



## CITY OF DAHLONEGA

### REQUEST FOR QUOTE

#### DAHLONEGA-LUMPKIN COUNTY VISITORS CENTER EXTERIOR PAINTING PROJECT #2025-004

##### 1.0 INTRODUCTION

##### 1.1 Purpose of Procurement

The City of Dahlonega is requesting quotes from qualified contractors to paint the exterior of the Dahlonega-Lumpkin County Visitor's Center located at 13 South Park Street Dahlonega, Georgia 30533.

##### 1.2 Schedule of Events

This Request for Quote shall be governed by the following schedule:

DATE	ACTIVITY
September 22, 2025	Release of Request for Quote
October 6, 2025 10:00 AM	<b>MANDATORY</b> Pre-Quote Meeting held at Dahlonega-Lumpkin County Visitor at 13 South Park Street Dahlonega, GA 30533.
October 7, 2025 12:00 PM	Deadline for written questions to be submitted to Purchasing Agent
October 9, 2025 5:00 PM	Answers to written questions and all addenda posted on website: <a href="http://www.dahlonega.gov">www.dahlonega.gov</a>
October 15, 2025 2:00 PM	<b>Quotes due and quote opening (Sealed quotes will be accepted until time of opening. No quotes will be accepted after the due date and time.)</b>

##### 1.3 Restriction of Communications

From the issue date of this Request for Quote until a contractor is selected and the award is announced, Contractors are not allowed to communicate **for any reason** with any City staff or elected officials except 1) through the Purchasing Agent named herein, 2) at the Pre-Quote Meeting, if applicable or 3) as provided by existing work agreement(s). The City reserves the right to reject the

submittal of any bidder violating this provision. The Contractor shall comply with all State and Federal laws, rules, and regulations.

#### **1.4 Pre-Quote Meeting**

A **MANDATORY** Pre-Quote meeting will be held October 6, 2025, at 10:00 AM EST. The location of the meeting will be at 13 South Park Street Dahlonega, GA 30533.

#### **1.5 Questions & Addenda**

All questions concerning this quote must be submitted in writing (email is preferred but fax and mail may be used) to the Purchasing Agent no later than 12:00 PM EST on October 7, 2025, local time. The Inquiries must be directed to:

**Brittany Lee, Purchasing Agent**  
**City of Dahlonega**  
**465 Riley Road**  
**Dahlonega, Georgia 30533**  
**blee@dahlonega.gov**  
**Fax 706-864-4837**

No response to inquiries other than written will be binding upon the City. The City of Dahlonega reserves the right to issue written addenda to any inquiries that alter the scope of the Request for Quote. Addenda shall be posted to the city website [www.dahlonega.gov](http://www.dahlonega.gov), no later than October 9, 2025, no later than 5:00 PM EST. Bidders are advised to check the website for addenda before submitting their bids.

#### **1.6 Submission of Quotes**

Only sealed quotes will be accepted. One (1) original and one (1) copy of the complete signed submittal must be received no later than October 15, 2025, at 2:00 PM to the City of Dahlonega Purchasing Department, 465 Riley Rd. Dahlonega, GA 30533. Bids must be submitted in a sealed envelope stating on the outside, the vendor's name and address, and marked as **"REQUEST FOR QUOTE DAHLONEGA-LUMPKIN COUNTY VISITORS CENTER EXTERIOR PAINTING PROJECT #2025-004"**

#### **1.7 Preparation Costs**

The Responder shall bear all costs associated with preparing the quote.

#### **1.8 Defects or Irregularities**

The City reserves the right to waive any defect or irregularity in any quote received.

#### **1.9 Non-Collusion**

By responding to this Request for Quote, the Responder represents that the quote is not made in connection with any competing Responder, supplier, or service provider submitting a separate response to this Request for Quote and is in all respects fair and without collusion or fraud.

### **1.10 Evaluation**

Award will be made to the lowest responsive, responsible Responder, taking into consideration payment terms, vendor qualifications and experience, quality, references, any exceptions listed, and/or other factors deemed relevant in making the award. The City may make such investigation as it deems necessary to determine the ability of the Responder to perform, and the Contractor shall furnish to the City all information and data for this purpose as the City may request. The City reserves the right to reject any item, any quote, or all quotes, and to re-solicit for pricing.

