

AGENDA
Griffin-Spalding County Land Bank Authority
September 22, 2025
ONE GRIFFIN CENTER MUNICIPAL COURTROOM
100 S. HILL ST
GRIFFIN, GA 30223
4:00 PM

Call to Order

Approval of Agenda

Approval of Minutes

Minutes from August 25, 2025

Regular Agenda

1. Update the Board on the request by GSCLBA to the City of Griffin Board of Commissioners and Spalding County Board of Commissioners to amend the current Interlocal Agreement (Blocker and Penland)
2. Consider the scheduling a workshop to review the updated GSCLBA Board Policies (Blocker)
3. Consider the issuance of a Request for Proposal for ground maintenance for Land Bank Authority owned property in the City of Griffin (Blocker)
4. Consider the release of the vacant green space deed restriction for 110 Pearl St. (Blocker and Penland)
5. Discussion regarding marketing flyer for 522 Meriwether St. in preparation for the International Council for Shopping Center trade show. (Blocker)
6. Consider the procurement of tree removal services up to \$10,000.00 for Morris St. (PIN: 005 05001)
7. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker and Penland)
 - a. Contracts expected to close (Penland and Blocker)
 1. 317 N. Hill St (Closed)
 2. 309 E. Tinsley St (Void)
 3. 504 & 508 E. Tinsley St (Closed)
 4. 207 Central Lake Cir
 5. 526 Lane St
 6. 110 Davidson Cir
 7. Davidson Dr
 8. 1734 Turnberry Dr
 9. 818 Hallyburton St.
 10. 428 N.13th St (Side Lot Program)
 11. Newnan Rd (Side Lot Program)
 - b. Rights of Redemption Foreclosures in Process (Blocker):
 - a. 47 Dundee Lake Cir
 - b. 428 E. Tinsley St

- c. 103 Central Lake Dr.
- d. 411 Northside Dr.
- e. Northside Dr. (PIN: 108A07024)
- f. 214 N. 3rd St
- g. 1102 Parkview Dr
- h. 1360 N Ext 9th St.
- i. 601 W. Quilly St.
- j. 611 W. Quilly St.
- k. 645 W. Quilly St.
- l. 825 W. Quilly St
- m. 720 Hallyburton St
- n. 721 Hallyburton St
- o. 808 Hallyburton St
- p. 819 Hallyburton St.
- q. Hallyburton St (009 04011A)

Report of Finances

Presentation of current financial statements (Ballard)

2. Presentation of the City of Griffin FY Budget 2026 (Blocker)

3. Update the Land Bank Authority Board on FY 2023 & FY 2024 audit with Mauldin & Jenkins (Ballard & Blocker)

Public Comments

Authority Member Comments

Adjourn

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Minutes from August 25, 2025

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

ATTACHMENTS:

[GSCLBA-Meeting Minutes-8.25.25.pdf](#)

REGULAR SCHEDULED MEETING MINUTES

Griffin-Spalding County Land Bank Authority

August 25, 2025

One Griffin Center Municipal Courtroom

100 S. Hill St, Griffin, GA

4:00 PM

Call to Order

Determination of a Quorum

Meeting called to order by Bruce Ballard, treasurer, presiding, convening the meeting at 4:02 PM

Board Members present were Cora Flowers and Pamela Sutton. David Allen, Michelle Haynes, John O'Neal, attorney with Beck Owen & Murray and Christopher Blocker (Land Bank Authority Manager) were also present. Vice Chairwoman Patricia Beckham arrived at 4:06 PM and Chairman Newton Galloway attended the meeting virtually via Zoom.

Approval of Agenda

Motion to approve agenda made by Cora Flowers.

Second by Pamela Sutton.

Motion approved by 3-0

Approval of Minutes

Approval of Minutes for the Regular Scheduled Meeting for June 23, 2025

Motion to approve minutes for Regular Scheduled Meeting for June 23, 2025 made by Cora Flowers.

Second by Pamela Sutton.

Motion approved by 3-0

Public Comments

At this time, the Chairman opens the floor to comments from public. Comments should relate to a specific agenda item. Comments related to property availability can be directed to Christopher Blocker, Land Bank Authority Manager at (678) 544-5292 and cblocker@cityofgriffin.com

No public comments were given.

Regular Agenda

1. Presentation to the GSCLBA Board by Square Foot Ministry by Emily Morrison, Executive Director (Blocker)

Emily Morrison presented to the GSCLBA Board. Square Foot Ministry (SFM) is a non-profit homebuilder that has built home and community facilities over several years. Their mission is to assist low-income individuals gain access to safe, quality and affordable housing. SFM seeks to help families gain generational wealth. The organization was established in 2002. SFM has built over 20 homes in Griffin over the years and housed over 100 people. SFM is responsible for gaining over \$2.6 Million in equity for families. SFM has increased property values by \$3.6 Million.

SFM Clients are low-income individuals. Their mortgage is typically \$400.00 to \$600.00 per month. The cost to build a home is \$150,000 and the mortgage is \$35,000. The construction typically takes 3 months to complete the home. The SFM program requires a 1-year lease to own to ensure financial capability and literacy. SFM maintains a silent second mortgage on their homes for a period of 10 years to prevent non-compliance. Their focus is to build neighborhoods rather than singular houses. Square Foot Ministry has built several homes on Lynn Lane. Square Foot Ministry receive land donations from local churches, Habitat for Humanity and other groups in a community. Square Food Ministry is seeking a property donation from the Griffin-Spalding Land Bank Authority. SFM has identified the properties located at: 809, 810, 811 Pamela Dr.; 421, 425, 428, 507 and 509 N. 13th St; 815, 822 826, 830 Williams St. There are low-income guidelines based on federal standards to determine who qualifies for the home.

No board action was required or taken.

2. Presentation to the GSCLBA Board by Metro Southern Media by James Maddox, Principal (Blocker)

Metro Southern Media has partnered with the Griffin-Spalding Land Bank Authority Board Members since 2021. Metro Southern Media designed and launched the current website as well as provided monthly maintenance and website security. James Maddox presented the existing and refreshed website design to the GSCLBA. James showed designs for the Meetings Page, Properties Page, Contact Us and Policies Page to show an enhanced user experience. The application forms will also be included on the website. The current website is too wordy and not user-friendly. The photos on the website should be reflective of City of Griffin and Spalding County and photographs of success stories from the Griffin-Spalding County Land Bank Authority. Metro Southern Media is able to do photography services for the Land Bank Authority. The goal of the website should be authentic and professional. Metro Southern Media would like to start building existing pages. The Land Bank Authority can request updates monthly as needed.

No board action was required or taken.

3. Consider a request by GSCLBA to the City of Griffin Board of Commissioners and Spalding County Board of Commissioners to adopt the 2012 Georgia Land Bank Act and amend the current Interlocal Agreement.

The Land Bank Authority is in need of an updated Interlocal Agreement as discussed in previous meetings. There have been several issues related to the financial management for the Land Bank Authority. The Land Bank Authority is out of compliance with the current laws. There are more board members than allowed by the Georgia Land Bank Act of 1990. Another benefit of the 2012 law allows for greater financial autonomy because it allows for a land bank to retain the new taxable proceeds. Once the boards adopts the act, the board can request an amended interlocal agreement from the respective governments. Christopher Blocker met with Jessica O'Connor to discuss the request. David Penland met with the county manager to discuss the request. The current operations are not reflective of the current interlocal agreement. The city manager and county manager would be in favor of the amended agreement.

Motion to approve request by GSCLBA to the City of Griffin Board of Commissioners and Spalding County Board of Commissioners to adopt the 2012 Georgia Land Bank Act and amend the current Interlocal Agreement by Cora Flowers.

Second by Patty Beckham

Motion approved 5-0. Newton Galloway voted in favor via Zoom.

4. Update the GSCLBA Board on the Cancellation of the Purchase and Sale Agreement for 522 Meriwether St and consider the disbursement of the earnest money held by Beck, Owen & Murray. (Penland and Blocker)

The purchaser for the former Haisten Hospital located at 522 Meriwether St has decided to cancel the purchase and sale agreement and no longer pursue the zoning action required for the property. The purchaser expressed concerns about the owner-occupancy requirement of the Land Bank Authority, financing, marketability for the properties, safety and crime. The purchaser has completed pre-development/due-diligence work with the City of Griffin related to zoning. The Land Bank Authority believes that there is a need for economic development incentives to market this property in the future.

Motion to disburse earnest money held by Beck, Owen & Murray to purchaser, Builder's Inc., for the cancellation of the Purchase & Sale Agreement for 522 Meriwether St by Patty Beckham.

Second by Cora Flowers.

Amended Motion for the Land Bank Authority Manager to provide a written request to Beck, Owen & Murray to disburse earnest money held by Beck, Owen & Murray to purchaser, Builder's Inc., for the cancellation of the Purchase & Sale Agreement for 522 Meriwether St by Patty Beckham.

Second by Cora Flowers.

No further discussion.

Motion approved 5-0. Newton Galloway voted in favor via Zoom.

Jeremy Stratton, Economic Development Director with City of Griffin will be attending the ICSC trade show in Atlanta on October 15th and October 16th in Atlanta. There will be developers present. Jeremy feels this property would be attractive to potential developers during the show and the Land Bank Authority should work with Electric Cities of Georgia to create a marketing flyer for the property. This property will need to be competitively bid via a Request for Proposal. The downtown development authority has worked with ECG with marketing. Christopher to bring the marketing flyer for review in September.

5. Consider the issuance of a Request for Proposal for property maintenance for Land Bank Authority owned property in the City of Griffin (Blocker)

The City of Griffin has received numerous complaints from residents and elected officials regarding lawn maintenance for Land Bank owned properties. The City of Griffin Public Works Streets Department currently maintains the land bank lots within the city limits. The land bank lots outside of the city are not maintained at all.

Motion to approve consideration of the issuance of a Request for Proposal for property maintenance for Land Bank Authority owned property in the City of Griffin specifically to address property maintenance issues to include grass cutting and minor issues by Cora Flowers,

Lawn Maintenance was included in the Land Bank Authority FY 2026 Budget Request in the amount of \$60,000.00. Per discussion with Land Bank Authorities in Georgia, typically land bank authorities maintain the lots prior to foreclosure of the right of redemption.

Second by Newton Galloway via Zoom

Currently, the public works department has maintained the lots as needed and not on a regular schedule. There is no code enforcement requirement for grass height.

Motion approved 5-0. Newton Galloway voted in favor via Zoom

6. Consider the payment of costs related to execution of Quitclaim Deeds by Claudia Callaway for properties located at 808 Meriwether Street, 911 Meriwether Street, 1005 Meriwether Street, 1009 Meriwether Street, 304 N. 13th Street, and 1114 W. Solomon Street. (Penland)

Claudia Callaway is the executor of the estate for the previous owner of the properties. Claudia is willing to submit Quitclaim Deeds to the Land Bank Authority if the land bank would cover the legal expenses in the amount of \$100.00. The condition of these properties is unknown; these properties were awarded by the Land Bank Authority years ago. The Quitclaim Deeds serve as a substitute for the Foreclosure of the Right of Redemption.

Motion to approve the payment of \$100.00 related to the execution of Quitclaim Deeds by Claudia Callaway for properties located at 808 Meriwether Street, 911 Meriwether Street, 1005 Meriwether Street, 1009 Meriwether Street, 304 N. 13th Street, and 1114 W. Solomon Street by Cora Flowers

Second by Pamela Sutton

Amended Motion to approve the payment of \$100.00 and related fees for the execution of Quitclaim Deeds by Claudia Callaway for properties located at 808 Meriwether Street, 911 Meriwether Street, 1005 Meriwether Street, 1009 Meriwether Street, 304 N. 13th Street, and 1114 W. Solomon Street by Cora Flowers.

