



**CITY OF DAHLONEGA
REQUEST FOR PROPOSAL (RFP)**

**CITY HALL COUNCIL CHAMBERS A/V
SYSTEM UPGRADES PROJECT #2026-003**

ISSUING AGENCY

***CITY OF DAHLONEGA
465 RILEY ROAD
DAHLONEGA, GA 30533
PHONE: 706-482-2721
FAX: 706-864-4837***

ISSUE DATE

September 14, 2026

PURCHASING AGENT (CITY CONTACT)

Brittany Lee

PRE-BID MEETING (MANDATORY)

October 5, 2026, 10:00 a.m. EDT

BID CLOSING DATE

October 23, 2026, 2:00 p.m. EDT

**PROPOSALS ARE DUE AT THE ADDRESS SHOWN ABOVE NO LATER THAN
2:00 p.m. EDT on October 23, 2026**

ELECTRONIC SUBMISSIONS VIA E-MAIL OR FAX WILL NOT BE ACCEPTED.

**THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST
FOR PROPOSAL (RFP) ON OR BEFORE THE STATED DATE AND TIME WILL
BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.**

**CITY OF DAHLONEGA
REQUEST FOR PROPOSAL (RFP)**

**CITY HALL COUNCIL CHAMBERS A/V
SYSTEM UPGRADES PROJECT #2026-003**

The City of Dahlonega is seeking proposals from qualified vendors to design, furnish, and install audio/visual (A/V) system upgrades for the existing City Hall Council Chambers located at 465 Riley Road Dahlonega, GA 30533. The objective is to enhance the audio and video quality to support public meetings, presentations, and virtual participation.

A **MANDATORY** Pre-Proposal Meeting will be held on **October 5, 2026, at 10:00 a.m. EDT** in The Gary McCullough Council Chambers of Dahlonega City Hall located at 465 Riley Road, Dahlonega, Georgia 30533.

Questions regarding Project #2026-003 will be accepted in writing only by the City of Dahlonega Purchasing Agent, Brittany Lee, at blee@dahlonega.gov or faxed to (706) 864-4837 before 12:00 p.m. EDT on October 9, 2026. Responses will be posted by Addenda no later than 5:00 p.m. EDT on October 16, 2026, to www.dahlonega.gov.

Proposals must be received **by 2:00 p.m. EDT on October 23, 2026**, and may be delivered to the Purchasing Department located at 465 Riley Road, Dahlonega, Georgia 30533. Proposals shall be clearly marked and sealed including the appropriate project number and title. Late Proposals will not be considered nor returned.

Immediately following the deadline, Proposals will be opened publicly and read aloud in the Gary McCullough Council Chambers of Dahlonega City Hall located at 465 Riley Road, Dahlonega, Georgia 30533.

The Proposal Documents and Specifications are available for inspection at City Hall located at 465 Riley Road, Dahlonega, Georgia (Phone 706-864-6133) and on the City's website at www.dahlonega.gov

Proposals may not be withdrawn for ninety (90) days after the time and date set for closing, except as allowed by O.C.G.A. §13-10-22. The City reserves the right to reject any or all proposals, to award a contract in the best interest of the City, and to waive any technicalities and informalities.

REQUEST FOR PROPOSAL (RFP)

CITY HALL COUNCIL CHAMBERS A/V SYSTEM UPGRADES PROJECT #2026-003

1.0 INTRODUCTION

1.1 Purpose of Procurement

The City of Dahlonega is seeking proposals from qualified vendors to design, furnish, and install audio/visual (A/V) system upgrades for the existing City Hall Council Chambers located at 465 Riley Road Dahlonega, GA 30533. The objective is to enhance the audio and video quality to support public meetings, presentations, and virtual participation.

1.2 Schedule of Events

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

DATE	ACTIVITY
September 14, 2026	Release of Request for Proposal
October 5, 2026 10:00 a.m. EDT	Mandatory Pre-Bid Meeting held at The Gary McCullough Council Chambers of Dahlonega City Hall located at 465 Riley Road, Dahlonega, Georgia 30533
October 9, 2026 12:00 p.m. EDT	Deadline for written questions to be submitted to Purchasing Agent
October 16, 2026 5:00 p.m. EDT	Answers to written questions and all addenda posted on website: www.dahlonega.gov
October 23, 2026 2:00 p.m. EDT	Proposals due and proposal opening (Proposals will be accepted until time of opening. No proposals will be accepted after the due date and time.)