### **1.11 Contract Execution & Notice to Proceed**

After an award is made, all required documents are received by the City, and the contract is fully executed with signatures of both parties, the City will issue a written Notice to Proceed. The City shall not be liable for payment of any work done or any costs incurred by any Responder prior to the City issuing the Notice to Proceed.

### **1.12 Insurance**

The successful Responder shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits as follows:

- a. **General Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and personal injury, destruction of property, and contractual liability.
- b. **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
- c. **Worker's Compensation & Employer's Liability Insurance:** Workers Compensation as required by the state of Georgia.

Before a contract is executed, the Certificate of Insurance for all required coverage shall be submitted to the City Purchasing Agent. The certificate shall list an additional insured as follows:

City of Dahlonega  
465 Riley Road  
Dahlonega, GA 3033

### **1.13 Termination for Cause**

The City may terminate the contract for cause by sending written notice to the Contractor of the Contractor's default in the performance of any terms of this agreement. Termination shall be without prejudice to any of the City's rights or remedies by law.

### **1.14 Termination for Convenience**

The City may terminate the contract for its convenience at any time with ten days written notice to the Contractor. In the event termination for convenience occurs, the City will pay the Contractor for services performed.

### **1.15 Governing Law**

This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in proper venue in Lumpkin County, Georgia.

## **2.0 SCOPE OF SERVICES**

The City of Dahlonega is requesting quotes from qualified contractors to paint the exterior of the Dahlonega-Lumpkin County Visitor's Center building located at 13 South Park Street Dahlonega, Georgia 30533.

1. Project timeline is set as follows: Project work begins after October 20<sup>th</sup> 2025 and all work must be completed by November 20<sup>th</sup> 2025.
2. Contractor shall provide a project schedule within the specified timeline (October 20, 2025-November 20<sup>th</sup>, 2025.) Once the project commences, the Contractor shall diligently perform the required work and avoid any extended delays.
3. Contractor shall be responsible for providing all personnel, equipment, vehicles, tools, and materials needed to complete this project.
4. Contractor shall replace damaged wood as specified in the pre-quote meeting.
5. Contractor shall paint porch railings, dog houses (six), gazebo posts, soffits, facial boards, trim, and any wood on windows.
6. The Visitors Center shall remain open throughout the duration of the project. The Contractor shall coordinate with staff to establish a timeline for painting any entry areas, ensuring that alternative entry points can be made available for patrons and staff.
7. Contractor shall pressure wash and prep all areas prior to painting.
8. Contractor shall provide drop cloths or other protection for sidewalks, plants, and grass.
9. Contractor shall provide signage and/or cones in the areas where they are working to keep work areas free of pedestrians. If the Contractor is unable to provide signage and cones, the Contractor shall coordinate with the City to install appropriate pedestrian traffic control.
10. City will provide area for storage of supplies for contractor.
11. Contractor shall be responsible and held liable for any damage caused by the contractor for the duration of this project.
12. Contractor shall be responsible for the conduct of its employees while on City property. All personnel are expected to always maintain courteous and professional behavior.
13. City of Dahlonega staff will perform periodic inspections of the work being performed under this contract.

# QUOTE SUBMITTAL PACKET

## VENDORS CHECKLIST

### DAHLONEGA-LUMPKIN COUNTY VISITORS CENTER EXTERIOR PAINTING PROJECT #2025-004

Company Name: \_\_\_\_\_

Please indicate you have completed the following documentation by marking the check boxes and submitting documents in the following order:

- ☐ Vendor's Checklist
- ☐ Vendor's Contact Information
- ☐ Vendor's Pricing Sheet
- ☐ References
- ☐ Vendor's Affidavit of Non-Collusion
- ☐ E-Verify Affidavit
- ☐ IRS Form W-9
- ☐ Certificate of Insurance

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Authorized Signature

Title

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Print Name

Date

## VENDORS CONTACT INFORMATION

### DAHLONEGA-LUMPKIN COUNTY VISITORS CENTER EXTERIOR PAINTING PROJECT #2025-004

**Bidder Information**  
(Type or Print)

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Name of Company

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Address

---

City, State, & Zip Code

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Phone Number

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Fax #

---

Tax ID Number

OR

**Name and Mailing Address**  
(Where to Send Payment)

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Name of Company

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Address

---

City, State, & Zip Code

---

Phone Number

---

Email Address

---

Social Security Number

Has your company ever been debarred from doing business with any federal, state, or local agency? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state the agency name, dates, and reason for debarment.