Second by Pamela Sutton

Motion approved 5-0. Newton Galloway voted in favor via Zoom

7. Consider the Execution of Quitclaim Deeds by the Griffin Spalding County Land Bank Authority to rescind improper tax sales at 815 N. 9th Street and Rehoboth Road (PIN 125 02013A) (Penland)

There is an improper description included in the Tax Sale Deed which may be an issue with future title clearance for new owners. The Land Bank should not convey this property. There is a recommendation by David Penland to return this property to the previous owner. There was an insufficient legal description in the tax sale deed.

Motion to approve the execution of Quitclaim Deeds by the Griffin Spalding County Land Bank Authority to rescind improper tax sales at 815 N. 9th Street and Rehoboth Road (PIN 125 02013A) by Cora Flowers.

Second by Patricia Beckham

Motion approved 5-0. Newton Galloway voted in favor via Zoom

8. Consider the development of an RFP for the Purchase and Sale of 809, 810 and 811 Pamela Dr. (Blocker)

The properties on Pamela Dr. have been foreclosed successfully as of July 2025. The board should consider the development of an RFP for the Purchase and Sale of 809, 810 and 811 Pamela Dr.

Motion to approve the development of a Request for Proposal for the Purchase and Sale of 809, 810 and 811 Pamela Dr made by Patricia Beckham.

Second by Newton Galloway via Zoom

Second by Newton Galloway rescinded due to virtual attendance

Second by Pamela Sutton

The new policies need to be developed prior to the release of an RFP. An RFP would be premature. The Board has not collectively decided that the board would release properties via RFP rather than an application. The ad-hoc application in years prior was not successful.

Motion denied 2-3. Patricia Beckham and Newton Galloway via Zoom voted in favor; Bruce Ballard, Cora Flowers and Pamela Sutton denied.

9. Update the GSCLBA Board regarding Land Bank Authority Board Policy Survey and the discussion of the results (Blocker)

Christopher Blocker presented the Board Survey results to the GSCLBA Board. The survey was released in May 2025 and closed in July 2025. The survey was released to city and county elected officials, board members, executive staff, director level staff and community partners. There were 23 responses. The results of the survey will be used to create new policies. Many of the survey respondents believe the land bank should not continue with the owner-occupancy requirement. There should be different disposition strategies for the city and county properties. Christopher Blocker should prepare a draft policy revision for the board to consider. The Land Bank Authority should not abandon the owner-occupancy requirement. The owner-occupancy requirement stated in the interlocal agreement might have been too stringent.

10. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker and Penland)

- a. Contracts expected to close (Penland and Blocker)
 - i. 317 N. Hill St
 - ii. 309 E. Tinsley St
 - iii. 504 & 508 E. Tinsley St
 - iv. 207 Central Lake Cir
 - v. 526 Lane St
 - vi. 110 Davidson Cir
 - vii. Davidson Dr
 - viii. 1734 Turnberry Dr
 - ix. 818 Hallyburton St.
 - x. 428 N.13th St (Side Lot Program)
 - xi. Newnan Rd (Side Lot Program)
- b. Rights of Redemption Foreclosures in Process (Blocker):
 - i. 47 Dundee Lake Cir
 - ii. 428 E. Tinsley St
 - iii. 103 Central Lake Dr.
 - iv. 411 Northside Dr.
 - v. Northside Dr. (PIN: 108A07024)
 - vi. 214 N. 3rd St
- c. Certificates of Titles Requested (Blocker)
 - i. 1102 Parkview Dr
 - ii. 1360 N Ext 9th St.
 - iii. 601 W. Quilly St.
 - iv. 611 W. Quilly St.
 - v. 645 W. Quilly St.
 - vi. 825 W. Quilly St

- vii. 720 Hallyburton St
- viii. 721 Hallyburton St
- ix. 808 Hallyburton St
- x. 819 Hallyburton St.
- xi. Hallyburton St (009 04011A)

Christopher Blocker presented information regarding the properties listed above. The properties listed on W. Quilly and Hallyburton were included in the target area.

Report of Finances

Treasurer and Land Bank Authority Manager will update the Board on expenses, monies received and any other pertinent financial information

1. Presentation of current financial statements (Ballard)

No treasurer report given.

2. Presentation of the City of Griffin FY Budget 2026 (Blocker)

Christopher Blocker presented the remaining budget balances in the City of Griffin FY 2026 Budget. There is a \$218,770.00 budget remaining.

3. Update the Land Bank Authority Board on FY 2023 & FY 2024 audit with Mauldin & Jenkins (Ballard & Blocker)

Christopher Blocker and David Penland met with and corresponded to Mauldin & Jenkins regarding the audits. There were some outstanding legal documents that were needed related to real estate transactions. Once the documents have been provided the audit should be complete shortly. Mauldin & Jenkins audits the City of Griffin accounts and Land Bank Authority accounts therefore there should be no issues with managing and tracking finances. The issue with the varied accounts should be rectified through the updated interlocal agreement.

Authority Member Comments

Cora Flowers requested detailed descriptions on the meeting packet item cover letters

Adjourn

Motion to adjourn by Cora Flowers

Second by Bruce Ballard

AGENDA ITEM SUMMARY

ITEM SUMMARY:

1. Update the Board on the request by GSCLBA to the City of Griffin Board of Commissioners and Spalding County Board of Commissioners to amend the current Interlocal Agreement (Blocker and Penland)

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

ATTACHMENTS:

[GSCLBA-Amended and Restated Interlocal Agreement-September 2025.pdf](#)

STATE OF GEORGIA

SPALDING COUNTY

SECOND AMENDED AND RESTATED INTERLOCAL COOPERATION
AGREEMENT TO ESTABLISH AND MAINTAIN
THE GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

The Interlocal Cooperation Agreement to Establish the Griffin-Spalding County Land Bank Authority entered into the 17th day of November, 2008, and later amended on the 23rd day of February, 2021, is hereby AMENDED this ___ day of _____ 2025, by and between the CITY OF GRIFFIN (hereinafter “CITY”), a municipal corporation organized and existing under the laws of the State of Georgia and SPALDING COUNTY, GEORGIA (hereinafter “COUNTY”), a political subdivision of the State of Georgia (collectively “the PARTIES”).

WHEREAS, there are numerous properties in the CITY and COUNTY which are tax delinquent properties, nonrevenue-generating and non-tax producing;

WHEREAS, such properties contribute to blight and deterioration in the community and constitute an economic burden thereto;

WHEREAS, the Griffin-Spalding County Land Bank Authority (hereinafter “the Authority”) was created on the 17th day of November, 2008, pursuant to Section 48-4-61 of the Official Code of Georgia Annotated by that Interlocal Cooperation Agreement between the City and the County;

WHEREAS, Section 48-4-100 et seq. of the Official Code of Georgia Annotated (hereinafter the “Land Bank Act”) authorizes any Georgia Land Bank Authority created prior to July 1, 2012, to continue in existence in accordance with the provisions of the Land Bank Act upon the unanimous consent of the Board members;

WHEREAS, on the 25th day of August, 2025, in accordance with Section 48-4-104(j) of the Land Bank Act, the Board of Directors of the Authority unanimously resolved to continue in existence according to the provisions of the Land Bank Act;

WHEREAS, the Authority shall continue to exist pursuant to this Amended and Restated Interlocal Cooperation Agreement; and

WHEREAS title to all assets and inventory held by the Authority prior to the date of this Interlocal Cooperation Agreement shall continue to be held by the Authority, and management and disposition of such inventory shall be subject to the provisions of the Land Bank Act and this Interlocal Cooperation Agreement, including the tax allocation program authorized in Section 48-4-110(c) of the Land Bank Act and Section ____ of this Interlocal Cooperation Agreement.

NOW THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00) in hand paid and mutual promises contained there, the CITY and COUNTY, as Parties hereto, do hereby agree as follows:

ARTICLE I
ESTABLISHMENT AND PURPOSE

There is hereby established the GRIFFIN SPALDING COUNTY LAND BANK AUTHORITY (hereinafter “the AUTHORITY”) pursuant to O.C.G.A. §48-4-100 et. seq., the purpose of which is to acquire the tax delinquent properties situated in the CITY and COUNTY and any property located within the CITY and COUNTY otherwise deeded to the AUTHORITY in order to foster the public purpose of returning land which is in a nonrevenue-generating, nontax-producing status to an effective utilization status or of returning real property otherwise underutilized to such status in order to provide affordable housing, new trade, commerce, industry and employment opportunities for the citizens of the CITY and COUNTY. In carrying out this purpose the AUTHORITY shall, in accordance with applicable laws and codes, acquire title to certain tax delinquent properties, and any other properties deeded to it, which it will inventory, organize and classify on the basis of suitability for use, manage, maintain, protect, rent, lease, repair, insure, alter, sell, trade, exchange or otherwise dispose of under such terms and conditions as determined in the sole discretion of the AUTHORITY. In further carrying out this purpose, the AUTHORITY may extinguish past due tax liens filed by the Parties in their tax collection capacities, in accordance with the guidelines contained herein.

ARTICLE II
DEFINITIONS

The following terms used or referred to in this Agreement shall have the respective meanings:

“ABATEMENT LIENS” shall mean liens filed by a public officer of the CITY or COUNTY against real property arising from enforcement actions brought against substandard houses and structures under ordinances adopted pursuant to O.C.G.A. §41-2-9(a)(7).

“ADMINISTRATIVE ACTION” shall refer to decisions made by the Board that are not related to properties, including but not restricted to staffing, budgeting, and consultant retention.

“APPRAISAL” shall mean a valuation or an estimation of value of property by the Spalding County Tax Assessor, as assessed in the most recent tax bill levied by the Spalding County Tax Commissioner.

“ASSETS” shall mean everything which can be made available for the payment of the AUTHORITY’S debts; for the purpose of this Agreement, assets shall include any monetary contributions made by each party, all personal and real property owned by the AUTHORITY, and all property sales proceeds that have been distributed to the account of the AUTHORITY;

“BOARD” shall mean the Board of Directors of the AUTHORITY.

“CITY PROPERTY” shall refer to any real property located within the corporate boundaries of the City, including any improvements thereon.

“CONSTRUCTION COMMENCED” shall refer to the start of construction as evidenced by the issuance of a land disturbance permit.

“COST” shall mean any authorized expenditure more specifically described in Section VII, Paragraph D of this Agreement.

“COUNTY PROPERTY” shall refer to any real property, including any improvements thereon, located within the jurisdictional boundaries of the County, but outside the City or any other incorporated area within the County.

“EXCESS PROCEEDS” shall mean the difference between the amount received by the AUTHORITY through the sale of a property and pro rata disbursement to the Parties to the extent of their respective tax bills and costs.

“EXPENDITURE” shall mean any authorized expenditure more specifically described in Section VII, Paragraph D of this Agreement.

“GOOD TITLE” shall refer to a title that shows the absolute right of possession of property in fee simple and that is marketable and insurable by a recognized title insurance company.

“INVENTORY” shall mean a detailed listing of properties owned by the AUTHORITY that shall include, but not be limited to, the address of the property, its appraised value and the requisite information to determine suitability of use.

“PERSON” shall mean an individual, partnership, corporation, joint venture, association, authority, or other legal entity recognized by the laws of the State of Georgia.

“PERSONAL PROPERTY” shall mean everything that is subject of ownership by the Authority, not coming under the denomination of real property.

“PROPERTY” shall mean real property, including any improvements thereon.

“PUBLIC PURPOSE” or “Public Use” shall mean a public purpose or public use that has for its objective the promotion of the public health, safety and general welfare; broad deference shall be granted the legislative determination of whether a public purpose or use exists or will be bestowed, the essential requisite being that a public purpose or use shall affect the County and/or the City as a whole and not merely provide primary benefit for private persons.