1.3 Restrictions on Communications

From the issue date of this Request for Proposal 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-Proposal Meeting, if applicable or 3) as provided by existing work agreement(s). The City reserves the right to reject the submittal of any proposer violating this provision.

1.4 Pre-Proposal Meeting

A **MANDATORY** Pre-Proposal Meeting will be held October 5, 2026, at 10:00 a.m. EDT. The location of the Meeting will be the Gary McCullough Council Chambers of Dahlonega City Hall located at 465 Riley Road, Dahlonega, Georgia 30533.

1.5 Questions & Addenda

All questions concerning this **Proposal must be submitted in writing** (email is preferred but fax and mail may be used) to the Purchasing Agent no later than 12:00 p.m. EDT on October 9, 2026.

The inquiries must be directed to:

City of Dahlonega
Attention: Brittany Lee, Purchasing Agent
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 Proposal. Addenda shall be posted to the City's website, www.dahlonega.gov, no later than 5:00 p.m. EDT on October 16, 2026. A signed copy of the Addenda Acknowledgement Form shall accompany the submitted proposals. Proposers are advised to check the website for Addenda before submitting their bids.

1.6 Contract Term

The contract between the City and the selected vendor shall become effective upon signing. The City reserves the right to terminate the contract at any time if the successful proposer fails to meet the requirements stated in this proposal. The contract shall terminate absolutely and without further obligation at such time as appropriate and otherwise unobligated funds are no longer available to satisfy the obligations of the City under this contract.

1.7 Bonds

Bid Bonds	Not Required
Performance and Payment Bond	Not Required

1.8 Exception to RFP

Each contractor shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. An "exception" is defined as the Proposer's inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the proposal. All exceptions taken must be identified and explained in writing in your RFP and must specifically reference the relevant section(s) of this RFP. If the Proposer provides an alternate solution when taking an exception to the requirement, the benefits of this alternative solution and impact, if any, on any part of the remainder of the Proposer's solution must be explained in detail. The City welcomes innovative suggestions and recommendations from Proposers that will ensure a 100% successful service approach.

1.9 Submission of Proposals

Only sealed Proposals will be accepted. One (1) original and one (1) copy of the complete, signed submittal must be received by no later than 2:00 p.m. EDT on October 23, 2026. Proposals must be submitted in a sealed envelope with the Company's name and address and "CITY HALL

COUNCIL CHAMBERS A/V SYSTEM UPGRADES PROJECT #2026-003” stated on the outside. All required proposals documents should be fully executed and must include all relevant attestations and/or required documentation.

Proposals must be delivered, mailed, or shipped to:

City of Dahlonega
Attention: Brittany Lee, Purchasing Agent
465 Riley Road
Dahlonega GA 30533

Proposal responses submitted by fax or electronic mail (email) will NOT be accepted.

Proposers are advised to allow adequate time for shipping (express mail and delivery services do not guarantee overnight delivery by noon to the City). Any Proposal received after 2:00 p.m. EDT on *October 23, 2026*, will not be opened. Late Proposals will be rejected in their entirety.

1.10 Withdrawal of Proposal Due to Errors

Proposers shall have up to forty-eight (48) hours to notify the City of Dahlonega Purchasing Department, in writing, of an obvious clerical error made in the calculation of Proposal in order to withdraw a Proposal after its opening. Proposals may be withdrawn from consideration if the price was substantially lower than the other Proposals due solely to a mistake. The Proposer shall provide evidence that the Proposal was submitted in good faith, and that the mistake was a clerical mistake as opposed to a judgment mistake. The Proposer’s original work papers shall be the sole acceptable evidence of error or mistake.

No Proposer who is permitted to withdraw a Proposal shall, for compensation, supply any material or labor, perform any subcontract or other work agreement for the person, or firm to whom the Contract is awarded.

Proposal withdrawal is not automatically granted and will be allowed solely at the City’s discretion.