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**Name and Title of Person Authorized to Sign**

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Name

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Signature

---

Title

**REFERENCES**

**DAHLONEGA-LUMPKIN COUNTY VISITORS  
CENTER EXTERIOR PAINTING PROJECT #2025-004**

All references must include information for whom your company has completed work similar to the Scope of Work in this Proposal. Attach additional page if necessary.

VENDOR NAME: \_\_\_\_\_

Company: _____	
Street Address: _____	
City, State, & Zip: _____	
Contact Name: _____	Title: _____
Email: _____	Phone: _____
Scope of Work and dates of project and service: _____	
_____	
_____	
Company: _____	
Street Address: _____	
City, State, & Zip: _____	
Contact Name: _____	Title: _____
Email: _____	Phone: _____
Scope of Work and dates of project and service: _____	
_____	
_____	

## PRICING SHEET

### DAHLONEGA-LUMPKIN COUNTY VISITORS CENTER EXTERIOR PAINTING PROJECT #2025-004

**Company Name:** \_\_\_\_\_

Responder agrees to perform all work described in the solicitation documents for the following price:

Item Description	Lump Sum
Dahlonega-Lumpkin County Visitors Center Exterior Painting	

*NOTE: All applicable charges shall be included in your total quoted amount, including but not limited to materials, equipment, installation, labor, and any other amounts.*

State time needed to commence work after the NTP is issued \_\_\_\_\_ (<30 days.)

State length of time needed to complete project \_\_\_\_\_ Days (<30 days).

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name



**VENDOR'S AFFIDAVIT OF NON-COLLUSION**

**DAHLONEGA-LUMPKIN COUNTY VISITORS  
CENTER EXTERIOR PAINTING PROJECT #2025-004**

I \_\_\_\_\_ certify that I did not prevent or attempt to prevent competition in bidding or proposals by any means whatsoever. I did not prevent or endeavor to prevent anyone from making a bid or proposal by any means whatever. I did not, nor will I, cause or induce another to withdraw a bid or proposal for the work.

I have not directly or indirectly violated subsection (d) of O.C.G.A § 36-91-21, nor has any officer, representative, agent, or other person acting on behalf of my company.

If this oath is false, the contract shall be void, and all sums paid by The City of Dahlonega on the contract may be recovered by appropriate action.

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name/Title

**DAHLONEGA-LUMPKIN COUNTY VISITORS  
CENTER EXTERIOR PAINTING PROJECT #2025-004**

**E-VERIFY AFFIDAVIT**

The City of Dahlonega and the Contractor agree that compliance with the requirements of O.C.G.A. §13-10-91 are conditions of the agreement for the physical performance of services. 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 contracting with the City of Dahlonega has registered with and is participating in the federal work authorization program known as "E-Verify" to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91 The undersigned Contractor also verifies use of the federal work authorization program throughout the contract period.

The Undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Dahlonega, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided by the Georgia Department of Audits and Accounts or a substantially similar form. Contractor further agrees to advise the City of Dahlonega of the hiring of a new subcontractor and will obtain a Subcontractor Affidavit within five (5) days of the hiring before the Subcontractor begins working on the project. Contractor agrees to maintain all records of such compliance for inspection by the City of Dahlonega at any time and to provide a copy of each such verification to the City of Dahlonega at the time the Subcontractor(s) is retained to perform such services.

**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 City of Dahlonega 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:

\_\_\_\_\_  
Federal Work Authorization User ID Number

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Public Employer

\_\_\_\_\_  
Name of Contractor

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

Executed on \_\_\_\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(date) (city) (state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name and Title of Authorized Officer or Agent

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_