“REHABILITATION COMMENCED” shall refer to the start of rehabilitation as evidenced by the issuance of the appropriate building permit or permits.

“RESIDENT” shall mean a person who lives, dwells or lodges within the jurisdictional boundaries of the County.

“SPECIAL ASSESSMENT” shall mean fees assigned against and levied upon property by the City or County for sanitary purposes; the clearance of weeds or vegetative overgrowth; the removal and disposal of solid wastes; curb, street, road and sidewalk construction and maintenance, and construction, installation and maintenance of sanitary sewer and storm water sewers and facilities.

“SUITABILITY FOR USE” shall refer to the determination made by the AUTHORITY of the appropriate use for each property that it administers; said determination shall be based upon factors such as existing zoning, lot topography and configuration as it relates to the development regulations of the appropriate jurisdiction, access to transportation, public utilities and water and sewer facilities, surrounding land uses and the intensity of those uses and other accepted planning and development principals.

“TAX DEED” shall refer to the deed made by the Tax Commissioner or Tax Collector pursuant to a tax foreclosure sale conducted in accordance with Georgia Law.

“TAX DELINQUENT PROPERTY” shall mean any property on which the taxes levied and assessed by any party remain in whole or in part unpaid on the date due and payable. For the purposes of this Agreement, a property shall be considered tax delinquent if taxes remain unpaid as of January 1st of the year following the last outstanding tax bill.

“TAX SALE CYCLE” shall mean the process prescribed by the laws of the State of Georgia to bring tax delinquent properties to foreclosure sale by the Spalding County Tax Commissioner.

ARTICLE III
BOARD TO GOVERN AUTHORITY; MEMBERS;
MEETINGS; ORGANIZATION; STAFF

A. Governing Board

The AUTHORITY shall be governed by the Griffin-Spalding County Land Bank Authority Board of Directors (hereinafter “the Board”). The Board shall be composed of five (5) members: two (2) members appointed by the Board of Commissioners of the City, two (2) members appointed by the Board of Commissioners of the County, and one member filled by jointly appointing a member of the Griffin-Spalding County Board of Education or an administrative employee of the Griffin-Spalding County School District nominated by the Griffin-Spalding County Board of Education. Each member shall serve at the pleasure of the respective appointing authority for a term of four (4) years and shall serve without compensation. The members shall be residents of the COUNTY and may be employees of the Parties.

Any vacancy on the Board shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

B. Board Meetings

The Board shall meet from time to time as required, and the presence of three (3) members shall constitute a quorum. Unless meeting pursuant to an adopted regular meeting schedule, all meetings shall be called and noticed in accordance with the Georgia Open Meetings Law. Approval by a majority of the Board members then in office shall be necessary for any action to be taken by the AUTHORITY. All meetings of the Board shall be open to the public, except as otherwise provided by Chapter 14 of Title 50, and a written record shall be maintained of all meetings. A chairperson shall be elected annually at the first meeting in January from among the members.

C. Board Personnel

The Authority may employ its own staff or may utilize employees of the Parties, as determined and agreed upon by the Parties and as set forth hereinafter. The Board shall appoint a Secretary who shall keep and record all Minutes and official records of Board actions and activities.

ARTICLE IV
POWERS OF THE AUTHORITY

The AUTHORITY shall be a public body corporate and politic with the power to sue and be sued, to accept and issue deeds to real property in its name, to institute quia timet actions and shall have any other powers necessary and incidental to carry out the powers granted by O.C.G.A. §48-4-100, *et. seq.*, the Georgia Land Bank Authorities Act.

ARTICLE V
ACQUISITION OF PROPERTY

The AUTHORITY shall have the power to acquire property in any manner and by any method believed to foster the public purpose of the Act, including, but not limited to:

1. Acceptance of donations of property from the Parties or from Persons; such procedures may include the imposition of “processing fees” to cover the costs of title examinations or other

related expenses;

2. Purchase from the Parties or from Persons upon such terms as the AUTHORITY deems to be in the best interest of the AUTHORITY and to be in furtherance of the purposes of this Agreement and the Act;
3. Acceptance of forfeited property pursuant to O.C.G.A. §16-13-49(u)(2.1)(D);
4. The AUTHORITY may negotiate acquisition of property directly from the Parties or from Persons upon such terms as the AUTHORITY deems to be in the best interest of the AUTHORITY and to be in furtherance of the purpose of this Agreement;
5. As to property which is tax delinquent but not yet foreclosed upon, the AUTHORITY may request the Spalding County Tax Commissioner to initiate judicial in rem tax foreclosure procedures and may enter into commitments to acquire property at such proceedings in accordance with state law. The parties, together with the AUTHORITY, shall assist in the foreclosure of the tax liens against these properties;
6. If either the CITY or the COUNTY obtains a judgment against a tax delinquent property within the COUNTY for taxes and, to satisfy the judgment, the property is ordered sold at a tax sale, the AUTHORITY may tender one bid at such sale and such bid shall comprise the AUTHORITY'S commitment to pay not more than all costs of the sale and its assumption of liability for all taxes, accrued interest thereon, and penalties, and, if there is no other bid, the Tax Commissioner shall accept the AUTHORITY'S bid and make a deed of the property to the AUTHORITY. In assuming liability for all taxes, accrued interest and penalties thereon, payment thereof shall be deferred until such time as the AUTHORITY determines disposition of the property in accordance with Article VII.

In accordance with the provisions of O.C.G.A. §48-4-106, the Authority shall have the right to foreclose the right to redeem property at any time after the twelve (12) month redemption period has expired pursuant to O.C.G.A. §48-4-65. Notwithstanding the foregoing provisions of this subsection, the

right of redemption shall automatically terminate and expire upon failure to redeem in accordance with O.C.G.A. §48-4-81 where the tax sale was conducted pursuant to the provisions of O.C.G.A. §48-4-75 *et. seq.* governing judicial in rem tax foreclosures.

ARTICLE VI
ADMINISTRATION OF PROPERTIES

A. Title

The Authority shall hold in its own name, for the benefit of the CITY and COUNTY, all properties conveyed to it by the Parties, all tax delinquent properties acquired by it pursuant to O.C.G.A. §48-4-100 *et. seq.*, all properties conveyed to it pursuant to O.C.G.A. §16-13-49(u)(2.1)(D), and all properties otherwise acquired.

B. Administration of Property

The AUTHORITY shall administer the properties acquired by it as follows:

1. All property acquired by the AUTHORITY shall be inventoried and appraised, and the inventory shall be maintained as a public record;
2. The AUTHORITY shall organize and classify the property on the basis of suitability for use;
3. The AUTHORITY shall maintain all property held by it in accordance with applicable laws and codes;
4. The AUTHORITY shall have the power to manage, maintain, protect, rent, lease, repair, insure, alter, sell, trade, exchange, or otherwise dispose of any property on terms and conditions determined in the sole discretion of the AUTHORITY, including, without limitation, the sales price. In agreement to sell a property, the Authority may favor a neighborhood non-profit corporation obtaining the land for low-income housing and, secondarily, other entities intending to provide low-income or moderate-income housing.
5. The AUTHORITY may assemble tracts or parcels of property for public parks, preservation of greenspace or open space, protection of the environment, or other public purposes and to that end may exchange parcels and otherwise effectuate the purposes set forth herein.

6. The acquisition or disposal of property by the AUTHORITY shall not be governed or controlled by any ordinance or regulation of the Parties, except applicable zoning, development regulations and utility policies, unless specifically provided herein or in a subsequent modification of this agreement, and transfers of property by the Parties shall be treated as transfers to a body politic as contemplated by subparagraph (a)(2)(A) of O.C.G.A. §36-9-3.

ARTICLE VII
DISPOSITION OF PROPERTY

A. Authority to Convey

Property held by the AUTHORITY may be sold, traded, exchanged, or otherwise disposed of by the AUTHORITY so long as the disposition is approved by the majority of the AUTHORITY membership as required in Article III hereinabove and approved as follows:

1. If the property is located within the CITY, approved by both AUTHORITY members appointed by the Board of Commissioners of the City and one of the AUTHORITY members appointed by the Board of Commissioners of the County;
2. If the property is located within the COUNTY, but outside the CITY, approved by both AUTHORITY members appointed by the Board of Commissioners of the County and one of the AUTHORITY members appointed by the Board of Commissioner of the City.

B. Criteria for Conveyance

Property owned by the AUTHORITY shall be conveyed in accordance with the Land Bank Act and according to criteria determined in the discretion of the Board and contained in the policies and procedures adopted by the Board. The Board may adopt policies and procedures that set forth priorities for a transferee's use of Real Property conveyed by the Land Bank, including, but not limited to, affordable housing and commercial development.

C. Establishing Sales Price

Pursuant to O.C.G.A. §48-4-109, the AUTHORITY shall have full discretion in determining the sales price of AUTHORITY property.

D. Disbursement of Sales Proceeds:

The proceeds, if any, from the sale or transfer of Real Property by the Land Bank shall be retained, expended, or transferred by the Land Bank as determined by the Board in the best interests of the Land Bank and in accordance with the Land Bank Act.

E. Extinguishing Taxes

The AUTHORITY shall have the power at the time it sells or otherwise disposes of property to extinguish all CITY and COUNTY taxes pursuant to the provisions of O.C.G.A. § 48-4-112; provided, however, the AUTHORITY shall not extinguish any delinquent school district taxes then owed without first obtaining the consent, by resolution, of the Griffin- Spalding County Board of Education. In determining whether or not to extinguish CITY and COUNTY taxes, the AUTHORITY shall consider the public benefit to be gained by tax forgiveness with primary consideration given to purchasers who intend to build or rehabilitate low-income housing. The decision by the AUTHORITY to extinguish taxes is subject to the vote requirements for dispositions of property as stated in subparagraph (A) above.

ARTICLE VIII
DEVELOPMENT OF PROPERTIES CONVEYED BY THE AUTHORITY

At its sole discretion, The AUTHORITY may create and revise regulations for development of property conveyed by the AUTHORITY based on the property's current condition, zoning status, location and dimensions, consistent with the Comprehensive Plan and ordinances of the jurisdiction in which the property is located. The AUTHORITY may also create and impose covenants and/or deed restrictions which will govern the future use of each property.

A.

ARTICLE IX
WAIVER OF SPECIAL ASSESSMENTS

Upon the request of the AUTHORITY and for the purposes of fostering the goals and objectives of the AUTHORITY, the CITY or the COUNTY, at its option and from time to time by resolution, may exempt the AUTHORITY and its successors in interest from the payment of Special Assessments and Abatement Liens levied by the CITY or the COUNTY, respectively, against properties owned by the

AUTHORITY. Terms for waiver and release of abatement liens may require the owner entering into a contract with the CITY or COUNTY agreeing to rehabilitate the property, including improvements thereon, a timetable for completion of the rehabilitation and demonstration of financial means to accomplish such rehabilitation.

ARTICLE X
PROVISIONS FOR STAFFING AND RETENTION OF OUTSIDE SERVICES

A. Employment and Compensation of Staff

In accordance with Article III, Section C herein, The AUTHORITY may employ, or utilize the employees of the PARTIES, through contract or otherwise, any staff deemed necessary to carry out the duties and responsibilities of the AUTHORITY.

B. Contribution of Support Personnel

1. CITY and COUNTY personnel may provide additional staff resources to the AUTHORITY consistent with the terms and conditions of this Agreement and for the purpose of assisting the Board in the execution of its duties and responsibilities.

In addition, the CITY and COUNTY shall cooperate fully with the AUTHORITY regarding access to records, the identification of properties for purchase at tax sale, joint foreclosure of redemption rights, maintenance of properties, preparation for AUTHORITY sales, closing on AUTHORITY properties and post-sale follow-up and monitoring.