2.0 SCOPE OF WORK

2.1 Background

The City of Dahlonega is located approximately sixty miles north of Atlanta. The City provides services including police, public works, courts, planning and community development, utility services and billing, downtown development, parks, and special events along with various administrative and support functions.

2.2 Scope and Specifications

The City of Dahlonega seeks to upgrade the audio/visual (AV) and technology equipment used in the City of Dahlonega Council Chambers to enhance audio and video quality to support public meetings, presentations, court proceedings, public events, and virtual participation.

This project includes installing equipment in the Council Chambers to upgrade the existing audio video system and adding new features such as video conferencing, multiple presentation positions, and recording. Proposals should include any and all items to create a functioning

turnkey system as described herein, including repair of any building elements that are damaged or destroyed during audio/visual installation.

The successful vendor will be responsible for becoming familiar with existing site conditions and shall provide professional design services, consultation, and recommendations to the City during the performance of services.

TASK 1: DESIGN A/V SYSTEM

The proposer shall evaluate the existing systems and develop a comprehensive A/V system upgrade that meets current industry standards. The proposal must address the information provided below, including identified equipment needs and existing system configuration details. The recommended solution should incorporate the specified equipment requirements and resolve current connectivity gaps to enhance overall functionality and performance.

Video Presentation:

Main Displays – The existing system includes four (4) wall-mounted 65-inch televisions. The City is requesting recommendations regarding whether these displays should be retained or replaced as part of the upgrade. The proposal should evaluate their compatibility with the new A/V system and clearly state whether they can effectively function within the updated design.

Video Inputs – Provide one (1) video input at the speaker podium and two (2) video inputs on each side of the dais. Each location should include both HDMI and USB-C connections to support presentation devices. All inputs must be fully routable to the main displays, the video conferencing system, and the recording system to ensure seamless integration and functionality.

Wireless Presentation – Provide a wireless presentation system that enables users at the speaker podium to share content from laptops and mobile devices. The system should support secure, reliable connectivity and integrate fully with the overall A/V solution.

Video Conferencing:

Computer – Provide a dedicated conferencing computer to support remote meeting platforms (e.g., Zoom, Microsoft Teams, and similar applications). The system shall be fully integrated with the A/V infrastructure to ensure reliable video, audio, and content sharing during hybrid meetings.

Remote Participants – The system shall be configured so that remote participants can view the active speaker camera feed, presentation content, and receive clear room audio. In-room participants shall hear remote attendees through a distributed speaker system. Ceiling-mounted microphone arrays shall provide full-room audio coverage to ensure clear and consistent voice capture throughout the space.

Provide the necessary infrastructure to support future camera installation within the Council Chambers. Cameras and associated equipment are not included in this project.

Recording System:

Audio and Presentation Capture – Provide a single program output that includes processed audio and presentation content when active. The output shall include embedded audio for recording and broadcast purposes. When the video conferencing system is in use, the

presentation content shall be available to remote participants to ensure a consistent viewing experience.

Audio:

DSP – new Digital Signal Processing (DSP) for audio routing, processing, and video call processing.

Speakers on Dais Platform – Provide nine (9) low-profile speakers, one at each dais desk. These speakers shall be mounted discreetly under or near the dais desks.

Audience Speakers – Provide new in-ceiling or wall-mounted distributed speakers to deliver clear, even audio coverage for the audience throughout the Council Chambers.

Microphones – Provide eleven (11) new low-profile, omni-directional microphones, with one (1) microphone installed at each City official station.

Podium Microphone – Provide one (1) gooseneck condense microphone to be installed at the speaker podium.

Tabletop Microphones – Provide eleven (11) tabletop microphones compatible with the A/V system. Microphones shall be removable, plug-and-play units with quick-connect cables and stored when not in use. Vendors may also propose a wireless option. These microphones will be used at the conference table located between the speaker podium and the dais.

Acoustic Panels – Provide and install additional acoustic wall panels within the Council Chambers to reduce echo, improve speech intelligibility, and enhance overall listening quality. Panel placement shall be strategically coordinated to address primary sound reflection points while maintaining the aesthetic of the space.

