@hilton.com |  
| Architect/Engineer contact info: | (if applicable) |  
| Project #3:                 | Academy of Scholars  
5096 Panola Industrial Blvd  
Decatur, Ga |  
| Date of Construction/Project: | October 2013  
to present  
maintenance of 10 acres of property  
Install seasonal colors and mulch |  
| Type of Construction/Project: | $15500.00 a year |  
| Contract Price:             | $15500.00 a year |  
| Owner contact info:         | Wanda Foole |  

Page 24 of 26
V ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS

Has your company been involved in any construction arbitration demands filed by, or against, you in the last five years? no

Has your company been involved in any construction-related lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? no

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? no

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years? no

Has your company be involved in any lawsuits, proceedings, or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years? no

I have any criminal proceedings or investigations been brought against the Contractor in the last ten years? no

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

VI COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

I have a horticultural and design degree from Quinnett Technical College and I have 20 years in the landscape industry.

I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the
Owner, or its designated representative.

Contractor: [Signature]

Title: [Position]

Sworn to and subscribed before me
This 10th day of October 2016

[Notary Signature]

Notary Public
My Commission Expires: Jan. 31, 2017

Page 26 of 26
Morgan County Planning and Development
Occupational Tax Department
Post Office Box 1357
150 East Washington Street, Suite 200
Madison, Georgia 30650

Occupational Tax Certificate

2017 - 145
Occupational Tax Number

Five Fields Lawn Care
1081 Old Mill Farms Drive
Mansfield, Georgia 30655

Amy C. Smith
Proprietor

Landscape Services

NAICS Number 561730
Type Home Office
Occupancy Residential

Issue Date 1/11/2017
Expiration Date 12/31/2017
Receipt Amount $110.00

Mailing Address
Five Fields Lawn Care
1081 Old Mill Farms Drive
Mansfield, Georgia 30655

[Signature]
Authorizing Agent Signature

January 11, 2017
Approval Date

It is the responsibility of the business owner to notify this department of any changes of ownership or status of the business. This Occupational Tax Certificate is only valid until the expiration date printed on this certificate. Failure to renew this certificate prior to the expiration will result in a penalty and/or fine.
The enclosed Georgia Contractors License is valid through 12/31/2017.

We have updated our website. Visit www.kellysolutions.com/GA/Contractors to take a look at the new layout. There are a number of useful tools to help you manage your license, including being able to update your user information online. You can renew your license by making a secure payment by credit card, and you can find applicator recertification courses. If you have questions, check out the FAQs section. We hope you enjoy these new user-friendly features.

If you have questions or concerns regarding your Contractor License, please contact: Georgia Department of Agriculture - Pesticide Section, (404) 656-4958.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Thomas E. Burden
1001 Pennington Rd
Madison, GA 30650

INSURED
Amy Smith
Five Fields Lawncare
1081 Old Mills Farms Dr
Mansfield, GA 30055

CONTACT NAME: Eddie Burden
PHONE: 706-342-0414
FAX: 706-342-7024
E-MAIL: tburden@pib.org

INSURER A: United States Liability Insurance Co
INSURER B: Wesco Insurance Company
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES

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<td>A</td>
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<td>B</td>
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<td></td>
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<td>Each Accident: $100,000</td>
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<td></td>
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<td>Each Disability: $100,000</td>
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<td></td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Landscape Gardening

CERTIFICATE HOLDER
Rockdale County Government
958 Mistead Ave
Conyers, GA 30012

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER No RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER

Name: Thomas E Burden
Address: 100 Pennington Rd
City: Madison
State: GA
ZIP: 30650

CONTACT

Name: Eddie Burden
Phone: (404) 342-0414
Fax: (404) 342-7024
Email: eburden@gbf.org

INSURER(S) AFFORDING COVERAGE

NAC #

INSURER A: Ga Farm Bureau
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES  CERTIFICATE NUMBER:  REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<td>Excess Liability</td>
<td>BAP 3200056</td>
<td>Combined Single Limit 300,000</td>
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DESCRIPTION OF OPERATIONS: LOCATIONS: VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Landscape Gardening

CERTIFICATE HOLDER

Name: Rockdale County Government
Address: 958 Mistletoe Ave
City: Conyers
State: GA
ZIP: 30012

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature:

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ACORD 25 (2010/05)

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