2. Upon Written request of the AUTHORITY, the County Tax Commissioner shall process tax delinquent properties located in either the COUNTY or the CITY and, in accordance with O.C.G.A. §48-4-75 et. seq., bring these properties to tax sale as soon as practical.

C. Retention of Outside Consultants

The Board, in its discretion and within the line-item approval set forth in the annual budgets approved by the CITY, COUNTY and AUTHORITY, shall be authorized to expend funds to obtain consulting, legal, accounting, engineering, and other services as needed to carry out its duties and responsibilities and to implement its plans, programs and activities.

ARTICLE XI
FUNDING ANDEXPENDITURES

A. Establishment of Budget

1. The Board shall establish the AUTHORITY'S budget annually and submit this budget to the CITY and COUNTY as directed by the Parties. The budget documents submitted to the CITY and COUNTY shall list and describe total requests made to the CITY and COUNTY and shall state the portion requested from each Party, which shall be equitably apportioned pro rata based on the appraised fair market value of the properties owned by the AUTHORITY lying and being within the political boundaries of the CITY and COUNTY.

2. Any funds held by the AUTHORITY shall be applied to the fulfillment of the monetary obligations as identified as part of the Board's annual budget and shall be identified as such in any budget documents submitted to the CITY and COUNTY.

B. Management of Funds

The chief administrative officer of the AUTHORITY, or other person designated by the AUTHORITY, shall be designated the Treasurer of the AUTHORITY'S account established for the management of sales proceeds, monetary contributions made by the Parties, donations and other AUTHORITY funds. Standard governmental accounting procedures shall be used in the management of the accounts required to accomplish this responsibility. The AUTHORITY shall maintain a set of books and records as recommended by CITY and COUNTY auditors. The AUTHORITY shall provide quarterly financial reports to the parties that detail accounting activities during the period. In addition, the books and records of the AUTHORITY shall be audited annually.

C. Authorized Expenditures

The Authority shall, in its sole discretion and within the budgetary guidelines set forth in this Agreement, expend such funds as necessary in payment of legal fees, advertising fees, notification of lienholders, title searches, appraisals and other services and/or equipment that are required to fulfill the intent of the Act and the purposes of this Agreement.

D. Budget Contribution

1. Budget requests to the CITY and COUNTY shall include only costs that are not covered by other funds of the AUTHORITY.

2. The total COUNTY contribution is subject to the annual approval by the Spalding County Board of Commissioners. Approval shall include a schedule of payments and shall be received in writing by the AUTHORITY no later than the first day of January of each year.

3. The total CITY contribution is subject to the annual approval of the Board of Commissioners of the City of Griffin. Approval shall include a schedule of payments and shall be received in writing by the AUTHORITY no later than the first day of January of each year.

E. Tax Allocation

The CITY and COUNTY agree that in accordance with Section 48-4-110(c) of the Land Bank Act, ___% of the Real Property taxes collected on Real Property, exclusive of any state or school district ad valorem tax, conveyed by the Land Bank after the Effective Date shall be remitted to the Land Bank commencing with the first taxable year following the date of conveyance and shall continue for a period of five years.

ARTICLE XII
DURATION AND TERMINATION OF AGREEMENT

A. Duration

The effective date of this Amended and Restated Interlocal Cooperation Agreement to Establish and Maintain the Griffin-Spalding County Land Bank Authority shall be January 1, 2020. This Agreement shall remain in full force and effect for a period of one (1) year thereafter. At the anniversary date and each anniversary date thereafter, this Agreement shall be renewed automatically unless terminated in accordance with the provisions of this Agreement or by operation of law.

B. Unilateral Termination

Any Party may withdraw at the expiration of any one-year term by giving 90 days written notice to the other Party. Upon the effective withdrawal of any Party, the AUTHORITY shall be dissolved.

C. Dissolution and Distribution of Assets

In the event this Agreement is terminated by agreement of the Parties or dissolved pursuant to O.C.G.A. §48-4-61(d), the AUTHORITY shall dissolve and conclude its affairs. All assets of the AUTHORITY shall be used to satisfy the then-existing legal obligations of the AUTHORITY. After satisfaction of all legal obligations, any property remaining shall be distributed pro rata according to its appraised value to the Parties; provided, however, to the extent feasible, all real property held by the AUTHORITY at the time of termination which was acquired by the AUTHORITY through donation from a Party shall be distributed to the donating Party.

ARTICLE XIII
AMENDMENTS TO AGREEMENT

Any amendments to this Agreement shall be in writing and shall be signed by the COUNTY and CITY and shall be styled as an Amended and Restated Interlocal Agreement.

ARTICLE XVI
GOVERNING LAW

This Agreement shall be governed in all aspects, as to validity, construction, capacity, performance or otherwise, by the laws of the State of Georgia.

ARTICLE XV
RULES OF CONSTRUCTION

For the purposes of administration and enforcement of this Agreement, unless otherwise stated in the Agreement, the following rules of construction shall apply:

- A. The paragraph headings used in this Agreement are included solely for convenience and shall not effect, or be used in connection with, the interpretation of this Agreement.
- B. The word “shall” in this Agreement is always mandatory; the word “may” is always permissive.
- C. Words used in the present tense shall include the future and words used in the singular number shall include the plural and the singular, unless the context clearly indicates the contrary.

ARTICLE XVI
ENTIRE AGREEMENT

The Agreement constitutes the entire understanding and agreement between the Parties and supersedes any and all agreements, whether written or oral, that may exist between the Parties regarding the same. No amendment or modification to this Agreement or any waiver of any provisions hereof shall be effective unless in writing and signed by both Parties and complies with the provisions of this Agreement.

ARTICLE XVII
SEVERABILITY

In the event that any portion of this Agreement shall be declared null and void, the remaining portions of the Agreement shall remain in full force and effect.

WITNESS the signature of the Parties first above written.

CITY OF GRIFFIN

SPALDING COUNTY

By: _____
Douglas S. Hollberg, Mayor

By: _____
Clay Davis, Chairperson

Attest: _____
Jessica W. O'Connor, City Manager

Attest: _____
Dr. Steve Ledbetter, County Manager

Approved as to form:

Approved as to form:

Andrew J. Whalen, III, City Attorney

Stephanie W. Windham, County Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

2. Consider the scheduling a workshop to review the updated GSCLBA Board Policies (Blocker)

SPECIAL CONSIDERATIONS OR CONCERNS:

The Griffin-Spalding County Land Bank Authority Manager has drafted new policies for the Board to consider for adoption. The Board should consider a workshop to discuss, ask questions, provide feedback and suggest changes to the drafted policies. The public will be invited to attend and provide feedback.

The proposed dates are as follows:

Monday, October 6th at 4:00 pm

Thursday, October 9th at 4:00 pm

Monday, October 27th at 4:00pm

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

ATTACHMENTS:

[GSCLBA-Policies and Procedures Draft 2025.pdf](#)



GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

GSCCLBA Board Policies

Adopted: November 21, 2025; Effective: December 1, 2025

Section 1: Mission and Purpose

The Griffin-Spalding County Land Bank Authority (GSCCLBA) is a public authority authorized by state law and created pursuant to an agreement between Spalding County and the City of Griffin. It is governed by a Board of Directors appointed by Spalding County, City of Griffin and the Spalding County Board of Education.

The purpose of the land bank authority is to acquire any property deeded to the authority and tax delinquent properties in the City of Griffin and Spalding County in order to foster the public purpose of returning land which is in nonrevenue-generating, nontax-producing status to an effective utilization status to provide affordable housing, new trade, commerce, industry and employment opportunities for the citizens of the City and County.

The goal(s) of the land bank are as follows:

1. Development of affordable housing for low-to-moderate individuals
2. Increase home ownership and access to home ownership through home buyer education
3. Neighborhood Redevelopment
4. Development of fair market-rate housing
5. Development of community facilities such as parks and recreational facilities
6. Land Acquisition by local government entities, development authorities, public school district for public use economic, community, transportation and infrastructure development.
7. Facilitate the remediation of neighborhood blight and/or nuisance properties

Section 2: Definitions:

Affordable Housing: Housing units are conveyed to individuals that earn no greater than 120% of the Area Median Income.

Banked Properties: are properties that have been identified by the Griffin-Spalding County Land Bank Authority as properties that will be best suitable for an economic, community, transportation and infrastructure development project for the benefit of Griffin and Spalding County.



Mission Driven Developer/Non-profit organization: an organization that is recognized by the International Revenue Service as a non-profit organization whose mission is to construct or rehabilitate housing.

Neighborhood Redevelopment: is a series of land parcels that are on the same, adjacent or intersecting streets where the impact of the development of one of more parcels can significantly impact the property values or perception of neighboring properties.

Nuisance: a dwelling, building, or structure unfit for habitation or commercial use and is in violation of applicable codes by the City of Griffin Planning & Development department or Spalding County Community Development department

Owner-Occupant Applicant: a permanent home which is the residence of the individual who has been recorded on the deed.

Residential/Commercial developer: An individual, general contractor, business or corporate entity who has at least 5 years of demonstrated experience constructing or rehabilitating homes or commercial structures.

Side Lot: a parcel of land that is not suitable for residential, commercial or industrial development due to current zoning ordinances in the City of Griffin or Spalding County. A side lot may also be a parcel of land that does not have access to streets or public right of way.

Section 3: Acquisitions by the GSCLBA

3.1 Acquisition Methods. The GSCLBA may acquire properties in the following manner:

1. Tax Foreclosures
2. Transfers from the Tax Commissioner
3. Transfer from the Local Governments, public school district, public housing authority or other public entity.
4. Donations from a for profit or non-profit entity.

3.2 Transaction Agreements. In all cases involving conduit transfers and land banking agreements, a transaction agreement must be approved in advance and executed by the GSCLBA and the grantor of the property. In the case of conduit transfers, such a transaction agreement will generally be in the form of an Acquisition and Disposition Agreement prepared in accordance with these Policies. In the case of a land banking relationship, such a transaction agreement will generally be in the form of a land banking agreement prepared in accordance with these Policies. These transaction agreements shall be in form and content as deemed by the GSCLBA to be in the best interest of the GSCLBA and shall include to the extent feasible specification of all documents and instruments contemplated by the transaction as well as the rights, duties and obligations of the parties.



3.3. Title Assurance. In all acquisitions of property by the GSCLBA through transaction agreements, the GSCLBA generally requires a certificate of title based upon a full title examination and, in the case of Land Banking Agreements, a policy of title insurance insuring the LBA subject to such outstanding title exceptions as are acceptable to the LBA in its sole discretion.

3.4 Environmental Concerns. The LBA reserves full and complete discretion to require in all transaction agreements that satisfactory evidence be provided to the LBA that the property is not subject to environmental contamination as defined by federal or state law.

3.5 Acquisitions through Delinquent Tax Enforcement Proceedings. The Tax Commissioner may combine properties from one or more of the foregoing categories in structuring the terms and conditions of the tax foreclosure procedures, and the LBA may acquire any such properties prior to sales, at such sales, or subsequent to sales as authorized by law

Section 4: Sales and Dispositions by the GSCLBA

4.1 Property Identification. The GSCLBA reserves full and complete on the disposition of properties within the Griffin-Spalding County Land Bank Authority inventory. The properties that will be conveyed are the properties within a target area for redevelopment in the City of Griffin or properties located in unincorporated Spalding County. Properties located outside of the target area will not be considered to the conveyed unless it is identified by the City of Griffin, Spalding County, or a mission driven non-profit organization.