System Control:

Touch Panels – Provide touch panel(s) to control the A/V system. The vendor may propose the best location for the control touch panel(s). The touch panels need to provide the following functions: power system on/off, select presentation source, camera preset recall, start/stop recording, launch conferencing platform, adjust room volume, and mute individual microphones.

Infrastructure:

Provide all necessary infrastructure to support the A/V upgrades in the Council Chambers space to ensure seamless integration with the upgraded A/V equipment. Including reuse and modification of the existing dais and podium, new conduit and power supplies, cabling to support the latest technology, networking components and new racks, and miscellaneous wall/finish repairs.

Existing Wire Removal – The City requests the removal of existing wires from a previous A/V system. These wires are located in the center of the Council Chambers and are currently hanging from the ceiling. It is unknown whether these wires are live or connected to any active equipment. The contractor shall verify their status and safely remove or properly terminate them as necessary.

TASK 2: PROCURE, INSTALL AND TEST EQUIPMENT

The proposal shall include procurement and installation of all equipment. Additionally, the vendor is expected to live test the entire system to ensure everything works properly, including remote participation. The project will not be considered complete until all equipment works as intended and system schematics are provided showing the signal path and other important information about the new system.

TASK 3: WARRANTY AND TRAINING

Manufacturer Warranty – All A/V equipment, including displays, speakers, microphones, and control systems, should come with a 1-year minimum manufacturer warranty that covers parts and labor for the repair or replacement of defective equipment.

Installation and Workmanship Warranty – Vendors should provide at least a one-year warranty on installation and workmanship, covering defects in wiring, mounts, system configuration, or any improper installation. This ensures that any issues related to the installation process are addressed at no additional cost to the City.

System Performance and Functionality Guarantee – To ensure reliability, vendors should guarantee that the A/V system will function as specified in the RFP for at least one year. Any issues arising from improper system integration or software configuration should be resolved by the vendor at no additional expense.

Extended Warranty and Support Services – The City may request an optional extended warranty or service agreement covering a period of three to five years. This agreement should include ongoing maintenance, firmware, and software updates, and priority support. Additionally, it should outline response times for troubleshooting and repairs, with a next-business-day response required for critical system failures.

Staff Training and Support – To ensure effective use and maintenance of the upgraded A/V system, vendors should provide comprehensive training for City staff. This training should cover system operation, troubleshooting common issues, and basic maintenance procedures. Vendors should also supply detailed documentation, user manuals, and access to ongoing technical support (if opted) to assist staff in managing the system efficiently.

3.0 SUBMISSION REQUIREMENTS

Proposals must be submitted in accordance with the following guidelines to be considered responsive:

1. **Cover Letter:** Brief introduction and statement of interest, including the name, address, and contact information of the company proposing.
2. **Company Information:** Provide a description of the company, including its history, services offered, and experience relevant to the project.
3. **Team Members and Qualifications:** Provide a list of key personnel assigned to the project, including their qualifications, experience, and roles within the project.
4. **Proposed Solution:** Description of the A/V system design and equipment.

5. **Implementation Plan:** Timeline and key milestones.
6. **Budget Estimate:** Provide a detailed pricing breakdown, including the cost estimate for each phase of the project and any associated expenses.
7. **References:** At least three references from similar projects.
8. All required forms included on **Attachment A: Proposer's Checklist**
9. Any other information deemed critical to the success of this project.

All documents are required and are an essential part of this RFP. It is the proposer's responsibility to verify that all documents are contained in the package submitted to the City of Dahlonaga.

4.0 SELECTION CRITERIA

It is the City's intent to evaluate the proposals based on technical merits and prices and to choose the Proposer whose proposal provides the highest value to the City. The City reserves the right to waive any irregularities, and reject any and/or all proposals, in whole or in part, when, in the City's opinion, such rejection is in the best interests of the City. The City reserves the right to seek additional/supplemental representation on specific issues as needed.

4.1 Evaluation Method

Each proposal will be reviewed by a team of qualified individuals. Their proposal review and evaluation will be subjective; however, the weighing values are established to minimize the subjectivity.

Experience and Qualifications	30%
Technical Approach and System Design	30%
References and Past Performance	20%
Cost Proposal	20%

The City reserves the right to conduct interviews or request additional information from shortlisted proposers before making a final selection.

Based on the total score proposals, the City of Dahlonaga may choose Proposers with whom to negotiate the final project methodology/scope, fees, and schedules with a view toward entering into a contractual agreement.

The City of Dahlonaga reserves the right to accept a proposal, as submitted, and enter directly into a contractual agreement with that selected Proposer. Accordingly, it is imperative that all Proposers present their best technical and cost offers in their initial submission.

5.0 RFP AMENDMENTS

The City reserves the right to amend the RFP prior to the proposal due date. All addenda and additional information can be found on the City's website. **It is the proposer's responsibility to check the website for addenda before submitting a proposal. All signed addenda shall be included with the proposal.**

5.1 Agreement and Project Forms

The agreement form shall be the owner's agreement form. The owner's payment, waiver of lien, and change order form(s) shall be used.

5.2 RFP Withdrawal

A submitted RFP may only be withdrawn prior to the due date in accordance with O.C.G.A. §13-10-22 by a signed written request to the Purchasing Agent.

5.3 Costs for Preparing RFP

The cost of developing the RFP is the sole responsibility of the contractor. The City will not provide reimbursement for such costs.

5.4 Conflict of Interest

If a Proposer has any existing client relationship that involves the City of Dahlonega, the proposer must disclose each relationship.

5.5 Contractor Selection

The City of Dahlonega reserves the exclusive right to determine which proposer should be awarded the contract. The City also reserves the right to reject any and all RFPs at its discretion, with or without cause.

5.6 Negotiations and Apparent Winner

Prior to the award, the apparent winning proposer will be required to enter into discussions with the City to resolve any contractual differences. These discussions are to be finalized within two (2) weeks of notification unless extending the time period is advantageous to the City. Failure to resolve differences will lead to rejection of the contractor's RFP.

The City reserves the right to negotiate modifications and costs with the successful proposer, provided that no such modifications affect the specifications set forth herein. The contractor shall commence work only after the transmittal of a fully executed contract and a Notice to Proceed document is received from the City.

5.7 Taxes

The City of Dahlonega is exempt from sales taxes; however, the contractor shall pay all taxes required as stated by law. The City of Dahlonega cannot exempt others from tax.

5.8 Compliance with Laws

The Contractor will comply with all State and Federal laws, rules, and regulations.

5.9 Non-Collusive Bidding

By submitting a response to this Request for Proposal, the proposer represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or on behalf of any

person not therein named and that the Proposer has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person or company to refrain from submitting and that the Proposer has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

If the contractor is a partnership, all of the partners and any officer, agent, or other person who may have represented or acted for them in bidding for or procuring the contract shall also make the oath. If the contractor is a corporation, all officers, agents, or other persons who may have acted for or represented the corporation in bidding for or procuring the contract shall make the oath. If such oath is false, the contract shall be void, and all sums paid by the governmental entity on the contract may be recovered by appropriate action.

5.10 Cancellation for Cause

If either party shall refuse, fail, or is unable to perform or observe any of the terms or conditions of the contract for any reason, then the party claiming such failure shall give the other party a written notice of such breach. If, within thirty (30) days from such notice, the failure has not been corrected, the injured party may cancel the contract effective thirty (30) days after notice of cancellation.

The City of Dahlonaga reserves the right to terminate the contract immediately in the event that the Contractor discontinues or abandons operations; is adjudged bankrupt or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

Failure of the successful contractor to comply with any section or part of the contract will be considered grounds for immediate termination of the contract by the City without penalty to the City. The City of Dahlonaga shall pay for services rendered up to the point of termination.

Notwithstanding anything to the contrary contained in the contract between the City and the successful contractor, the City may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving thirty (30) days written notice to the successful contractor.

If the termination clause is used by the City, the successful contractor will be paid by the City for all scheduled work completed satisfactorily by the successful contractor up to the termination date set forth in the written termination notice.

5.11 Condition of Materials

It is understood and agreed that materials delivered shall be new, of latest design, and in first quality condition.