4.2 Priority Transferees. The priority of transferees shall be as follows:

1. Local Government Entities for Public Use
2. Residential and Commercial Real Estate developers who have demonstrated experience in housing construction for low-to moderate income housing
3. Residential and Commercial Real Estate developers who have demonstrated experience in housing construction for market rate housing
4. Mission-driven non-profit organizations seeking to obtain the land for low-income housing
5. Owner Occupant Home Buyers
6. Side Lot Parcels to existing property owners with priority given to longest tenured adjacent property owner
7. Non-profit Institutions such as academic institutions and religious organization that are seeking to use the property for public use or residential development



4.3 Request for Proposal and Application. The parties seeking to acquire properties from the GSCLBA will be required to respond to either a request for proposal or an application. The request for proposal will be used for properties in the City of Griffin to facilitate the goal of neighborhood development by including several properties within a target area. The request for proposal shall remain available for a minimum of 60 days and not to exceed 120 days. An application will be available for properties in unincorporated Spalding County. Interested parties will not be able to apply to properties within the City of Griffin. The GSCLBA Board may utilize its discretion to fully or partially award properties to one, multiple or none of the respondents to a Request for Proposal. The request for proposal or applications will be required to be submitted electronically to the GSCLBA website. Neighboring property owners will be notified via mail of upcoming requests for proposal.

4.4. Transferee Qualifications. All applicants seeking to acquire property from the Land Bank Authority or to enter into transaction agreements with the LBA will be required to provide as part of the application such information as may be requested by the LBA including but not limited to:

- a. Allowable Zoning
- b. Organization Structure
- c. Previous experience in housing development
- d. Estimated timeline of completion
- e. Commercial Liability Insurance
- f. State of Georgia General Contractors License

Owner Occupant applicants interested in acquiring property will be required to respond to an RFP or submit an application to include the documentation listed above and encouraged to submit the documentation listed in 4.5 to ensure the capacity of building housing.

Non-profit applicants will be required to submit their Form 990 to document their non-profit status.

4.5 Transferee Considerations. All applicants, with the exception of local governments and public entities, seeking to acquire property from the Land Bank Authority or to enter into transaction agreements with the LBA are encouraged to provide the following in consideration of their application and/or response to the RFP. The GSCLBA Board will consider the following when determining the disposition of property:

- a. Bid Price
- b. Photographs of previous construction work completed or in-progress
- c. Architectural renderings or drawings
- d. Site work
- e. Estimated construction costs
- f. Estimated construction timeline
- g. Financial Capability
- h. Tax Assessed value
- i. Proposed sales price based on local affordability
- j. City of Griffin or Spalding County residency or business licensure



- k. Relationships with neighborhood non-profit organizations
- l. Minority, women, veteran, and disadvantage business certifications.

4.6 Maximum Conveyances Allowed. Owner occupant applicants will be permitted to be conveyed two parcels in a transaction. The two parcels allowed shall be contiguous and be combined as required by side lot program. All other applicants with the exception of government entities and mission driven non-profit developers, the maximum number of conveyances allowed is 5 parcels per real estate transaction and 10 parcels per entity every 4 years. The maximum is set to allow for housing diversity throughout the City of Griffin, Spalding County and their neighborhoods. The purpose of the maximum is also set to ensure equity amongst the transferees and buyers.

4.7 Pricing. The recommended minimum bid for each parcel shall be equal to 75% of the current year Tax Assessed Value from the Spalding County Tax Assessor. Applicants may bid below the tax assessed value but must demonstrate sufficient evidence such as an appraisal or site plan that demonstrate that the tax assessed value is not reasonable.

4.8 Reserved Discretion. The LBA reserves full and complete discretion to decline applications and proposed transaction agreements from individuals and entities that meet any of the following criteria:

- a. The proposed project does not meet current zoning ordinances
- b. Parties not able to demonstrate sufficient experience and capacity to perform in accordance with the requirements of the LBA
- c. Failure to perform in prior transactions with the LBA,
- d. Applicant has exceeded the maximum number of properties allowed per this policy
- e. The housing is not aligned with the City of Griffin and Spalding County Comprehensive Plans, Livable Cities Initiative or economic development goals of the City of Griffin, Spalding County or other grant programs.
- f. The bid price is determined to be unsatisfactory
- g. The LBA is not in favor of proposed design, materials, renderings or photographs
- h. Ownership of properties that became delinquent in ad valorem tax payments and remain delinquent in ad valorem tax payments during their ownership,
- i. Parties that are barred from transactions with local government entities,
- j. Ownership of properties that have any unremediated citation for violation of the state and local codes and ordinances

The GSCLBA is not required to award the property to the highest bidder. The GSCLBA will convey properties to applicants based on the identified goals of the land bank authority.



4.9 Closing. The closing shall be scheduled for a time mutually agreed upon within sixty (60) days after the execution of a contract at such time, date and location as is designated by the parties. This deadline may be extended in writing by mutual agreement of the parties. If the property is not closed within 60 days the contract will be void and the property will return to the GSCLBA inventory and may be re-bid at the discretion of the GSCLBA.

4.10 Covenants, Conditions and Restrictions. All conveyances by the GSCLBA to third parties shall include such covenants, conditions and restrictions as the LBA deems necessary and appropriate in its sole discretion to ensure the use, rehabilitation and redevelopment of the property in a manner consistent with the public purposes of the LBA. Such requirements may take the form of a deed creating a defeasible fee, recorded restrictive covenants, subordinate financing being held by the GSCLBA, contractual development agreements, or any combination thereof.

- a. "Grantee accept this Property subject to a covenant running with the land providing that any primary dwelling structure upon this Property must be owner-occupied; it is the intention of Grantor and Grantee that a primary dwelling located upon this Property will be occupied by an owner with at least a 50 percent interest in the Property, or a member of the owner's family within the third degree of consanguinity, for six or more months of each calendar year as such person's principal residence."
- b. "If a primary residence is to be built on this property, construction or rehabilitation of said primary residence must begin within one year of the date the property was transferred to the buyer herein. If no construction or rehabilitation has begun within that time, title will revert to the Griffin Spalding County Land Bank Authority."

4.11 Deed Without Warranty. All conveyances from the GSCLBA to third parties shall be by Quitclaim Deed.

4.12 Permit and Construction Requirement: Purchasers shall make timely application for a building permit for the renovation or construction of the subject property within 45 Days and shall commence work under such permit within six (6) months of the date of the closing of the purchase of this property from the GSCLBA. Should the purchasers fail to commence work within the specified time period, the GSCLBA shall have the option to re-purchase the subject property for the sales price set forth in this contract.

Section 5. Side Lot Disposition Program

5.1 Side Lot Transfers. Individual parcels of property may be acquired by the Treasurer/Tax Commissioner, the County or the GSCLBA and transferred to individuals in accordance with the following policies. The transfer of any given parcel of property in the Side Lot Disposition Program is subject to override by higher priorities as established by the GSCLBA.

5.2 Qualified Properties. Parcels of property eligible for inclusion in the Side Lot Disposition Program shall meet the following minimum criteria:

- a. The property shall be vacant unimproved real property;
- b. The property shall be physically contiguous to adjacent residential property, with not less than a 75% common boundary line at the side



- c. The property shall consist of no more than one lot capable of development. Initial priority shall be given to the disposition of properties of insufficient size to permit independent development
- d. No more than one lot may be transferred per contiguous lot.

5.3 Side Lot Transferees.

- a. All transferees must own the contiguous property. Priority is given to transferees who personally occupy the contiguous property. In a case where the property has multiple contiguous property owners, the GSCLBA will notify the property owners of the pending transfer to ensure equity in the acquisition
- b. In the event that multiple adjacent property owners desire to acquire the same side lot, the lot shall either be transferred to the highest bidder for the property, or divided and transferred among the interested contiguous property owners.
- c. The transferee must not own any real property (including both the contiguous lot and all other property in the County) that is subject to any unremediated citation of violation of the state and local codes and ordinances.
- d. The transferee must not own any real property (including both the contiguous lot and all other property in the County) that is tax delinquent.
- e. The transferee must not have been the prior owner of any real property in the County that was transferred to a local government as a result of tax foreclosure proceedings unless the LBA approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.

Section 6 Owner Occupancy Requirement

6.1 Primary Residence. "Primary Residence" shall mean that upon completion of the construction or rehabilitation, the owner-occupant is expected to reside in and must pay all tax obligations that become due and payable on the residence after the execution of the Sale and Disposition Contract. Where an owner-occupant may seek to sell the property, the owner is expected offer the property for a sale price not to exceed the current fair market value to another owner occupant. The GSCLBA would prefer a sale price no greater than 120% of the Area Median Income.

6.2 Requirements and Conditions.

- a. In certain circumstances, the purchaser must either rehabilitate unoccupied substandard existing housing or create new housing where housing does not exist.
- b. The purchaser shall enter into a Sale Contract with the Authority and shall be responsible for the completion of the construction or rehabilitation within the three-year time limit as prescribed in the covenants of the Contract.
- c. The LBA will extinguish no delinquent taxes that were the responsibility of the applicant. This would include any taxes that the applicant was responsible for either as owner of the subject



property or as a result of any contractual obligation. Such taxes, if any, must be paid prior to the LBA extinguishing any other taxes.

- d. The owner-occupant shall provide evidence of clear title and the financial ability to perform said Contract with the expressed obligation to be an owner-occupant within the definition as p or the delinquent taxes will be reinstated.
- e. During the term of the occupancy, the owner-occupant shall pay all ad valorem taxes that accrue and shall maintain the property in compliance with the required code enforcement ordinances of the governing jurisdiction.
- f. If the applicant fails to honor any portion of his or her Contract with the LBA to provide new or rehabilitated housing, the applicant must make a payment of funds to the LBA in an amount equal to the amount of all taxes extinguished by the LBA pursuant to the Contract. These funds shall then be paid by the LBA to the respective taxing authorities in the same proportion as the taxes were levied prior to the extinguishment.

Section 7 Collaboration with For Profit and Not-for-profit Entities

7.1 Transactions with For Profit Not-for-Profit Entities. The LBA is willing to enter into conduit transfers with for-profit and not-for-profit corporate entities as outlined in this section. These not-for-profit corporate entities would secure donations of or purchase tax delinquent properties from owners, transfer these properties to the LBA for waiver of taxes, and “buy back” these properties for use in affordable housing development.

7.2 Documentation of Lot Purchase. The applicant must document the purchase process extensively. This documentation should include, but is not limited to, the following information per parcel:

- a. The total purchase price for the property, including the net proceeds paid or payable to the seller
- b. The total amount spent to acquire the property (e.g., legal counsel, administrative costs);
- c. The development costs impacting the final sale price
- d. The total amount of delinquent ad valorem taxes (County, City, School District), special assessments, and other liens and encumbrances against the property and the length of delinquency for each.
- e. The expected timeline of construction

7.3 Maximum Costs. The total of these costs should exceed the maximum allowable lot cost (i.e., the cost that will permit the production of low- to moderate-income housing) before the LBA may consider the waiver of back taxes in total or in part.



7.4 LBA Discretion. Some properties may present unusual or extenuating circumstances to the developer due to lack of funding for housing production or related costs. The LBA reserves the right to evaluate and consider these properties case-by-case.

Section 8 Property for Community Improvements

8.1 Community Improvement Property. The LBA is willing to accept donations of property to be transferred into a non revenue-generating, non tax-producing use that is for community improvement or other public purposes. Under the provisions of the governing documents of the LBA, the LBA is permitted to assemble tracts or parcels of property for community improvement or other public purposes.

9.2 Eligibility. Properties can be conveyed to the LBA for waiver of delinquent taxes and then re-conveyed by the LBA to be utilized for community improvement purposes including but not limited to community gardens, parking for non-profit functions such as a school or cultural center, or playground for after-school or day care. The application must demonstrate that no alternative tax-generating use is available for the property, and that the proposed community improvements are consistent with the area redevelopment plans and community revitalization.