5.12 Rejection of Submissions/Cancellation of Proposals

The City of Dahlonaga reserves the right to reject any or all proposals, to waive any irregularity or informality in proposals, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the rights of the City to reject proposals that do not contain all elements and information requested in this document. The City of Dahlonaga reserves the right to cancel this Request for Proposal at any time. The City will not be liable for any cost/losses incurred by the contractors throughout this process.

5.13 Non-discrimination

The City of Dahlonega does not discriminate on the basis of race, religion, color, sex, national origin, age, or disability.

5.14 Payment

Payment terms and invoicing requirements shall be negotiated and defined by the final contract. The City of Dahlonega typically pays invoices on a net 30 basis.

5.15 Insurance

The contractor shall be responsible for his work and every part thereof, and for all materials, tools, equipment, appliances, and properties of any and all description used in connection with this project.

The Contractor assumes all risks of direct and indirect damage or injury to the property of persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the Contract, or in connection in any way whatsoever with the contracted work.

The contractor shall, during the continuation of all work under the contract, provide the following:

Maintain statutory Worker's Compensation and Employer's Liability insurance in an amount of not less than \$1,000,000.00 to protect the contractor from any liability or damages for any injuries (including death and disability) to any of its employees, volunteers, or sub-contractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the State of Georgia, or which may be herein after enacted.

The contractor agrees to maintain Comprehensive General Liability insurance in an amount of not less than \$1,000,000.00 per occurrence to protect the Contractor, its sub-contractors, and the interest of the City, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form Property Damage Liability endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.

The contractor agrees to maintain Automobile Liability Insurance in an amount of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.

The contractor further agrees to protect, defend, indemnify, and hold harmless the City of Dahlonega, its council, officers, agents, and employees from and against any and all liability incurred whatsoever as a result of the work performed pursuant to the terms of this proposal.

The contractor shall notify the City, in writing, sixty (60) days prior to any change in insurance coverage, including cancellation, non-renewal, etc. The contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the contractor to deliver a new and valid certificate shall result in suspension of all payments until the new certificate is furnished. Additionally, contract work may be suspended until the new certificate is furnished to the City.

Insurance coverage required in these specifications shall be in force throughout the contract term. Should the contractor fail to provide acceptable evidence of current insurance within five (5) days of written notice at any time during the contract term, the owner shall have the absolute right to terminate the contract without any further obligation to the contractor. Further, the contractor shall be responsible for the cost of procuring the uncompleted portion of the contract at the time of termination.

Contractual and other liability insurance provided under this contract shall not contain a supervision, inspection, or engineering services exclusion that would preclude the City from supervising and/or inspecting the project as to the end result. The contractor shall assume all on-the-job responsibilities as to the control of persons under its direct employment and of the sub-contractors and any persons employed by the sub-contractor.

The contractor and all subcontractors shall comply with the Occupational Safety and Health Act of 1970, and amendments, as it may apply to this contract.

If the contractor does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to the City may be considered. The contractor shall be responsible for the costs of any and all alternate insurance coverage so obtained.

A "Certificate of Insurance" showing The City of Dahlonga as the Certificate Holder must be provided prior and incorporated as part of the award contract.

5.16 Project Coordination

The contractor shall employ and assign only qualified and competent personnel to perform any service or task involved in this project. The contractor shall designate one such person as a project manager, and the project manager shall be deemed to be the contractor's authorized representative, who shall be authorized to receive and accept any and all communications from the City. The City shall name a project manager who shall be authorized to generate, receive, and accept communication as an authorized representative of the City.

The contractor hereby agrees to replace any personnel or sub-contractor, at no cost or penalty to the City, if the City reasonably determines that the performance of any sub-contractor or personnel is unsatisfactory.

5.17 Accuracy of Work

The Contractor shall be responsible for the accuracy of the work performed and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the City will not relieve the Contractor of the responsibility for subsequent correction of errors, the clarification of any ambiguities, or the costs associated with any additional work caused by negligent acts, errors, or omissions by the Contractor or latent defects in the products sold by the contractor.

At any time during the execution of this project or during any phase of work performed by others based on data secured by the contractor under this bid, the contractor shall confer with the City for the purpose of interpreting the information supplied by the contractor and to correct any errors or omissions. The above consultations, clarifications, and/or corrections shall be made without added compensation to the contractor. The contractor shall give immediate attention to these changes so

there will be a minimum delay for others. The contractor shall be responsible for errors and omissions and save harmless the City and its agents as provided in this proposal.

5.18 Ownership

Reports, plans, data, statistics, specifications, and other supporting records compiled or prepared in the performance of the services required by the contract, shall be the absolute property of the city and shall not be used by the contractor for purposes unrelated to the contract without the prior written approval of the City. Such original documents shall be turned over to the City upon completion of the contract except that the contractor shall have the right to retain copies of the same.

5.19 News Releases by Contractor

As a matter of policy, the City does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation shall not be made by the contractor without the prior written approval of the City. All proposed news releases shall be routed to the City of Dahlonega Purchasing Agent for review and approval.

5.20 Severability/Cancellation

It is understood and agreed by the parties hereto that if any part, term, or provision of the contract is held illegal or in conflict with any law of the state where made or having jurisdiction over any of the parties hereto, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provisions held to be invalid.

The City and the contractor agree to resolve issues through negotiation or mediation prior to filing any cause of action. The venue for any litigation arising from this contract shall be Lumpkin County, Georgia.

The City reserves the right to cancel the contract and discontinue the services with a thirty (30) day written notice as a result of the failure of the contractor to provide acceptable work and services as delineated in response to this document or if determined that services can be better provided by in-house or other sources.

5.21 Drug-Free Workplace

By submission of a proposal, the contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-free Workplace Act", have been complied with in full. The contractor further certifies that:

A drug-free workplace will be provided for the contractor's employees during the performance of the contract.

Each contractor who hires a sub-contractor to work in a drug-free workplace shall secure from that sub-contractor the following written certification.

As part of the subcontracting agreement with (contractor's name), (sub-contractor's name) certifies to the contractor that a drug-free workplace will be provided for the sub-

contractor's employees during the performance of this contract pursuant to Paragraph (7) of subsection (b) of Code Section 50-24-3.

The contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

5.22 Assignment of Contractual Rights

It is agreed that the contractor will not assign, transfer, convey, or otherwise dispose of a contract that may result from this proposal or his right, title, or interest in or to the same, or any part thereof, without the written consent of the City.

5.23 Indemnity

To the fullest extent permitted by law, the contractor will indemnify, defend, and hold the City of Dahlonega harmless from and against any and all claims, damages, losses, and expenses, including, but not limited to, fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the negligent acts, negligent omissions, willful misconduct, or reckless misconduct of the contractor or anyone for whom the contractor is responsible.

5.24 Appropriation of Funds

The initial contract and any continuation contract(s) shall terminate immediately and absolutely at any such time as there are no appropriate and otherwise unencumbered funds available to satisfy the City's obligations under said contract(s).

5.25 Documents Deemed Part of Contract

Unless otherwise modified by the contract, the City of Dahlonega's Request for Proposal issued September 14, 2026, and any addendums issued thereto shall be deemed part of the contract. No documentation or information provided by the Contractor shall be deemed part of the contract unless expressly incorporated therein.

5.26 Open Records

All materials submitted in connection with this Request for Proposal will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America, and the open records policies of the City of Dahlonega. All such materials shall remain the property of the City of Dahlonega and will not be returned to the respondent.

ATTACHMENT A
CITY HALL COUNCIL CHAMBERS
A/V SYSTEM UPGRADES PROJECT #2026-003

PROPOSER'S CHECKLIST

Company Name:

Please indicate that you have completed the following documentation by checking the appropriate box and submit the documents in the order listed below:

- ☐ Proposer's Information Form: Attachment B
- ☐ Proposer's Execution of Proposal Form: Attachment C
- ☐ Cost Proposal Form: Attachment D
- ☐ Certification and Non-Collusion Form: Attachment E
- ☐ Addenda Acknowledgement: Attachment F
- ☐ SAVE Affidavit: (*with copy of verifiable document*) Attachment G
- ☐ E-Verify Affidavit: Attachment H
- ☐ Executed IRS W-9 Form
- ☐ Certificate of Insurance

Authorized Signature

Title

Print Name

Date

ATTACHMENT B
CITY HALL COUNCIL CHAMBERS
A/V SYSTEM UPGRADES PROJECT #2026-003

PROPOSER'S INFORMATION FORM

Company Information

Name of Company

Phone Number

Name of Company Representative

Email Address

Physical Address

Mailing Address (if different)

City, State, & Zip Code

City, State, & Zip Code

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

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

Name and Title of Authorized Person to Sign

Printed Name

Signature

Title

Date

ATTACHMENT C
CITY HALL COUNCIL CHAMBERS
A/V SYSTEM UPGRADES PROJECT #2026-003

PROPOSER'S EXECUTION OF PROPOSER'S FORM

The potential Contractor certifies the following by placing an "X" in all bank spaces.