9.3 Transferee. The application must identify and be signed by the ultimate transferee of the property from the LBA. The transferee should be a governmental entity, a not-for-profit property entity, or in rare cases a for-profit entity that is capable of holding and maintaining the property in the anticipated conditions and for the anticipated purposes.

9.4 Restrictive Covenants. The LBA, in the conveyance of the property to the transferee, will impose covenants, conditions and restrictions as necessary to ensure that the property is used for community improvement or other public purposes.

Section 9: Diversity, Equity and Inclusion

Griffin-Spalding County Land Bank Authority recognizes the importance of creating and maintaining an inclusive and diverse contracting, consulting, and property procurement policy. This policy is an expression of the board to commit themselves to addressing past and present institutional barriers in business development as well as in the governmental bidding process.

Griffin-Spalding County Land Bank Authority (GSCLA) utilizes local and regional government dollars that are used to pay for contracting, consulting, procurement, and staff employment. It is the belief of GSCLBA that our funding and revenue should benefit the community we serve, proportionate to the demographics in our communities, therefore we reserve the right to select contractors, consulting, and allow property procurement for Griffin-Spalding County residents first. We understand that benefiting the community we serve starts with hiring local contractors, consultants, and allowing property procurement to those that are rooted in Griffin-Spalding County.



It is the policy of GSCLBA to make a conscious effort when entering into contracting, consulting, hiring, and/or property procurement agreements to not discriminate, but to embrace; age, color, disability, ethnicity, family or marital status, gender identity and expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our citizens and community unique.

DRAFT



AGENDA ITEM SUMMARY

ITEM SUMMARY:

3. Consider the issuance of a Request for Proposal for ground maintenance for Land Bank Authority owned property in the City of Griffin (Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

ATTACHMENTS:

[GSCLBA-RFP for Grounds Maintenance.pdf](#)



GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

REQUEST FOR PROPOSALS

FOR

Lawn Maintenance, Ground Maintenance and Debris Removal Services

For all questions about this RFP contact:

Christopher Blocker, Land Bank Authority Manager
cblocker@cityofgriffin.com

Deadline:

Friday , January 9, 2025 at 2:00 P.M.

IMPORTANT SUBMITTAL REQUIREMENT

Submittals must be properly labeled to ensure they are not inadvertently opened before the designated time. Affix the label below to the outside of the sealed submittal envelope or delivery package.

If the label below is not used (i.e. in case of some delivery services), it is the supplier's responsibility to ensure that the information is on the OUTSIDE of the delivery package. Submissions that do not comply may be rejected.

Submittals must also include the required number of copies specified in section 1.2.

Please make sure either the label below or the information on the label appears on the **OUTSIDE of the delivery package** and is clearly visible. There may be multiple solicitations open at any given time and if the sender organization and bid number are not discernable, your response may not be recorded as properly received.



RESPONSE SUBMITTAL

DELIVER TO:

Griffin-Spalding County Land Bank Authority
Attn: Christopher Blocker
100 S HILL STREET
PO BOX T
GRIFFIN, GA 30224

RFP #: 25-001

PROPOSAL NAME: LAWN MAINTENANCE GROUND MAINTENANCE AND DEBRIS REMOVAL SERVICES

DUE ON OR BEFORE: JANUARY 9, 2025

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____

CONTACT PHONE & EMAIL: _____



Griffin-Spalding County Land Bank Authority

Griffin-Spalding County Land Bank Authority REQUEST FOR PROPOSAL

Lawn Maintenance, Ground Maintenance and Debris Removal Services

SECTION I – REQUEST FOR PROPOSAL INFORMATION

Information in this section is proposal-specific. Any conflicting information stipulated in this section shall supersede the General Terms & Conditions noted in Sections II - VII.

1.1. PURPOSE

The City of Griffin (City) is seeking Competitive Sealed Proposals from qualified contractors to provide professional services on an on-call basis under a renewable annual contract (up to four years) to facilitate contract compliance Debris Monitoring, Disaster Recovery and Emergency Planning Services following a disaster. It is the intent to enter into a pre-event contract, which would result in no immediate cost to the City of Griffin, GA. The contractor shall provide all materials and services necessary in the performance of this proposal. The City of Griffin does not guarantee a minimum value for this contract.

1.2. SCHEDULE & SUMMARY

This Request for Proposal will be governed by the following schedule and criteria:

DATES

Release of Request	MONDAY, NOVEMBER 3, 2025
Pre-Bid Meeting*	No
Questions due	Monday, December 1, 2025
Bids due	FRIDAY, JANUARY 9, 2026 by 2:00 PM
Copies of Bid Response Required	SEVEN, <u>in addition</u> to one original
Public opening*	Yes, Monday, January 11, 2025 at 2:01 PM
Bonds required	Yes, Performance/Payment Bonds ONLY are required prior to contract <i>(item 3.8)</i>
Land Bank Authority Manager	Christopher Blocker

1.3. SCOPE OF WORK

The Griffin-Spalding County Land Bank Authority (GSCLBA) owns properties throughout the City of Griffin and Spalding County. The purpose of the land bank authority is to acquire any property deeded to the authority and tax delinquent properties in the City of Griffin and Spalding County in order to foster the public purpose of returning land which is in nonrevenue-generating, nontax-producing status to an effective utilization status to provide affordable housing, new trade, commerce, industry and employment opportunities for the citizens of the City and County.

In an effort to maintain the lots in the GSCLBA is required to maintain the lots in accordance to International Property Maintenance Code requirements.

It is anticipated that the agreement between the GSCLBA and the Successful Bidder will contain the following scope of work.

March 1 through October 31 annually

Bi-Weekly:

- 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 / bed-lines
- Remove trash, litter and debris from properties
- Trim all trees, and shrubbery as needed to maintain shape and neat appearance
- Prune any low hanging limbs to keep neat and safe
- Remove all ivy, weeds and invasive plants
- Weed-eat around trees, structures and obstacles as needed
- Keep all curbs clean of litter and debris
- Keep drains in parking lots clean of litter and debris

November 1, 2025 through February 28 annually

Monthly:

- 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 / bed-lines
- Remove trash, litter and debris from properties
- Trim all trees, and shrubbery as needed to maintain shape and neat appearance
- Prune any low hanging limbs to keep neat and safe
- Remove all ivy, weeds and invasive plants
- Weed-eat around trees, structures and obstacles as needed
- Keep all curbs clean of litter and debris
- Keep drains in parking lots clean of litter and debris

Properties to be Maintained

Street Number	Prefix	Street Name	Suffix	City	Parcel ID
414		ADAMS	ST	GRIFFIN	007 07019
421		ADAMS	ST	GRIFFIN	007 07011
838		ANNE	ST	GRIFFIN	047 01019F
		ARMSTRONG	ST	GRIFFIN	003 01014
		ARMSTRONG	ST	GRIFFIN	003 01015
		ARMSTRONG	ST	GRIFFIN	003 01018
		ARMSTRONG	ST	GRIFFIN	003 01019
		ARMSTRONG	ST	GRIFFIN	003 01020
		ARMSTRONG	ST	GRIFFIN	003 01022
		ARMSTRONG	ST	GRIFFIN	003 01024
		ARMSTRONG	ST	GRIFFIN	003 01026
		ASHFORD	PL	GRIFFIN	045 07006
751		BECK	ST	GRIFFIN	046 04012
0		BECK	ST	GRIFFIN	046 09016A
0		BECK	ST	GRIFFIN	046 09016B
446		BELLE	ST	GRIFFIN	009 05003
448		BELLE	ST	GRIFFIN	009 05002
501		BELLE	ST	GRIFFIN	009 01039
552		BELLE	ST	GRIFFIN	009 02024
867		BOOKER	ST	GRIFFIN	046 03007
0		BOOKER	ST	GRIFFIN	046 03003
123	N	BRAWNER	ST	GRIFFIN	006 09007
212	N	BRAWNER	ST	GRIFFIN	006 10016
1126		BRIARCLIFF	ST	GRIFFIN	048 06009
1030	W	BROAD	ST	GRIFFIN	057 02003
0		CARRIAGE	TRC	GRIFFIN	054E01014
316	E	CENTRAL	AVE	GRIFFIN	014 26008
318	W	CENTRAL	AVE	GRIFFIN	012 21011A
327	W	CENTRAL	AVE	GRIFFIN	012 21015
328	W	CENTRAL	AVE	GRIFFIN	012 21010A
212	W	CHAPPELL	ST	GRIFFIN	012 22003
219	E	CHAPPELL	ST	GRIFFIN	007 15011
221	E	CHAPPELL	ST	GRIFFIN	007 15012
313	E	CHAPPELL	ST	GRIFFIN	007 16016
402	E	CHAPPELL	ST	GRIFFIN	018 27009
416	E	CHAPPELL	ST	GRIFFIN	018 27014
511	W	CHERRY	ST	GRIFFIN	008 06008
427		CIRCUS	ST	GRIFFIN	006 07006
502		CIRCUS	ST	GRIFFIN	006 04009
603		CIRCUS	ST	GRIFFIN	006 05002
609		CIRCUS	ST	GRIFFIN	006 05010

612		CIRCUS	ST	GRIFFIN	006 04025
614		CIRCUS	ST	GRIFFIN	006 04026
0		CIRCUS	ST	GRIFFIN	006 07025
525		CLIFTON	DR	GRIFFIN	007 05003
528		CLIFTON	DR	GRIFFIN	007 05017
435	W	COLLEGE	ST	GRIFFIN	023 02019
437	W	COLLEGE	ST	GRIFFIN	023 02020
1133	Ext W	COLLEGE	ST	GRIFFIN	051 04018
1135	Ext W	COLLEGE	ST	GRIFFIN	051 04019
1137	Ext W	COLLEGE	ST	GRIFFIN	051 04020
1139	Ext W	COLLEGE	ST	GRIFFIN	051 04021
1143	Ext W	COLLEGE	ST	GRIFFIN	051 04023
		COLLIER ST	ST	GRIFFIN	067 05002B
199		COLLIER ST	ST	GRIFFIN	067 05002C
		COLLIER ST	ST	GRIFFIN	067 05003A
1316		D F FULLER	DR	GRIFFIN	052 05008
1321		D F FULLER	DR	GRIFFIN	052 04017
0		D F FULLER	DR	GRIFFIN	051 03045
0		D F FULLER	DR	GRIFFIN	051 03046
1115		DEWEY	ST	GRIFFIN	019A02009
610		ELLIS	ST	GRIFFIN	009 06023
615		ELLIS	ST	GRIFFIN	009 06010
616		ELLIS	ST	GRIFFIN	009 06021
633		ELLIS	ST	GRIFFIN	009 06013
726		ELLIS	ST	GRIFFIN	009 05013
825		ELLIS	ST	GRIFFIN	009 01024
1		FIRST	ST	GRIFFIN	019 11023
720		HALLYBURTON	ST	GRIFFIN	009 05007
721		HALLYBURTON	ST	GRIFFIN	009 03013
808		HALLYBURTON	ST	GRIFFIN	009 01030A
818		HALLYBURTON	ST	GRIFFIN	009 01032
819		HALLYBURTON	ST	GRIFFIN	009 01037
0		HALLYBURTON	ST	GRIFFIN	009 04011A
822		HAMMOCK	ST	GRIFFIN	010 02002
451		HAMMOND	DR	GRIFFIN	050 01010
484		HAMMOND	DR	GRIFFIN	051 04033
1216		HERNDON	ST	GRIFFIN	062 02003
1340		HERNDON	ST	GRIFFIN	061 05001A
527	N	HILL	ST	GRIFFIN	008 14007A
807	N	HILL	ST	GRIFFIN	002 05007
0	N	HILL	ST	GRIFFIN	003C03062
328		JEFFERSON	ST	GRIFFIN	007 06005
0		JEFFERSON	ST	GRIFFIN	007 06002
8		KENTUCKY	AVE	GRIFFIN	003 03021
9		KENTUCKY	AVE	GRIFFIN	003 03020
105		KENTUCKY	AVE	GRIFFIN	003 02010

232		KENTUCKY	AVE	GRIFFIN	003 06009A
239		KENTUCKY	AVE	GRIFFIN	003 03019
123		LAKE	DR	GRIFFIN	003C03055
1211		LAKE	AVE	GRIFFIN	059 03008
525		LANE	ST	GRIFFIN	008 17003
526		LANE	ST	GRIFFIN	008 16008A
802		LANE	ST	GRIFFIN	002 03007
823		LANE	ST	GRIFFIN	002 02018
120		LEO	ST	GRIFFIN	019 14020
214		LEXINGTON	AVE	GRIFFIN	003 03007
216		LEXINGTON	AVE	GRIFFIN	003 03008
236		LEXINGTON	AVE	GRIFFIN	003 03015
0		LEXINGTON	AVE	GRIFFIN	003 03016
0		LOUISE	LN	GRIFFIN	058 08024
0		LOUISE	LN	GRIFFIN	058 08031A
1104		LYNDON	AVE	GRIFFIN	062 10005A
1124		LYNDON	AVE	GRIFFIN	062 10002
630		MELROSE	AV	GRIFFIN	061 07006
508		MERIWETHER	ST	GRIFFIN	023 02002
632		MERIWETHER	ST	GRIFFIN	024 05012
808		MERIWETHER	ST	GRIFFIN	024 09002
911		MERIWETHER	ST	GRIFFIN	051 03025
1005		MERIWETHER	ST	GRIFFIN	051 03019
1009		MERIWETHER	ST	GRIFFIN	051 03018
1017		MERIWETHER	ST	GRIFFIN	051 03017
		MORRIS	ST	GRIFFIN	005 05001
325		MORRIS	ST	GRIFFIN	006 10005
617		NEWTON	ST	GRIFFIN	011 02020
1340		OAKDALE	DR	GRIFFIN	050 04027
809		PAMELA	DR	GRIFFIN	048 01018
810		PAMELA	DR	GRIFFIN	048 03007
811		PAMELA	DR	GRIFFIN	048 01019
1102		PARKVIEW	DR	GRIFFIN	048 05012
109		PEARL	ST	GRIFFIN	019 13007
247		PELLY	ST	GRIFFIN	005 07005A
0		PELLY	ST	GRIFFIN	019 02004
117		PHILLIPS	ST	GRIFFIN	018 51004
811		PIMENTO	AVE	GRIFFIN	046 09016
1230		PLEASANT	AVE	GRIFFIN	059 04003
213	E	QUILLY	ST	GRIFFIN	007 15021A
214	W	QUILLY	ST	GRIFFIN	008 12009
215	E	QUILLY	ST	GRIFFIN	007 15021
222	E	QUILLY	ST	GRIFFIN	007 15007
304	E	QUILLY	ST	GRIFFIN	007 16022
408	E	QUILLY	ST	GRIFFIN	007 17019
601	W	QUILLY	ST	GRIFFIN	009 06008

611	W	QUILLY	ST	GRIFFIN	009 06022
645	W	QUILLY	ST	GRIFFIN	009 08001
727	W	QUILLY	ST	GRIFFIN	009 07011
821	W	QUILLY	ST	GRIFFIN	009 01004
825	W	QUILLY	ST	GRIFFIN	009 01003
831	W	QUILLY	ST	GRIFFIN	009 01002
422		RABUN	ST	GRIFFIN	023 13004
918		RAY	ST	GRIFFIN	058 04004
320 A & B		RILEY	CIR	GRIFFIN	003C04036
702		SCALES ST	ST	GRIFFIN	046 03001
746		SCALES ST	ST	GRIFFIN	046 04021
0		SCALES ST	ST	GRIFFIN	046 03002
107		SHANDON	LN	GRIFFIN	066 02167
118		SHORT	ST	GRIFFIN	003C04034
124		SHORT	ST	GRIFFIN	003C04033
0		SHORT	ST	GRIFFIN	003C04033A
621	W	SLATON	AVE	GRIFFIN	011 09019
624	E	SLATON	AVE	GRIFFIN	018 39012B
624	E	SOLOMON	ST	GRIFFIN	018 49006
811	E	SOLOMON	ST	GRIFFIN	018 41018
823	E	SOLOMON	ST	GRIFFIN	018 41015
901	E	SOLOMON	ST	GRIFFIN	019 04006
1114	W	SOLOMON	ST	GRIFFIN	057 06007
0	E	SOLOMON	ST	GRIFFIN	019 09013
0		SPRING	ST	GRIFFIN	003C03056
1472		STELLA	WAY	GRIFFIN	065 05004
118	W	TINSLEY	ST	Griffin	008 13013
214	W	TINSLEY	ST	Griffin	008 12021
309	E	TINSLEY	ST	Griffin	007 06039B
314	E	TINSLEY	ST	Griffin	007 16003
326	W	TINSLEY	ST	Griffin	008 11021
428	E	TINSLEY	ST	Griffin	007 17006
504	E	TINSLEY	ST	Griffin	006 13001
531	E	TINSLEY	ST	Griffin	006 08008A
533	E	TINSLEY	ST	Griffin	006 08008
703	E	TINSLEY	ST	Griffin	006 09014
0	W	TINSLEY	ST	Griffin	008 11019
727		TURNER	ST	Griffin	009 02021
615	E	WALL	ST	GRIFFIN	018 49002A
824	E	WALL	ST	GRIFFIN	018 51005
321		WASHINGTON	ST	GRIFFIN	007 06023
326		WASHINGTON	ST	GRIFFIN	007 06029
328		WASHINGTON	ST	GRIFFIN	007 06028
420		WASHINGTON	ST	GRIFFIN	007 07042
824		WESTBROOK	ST	GRIFFIN	046 09005
621		WILLIAMS	ST	GRIFFIN	009 06025

815		WILLIAMS	ST	GRIFFIN	009 01019
822		WILLIAMS	ST	GRIFFIN	009 01013
826		WILLIAMS	ST	GRIFFIN	009 01014
830		WILLIAMS	ST	GRIFFIN	009 01015
611		WRIGHT	ST	GRIFFIN	011 02011
368	N	16TH	ST	GRIFFIN	058 04001A
309	N	17TH	ST	GRIFFIN	058 08014
341	N	17TH	ST	GRIFFIN	058 08006
421	N	17TH	ST	GRIFFIN	058 01005
602	N	17TH	ST	GRIFFIN	062 07009
605	N	17TH	ST	GRIFFIN	062 08006A
647	N	17TH	ST	GRIFFIN	062 03006
350	N	19TH	ST	GRIFFIN	059 05013

DRAFT

1.3.1. GENERAL

- 1.3.1.1. **CONTRACT SCHEDULE:** Once the contract is executed between the GSCLBA and the awarded contractor, the awarded contractor will be bound by the pre-event on call services contract to deliver the services required by this proposal. The GSCLBA must first approve any change in or substitution of team members, including any consultant, in writing.
- 1.3.1.2. **QUALIFICATIONS:** Proposals must include a cover letter, a description of the firm's capabilities and services, a discussion of the firm's expertise relative to the background and experience requirements contained herein, and resumes of qualified professionals who will be responsible for completing assigned tasks. This material should also be provided for key sub-consultants.
- 1.3.1.3. **PRICING AND QUOTE PREPARATION:** Bidders are encouraged to list any options or services it may provide that it feels might be of interest to the GSCLBA, not included in base proposal price.
- 1.3.1.4. **JOB REQUIREMENTS:** Written Monthly reports denoting areas worked, quantities removed, quantity of equipment in service, area to be worked the following day or days, weather report, problems and issues noted, problems and issues corrected, in addition to other reporting obligations as may be applicable based on the overall scope of services.
- 1.3.1.5. **PAYMENTS:** Payments associated with this contract will be monthly by GSCLBA. This contract has a period of performance of one year (12 months) with the option of four (4) additional one-year renewal periods to be executed solely upon the discretion of the GSCLBA based on contractor performance.
- 1.3.1.6. **WORK ORDER CHANGES:** The GSCLBA, without invalidating any contracts awarded based on this Request for Proposal, may order changes within the general scope of the services required to complete the work, by altering, adding to and/or deducting from the services to be performed. If any changes under this clause cause an increase or decrease in the Bidder's total cost of or time required for, the performance of any part of the work, an equitable adjustment shall be made by mutual agreement and the Contract shall be modified in writing accordingly. All such work order changes shall be in writing.
- 1.3.1.7. **WARRANTY:** All services provided by the vendor must have a 100% guarantee. If services are not performed as proposed, the vendor shall be liable for any damages or loss of funds associated with the failure.
- 1.3.1.8. **LITIGATION SUMMARY:** The bidder will provide a list of all claims, arbitrations, administrative hearings, and lawsuits related to debris monitoring brought against your company.
- 1.3.1.9. **ASSIGNMENT OF CONTRACT:** The Successful Bidder shall not subcontract, transfer, assign, or otherwise dispose of the contract or any portion thereof, without the written consent of the GSCLBA.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

1.4. PACKAGING/SUBMISSION REQUIREMENTS

The following information and/or documents MUST be included with the Bidder's response and in the order listed below:

- a. ___ Information/Cover Page (*supplied*)
- b. ___ Bid Response Disclosures & Acknowledgement sheet (*supplied*). **Note: Non-Collusion and Conflict of Interest Disclosures section must be notarized**
- c. ___ Firm/Contractor Information & Documentation – Must include the following:
 - 1) *History of Firm* – Provide a detailed history of the firm, qualifications, and prior experience that relates to this RFP
 - 2) *Project Approach* – Describe the Firm's approach with regard to these services
 - 3) *Staff Qualifications* – Provide detailed biographical information on the owner, project manager or supervisor who will provide project services, including education, training and experience.
 - 4) *Work-In-Progress* – Submit a list of current work-in-progress with contract amounts and a list of work currently awarded but not yet started
 - 5) *Quality Control* – Submit information describing the Firm's quality control program
 - 6) *Sample Contract* – Submit a sample contract for performance of work outlined in this RFP
 - 7) *Other* – Include any other pertinent information that may be used by the City to evaluate the Firm's proposal
- d. ___ Pricing Sheet (*supplied*)
- e. ___ References Sheet (*supplied*)
- f. ___ Tax Compliance form (*supplied*)
- g. ___ Company Registration paperwork – **to be done online***
- h. ___ Contractor Affidavit – **an additional copy (showing as notarized) of the Contractor (EV) affidavit must be included with response**
- i. ___ Subcontractor Affidavit (if applicable)
- j. ___ Sub-subcontractor Affidavit (if applicable)

* If a complete and compliant (*both required documents uploaded*) registration has been submitted online, you may include a statement that you have a completed registration on file. Instructions and forms for registration may be found on the City's website under Resources.

A checklist for your convenience has been provided at the end of this document. This checklist is for your convenience only and should not be returned with the submittal.

1.5. EVALUATION CRITERIA

The GSCLBA reserves the right to offer an award based on any combination of factors it determines to be in the best interests of the City of Griffin and Spalding County Residents. Price will be a factor, but it will not be the sole determining factor in awarding the bid. The GSCLBA may award the bid to the Firm demonstrating the most complete response and demonstrating full compliance with the specifications in accordance with procurement requirements set forth by the State of Georgia and the Federal Government.