- _____ This proposal was signed by an authorized representative of the firm.
- _____ The potential contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- _____ All labor costs associated with this project have been determined, including all direct and indirect costs.
- _____ That the potential contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of opening, to furnish the services for the prices quoted within the timeframe required.

Company Name

Authorized Signature

Date

Printed Name and Title

**ATTACHMENT D
CITY HALL COUNCIL CHAMBERS
A/V SYSTEM UPGRADES PROJECT #2026-003**

COST PROPOSAL

**I have read and understand the requirement of this Request for Proposal for
CITY HALL COUNCIL CHAMBERS A/V SYSTEM UPGRADES PROJECT #2026-003**

I agree to provide the required services in accordance with this proposal and all other attachments, exhibits, etc. I understand that the City of Dahlonega will not be responsible for the reimbursement of any costs not specifically set forth in the proposal.

PROPOSED PRICE \$ _____

PROPOSED COMPLETION DATE: _____

I hereby certify that this financial proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I certify that I am authorized to sign the financial proposal.

Company Name	Date
--------------	------

Authorized Signature	Printed Name
----------------------	--------------

ATTACHMENT E
CITY HALL COUNCIL CHAMBERS
A/V SYSTEM UPGRADES PROJECT #2026-003

CERTIFICATION AND NON-COLLUSION FORM

Company Name: _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damages awards.

I certify that this proposal has been prepared independently, and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the proposer or the proposer's associates with any City staff or elected officials since the date this Request for Proposal was issued except 1) through the Purchasing Agent of the City, 2) at the pre-proposal conference, or 3) as provided by existing work agreement(s). I understand the City reserves the right to reject the proposal submitted by any proposer violating this provision.

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Authorized Signature Title

Print Name Date

ATTACHMENT F
CITY HALL COUNCIL CHAMBERS
A/V SYSTEM UPGRADES PROJECT #2026-003

ADDENDA ACKNOWLEDGEMENT FORM

Company Name: _____

The proposer has examined and carefully studied the Request for Proposal and the following Addenda, receipt of all of which is hereby acknowledged.

Addendum Number _____

Addendum Number _____

Addendum Number _____

Addendum Number _____

Authorized Signature

Title

Print Name

Date

Vendors must acknowledge any issued Addenda. Proposers which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the City's requirements.

ATTACHMENT G
CITY HALL COUNCIL CHAMBERS
A/V SYSTEM UPGRADES PROJECT #2026-003

SAVE AFFIDAVIT

(SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS)
AFFIDAVIT FOR PUBLIC BENEFIT AS REQUIRED BY THE GEORGIA SECURITY
AND IMMIGRATION COMPLIANCE ACT

By executing this Affidavit under oath, as an applicant for public benefit as referenced in the Georgia Security and Immigration Compliance Act (O.C.G.A. §50-36-1), I am stating the following:

- 1) ____ I am a United States Citizen
- 2) ____ I am a legal permanent resident of the United States
- 3) ____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

*****The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. §50-36-1, with this Affidavit. Secure and verifiable documents include an unexpired United States passport or passport card; an unexpired United States military identification card; an unexpired driver's license; and, an unexpired identification card (O.C.G.A. § 50-36-2).**

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 O.C.G.A. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city) _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS ____ DAY OF _____, 20__

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT H
CITY HALL COUNCIL CHAMBERS
A/V SYSTEM UPGRADES PROJECT #2026-003

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 ____ DAY OF _____
_, 202__.

Name and Title of Authorized Officer or Agent

NOTARY PUBLIC

My Commission Expires: _____