The basis of selection will be the lowest responsive and responsible bid, as determined based on the Evaluation Committee's evaluation of the Proposals, including but not limited to the following evaluation criteria:

- Past performance on similar projects in terms of quality of work, cost control, and compliance with performance schedules. This must be documented by references and other means within the bid response – 30%
- Firm qualifications and experience – 20%
- Project Approach (i.e. methodology, understanding of the work to be performed) – 20%
- Price proposal/Fee schedule (Using Pricing Sheet Provided) – 20%
- Technical approach – quality of package (requested information provided, presentation, etc.) – 10%

The City reserves the right to accept the BEST-EVALUATED RESPONSE as deemed by the Evaluation Committee, which may or may not be the lowest monetary response.

1.6. FEDERAL TERMS AND PROVISIONS REQUIRED IN CONTRACT

The following terms and conditions must appear in any contract entered into the with Successful Bidder related to the services set forth in this RFP.

- 1) Access to Records. The following access to records requirements applies to the Contract in addition to any requirements that may be elsewhere imposed:
 - a. Contractor agrees to provide City, the Comptroller General of the United States, or any of their authorized representatives or designees, access to any books, documents papers, and records of Consultant which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. Consultant shall keep its books documents, papers, and records available for this purpose for at least five years after this Agreement terminates or expires or such longer time as requested by City at any time prior to the expiration of the then applicable time frame. This provision does not limit the applicable statute of limitations.
 - b. Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
 - c. Contractor agrees to provide any of the foregoing parties access to construction or other work sites pertaining to the work being completed under this Agreement, if applicable.
 - d. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Consultant does not transfer the records to City or any authorized or designated federal representative.
- 2) Environmental Compliance.
 - a. Contractor shall comply with all applicable standard, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 1701 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251 et seq.).
 - b. Contractor shall report all violations to City, any applicable State agencies, and the regional office of the Environmental Protection Agency.
 - c. Contractor shall include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance.
 - d. Contractor shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. § 6201 et seq.).
- 3) Contract Work Hours and Safety Standards Act.
 - a. *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
 - b. *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in Paragraph (a) of this section, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and any subcontractor responsible therefor shall be liable to the United States (in the case of work done under contract for the District

of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in Paragraph (a) of this section, in the sum of \$26 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in Paragraph (a) of this Section.

- c. *Withholding for unpaid wages and liquidated damages.* The applicable federal funding agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in Paragraph (b) of this Section.
 - d. *Subcontracts.* The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in Paragraphs (a) through (c) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with clauses set forth in Paragraphs (a) through (c) of this Section.
- 4) Equal Employment Opportunity. This provision is applicable to all federally assisted construction contracts, as that term is defined at 41 C.F.R. § 60-1.3. To the extent the Agreement meets this definition, Consultant agrees as follows:
- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 - c. The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.
 - d. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - e. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.

- f. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. The Contractor will include provisions in Paragraphs (a) through (g) set forth in this subsection in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provision will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work; provided that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliances, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract mediation subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has no demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

- 5) Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.
 - a. If Contractor intends to subcontract any portion of the work covered by the Agreement, Contractor must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises and labor surplus area firms are solicited and used when possible. Affirmative steps must include:
 - i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

- ii. Assuring that small and minority businesses, and women’s business enterprises, are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; and
- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

6) Immigration and Nationality Act

- a. Contractor agrees to comply with the terms of the employment provisions contained in 8 U.S.C. Section 1324A(e), Section 274A(e) of the Immigration and Nationality Act.

7) Administrative Remedies for False Claims and Statements

- a. Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to Consultant’s actions pertaining to this Agreement.

8) Remedies

- a. If any work performed and/or good delivered by Contractor fails to meet the requirements of the Agreement, any other applicable standards, codes or laws, or otherwise breaches the terms of the Agreement, the City may in its sole discretion:
 - i. Elect to have Contractor re-perform or cause to be re-performed, at Consultant’s sole expense, any of the work which failed to meet the requirements of the Agreement;
 - ii. In the case of goods, reject the goods and require Contractor to provide replacement goods that meet the needs of City and the terms of the Agreement;
 - iii. Hire another Contractor to perform the work and deduct any additional costs incurred by City as a result of substituting contractors from any amounts due to Contractor; or
 - iv. Pursue and obtain any and all other available legal or equitable remedies.
- b. This Section shall in no way be interpreted to limit the City’s right to pursue and obtain any and all other available legal or equitable remedies against Contractor.

9) Compliance with Applicable Laws

- a. Contractor agrees to be bound by the terms of the Federally-Funded Subaward and Grant Agreement between the City and FEMA and/or the State of Georgia and any of its agencies if applicable.
- b. Contractor agrees to be bound by all applicable state and federal laws, regulations, and Executive Orders.

10) Suspension and Debarment

- a. Federal regulations restrict the City from contracting with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities, where the contract is funded in whole or in part with federal funds. Accordingly, a contract or subcontract must not be made with any parties listed on the SAM Exclusions list. SAM Exclusions is the list maintained by the General Services Administration that contains the name of parties

debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under certain statutory or regulatory authority. The Consultant can verify its status and the status of its principals, affiliates, and subcontractors at www.SAM.gov.

- i. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905_) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- ii. Consultant must comply with 2 C.F.R. pt. 180, Subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- iii. This certification is a material representation of fact relied upon by the City. If it is later determining that the Consultant did not comply with 2 C.F.R. pt. 180, Subpart C and 2 C.F.R. pt. 3000, Subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

11) Byrd Anti-Lobbying Amendment

- a. Contractor who apply or bid for an award of \$100,000 or more shall file the required certification found below. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient.
- b. The certification referenced in Paragraph (a) of this Section is below:

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Consultant, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Consultant understands and agrees that the provision of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statement, apply to this certification and disclosure, if any.

Date: _____

Signature

Name:

Title:



GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

Griffin-Spalding County Land Bank Authority

REQUESTS FOR PROPOSAL

GENERAL PROVISIONS

Sections II - VII review the general terms and conditions. **Any bid-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

2. SECTION II – GENERAL TERMS AND CONDITIONS

All available information, notices and addenda regarding this RFP shall be posted on the City's and the GSCLBA website. Effective July 1, 2018, House Bill 489 requires that any solicitation extended by a municipal corporation for goods and services valued at \$10,000 or more and any solicitation opportunity extended for public works subject to Chapter 91 of Title 36 of the O.C.G.A. also be posted on the Georgia Procurement Registry (GPR).

It is the Supplier's responsibility to check the City's website in order to confirm they have the most current information prior to submitting a response. Subsequent to the opening, all status notices will also be posted on the City's website.

2.1. RESTRICTIONS ON COMMUNICATIONS WITH STAFF

All questions about this bid must be submitted in the following format:

- Company Name
- Question
- Citation to relevant section of the bid

All questions, including questions regarding specifications/technical issues related to the RFP and administrative issues, must be in writing to the Land Bank Manager for this RFP. The deadline for questions is noted in Section 1.2 of this RFP.

The Land Bank Manager's Contact information is as follows:

Christopher Blocker
Land Bank Authority Manager
City of Griffin
100 S. Hill Street
P.O. Box T, Griffin, GA 30224
Email: cblocker@cityofgriffin.com

No questions other than written will be accepted. No response other than written will be binding upon the GSCLBA. Questions will be combined into one list of questions and responses and will be posted as an addendum.

From the issue date of this request until an award has either been made or deemed closed for other reasons, institutions or individuals providing submissions are not permitted to communicate with members of the commission, the evaluation team or City employees, other than Procurement, with regard to the purpose or intent of this Request for Proposal. The exception to this is the submission of written technical questions to the Land Bank Authority Manager or communications unrelated to this Request for Proposal which occur in the ordinary course of business. The GSCLBA reserves the right to reject the submission of the offending supplier if this provision is violated.

Any updates or changes to this and related documents will be posted on the City's website and the GSCLBA website (www.gsclba.org) or (<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=52b8c206-866a-4ed2-b7b8-bef7db8a901b>) or by selecting "Resources" and then "Bid Opportunities" from the City home page. **It is the Supplier's responsibility to refer to the website for any addenda or other pertinent information before responding to this Request for Proposal.**

2.2. PUBLIC DISCLOSURE AND PROPRIETARY INFORMATION

All bids and any other public record with respect to solicitation shall be subject to public inspection, upon request, after the posting of the Notice of Intent to Award (NOIA) or Notice of Award (NOA). This is being done in order to protect the integrity of the procurement process unless otherwise required by law. For any Open Records requests, the City may assess fees for the costs of producing these public records as permitted by the Georgia Open Records Act.

Exceptions to the availability of information include 1) bona fide trade secrets meeting confidentiality requirements that have been properly marked and documented; 2) matters involving individual safety as determined by the City; 3) company financial information requested by the GSCLBA to determine supplier responsibility; and 4) other constitutional protections. All documents that are to be proprietary and confidential are to be clearly marked as such.

Information received in response to this bid request will become the property of the GSCLBA and will not be returned. If a proposer feels that any information is confidential or proprietary in nature, the proposer must prominently mark and initial such information as "PROPRIETARY INFORMATION". The GSCLBA will not release or divulge such information to third parties without the consent of the Proposer unless required to do so by applicable law or order a court of competent jurisdiction.

3. SECTION III –OVERVIEW AND PROCEDURES

Sections II - VII review the general terms and conditions. **Any bid-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

3.1. COMPANY BACKGROUND & EXPERIENCE

References must be for the organization or person submitting the bid. Subcontractor's references are not acceptable.

The list must include:

- Dates of service
- Name of contact person
- Title of contact person
- Phone number of contact person

The Supplier will also disclose any services terminated by the client(s) and the reason(s) for termination. Failure to provide this information will disqualify the bid submission.

3.2. REFERENCES

References should be for historical projects of similar size and scope. Details regarding these references are noted on the Reference page.

3.3. BID REQUIREMENTS

3.3.1. SPECIAL CONDITIONS

By submitting a bid response, Suppliers certify that their proposals are made without collusion or fraud and they have not offered or received any inducements in connection with their proposals. They further agree that this solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia and they shall comply with applicable federal, state and local laws and regulations. Any contracts or leases resulting from the award of a Bid are to be for a period of not more than one year, with four renewal options for a total period not to exceed five years. Any exceptions to this policy must be noted and agreed to by both parties in writing, prior to the issuance of the Notice of Award. Pricing must remain firm for the duration of the initial term of the resulting contract; failure to hold firm pricing for the initial contract will be considered as sufficient cause for termination. Proposal submissions must remain valid for a minimum period of ninety (90) days after the submission due date unless otherwise stipulated.

The GSCLBA reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive supplier's submittal is not in line with the budgeted amount for the project. The GSCLBA, at its sole discretion, reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction will be enacted only if it is in the best interest of the GSCLBA and constitutes no guarantee of scope.

The GSCLBA also reserves the right to add to the contract any future work or purchased goods, with the agreement of the supplier, at prices offered in this bid document. This option will be enacted during the contract or within six months subsequent to the end of the contract, if in the best interest of the City and with the agreement of both parties.

3.3.2. RESPONSES

In responding to a bid, ALL item numbers with appropriate formatting must show some type of acknowledgment in order for the response to be properly evaluated. Failure to respond to all specification criteria items may be deemed as sufficient reason to reject a submission. If formatting is not provided for a response at the item level, any non-compliance must be clearly marked, detailed and included with the bid response. Any items not identified shall be deemed as in compliance. Suppliers must: 1) complete any/all required forms; 2) indicate agreement or disagreement on each mandatory requirement and, if requested, provide additional information on how the specifications will be exceeded or not met; and 3) provide complete and detailed responses to any and all non-mandatory requirement that can be fulfilled.

If determined to be in the GSCLBA's best interests, a Best and Final Offer (BAFO) may be requested. A BAFO may be requested when:

- The prices for all responsive and responsible submittals exceed budget;
- No single responsive and responsible submittal meets all requirements;
- When all responses are unclear or deficient in one of more areas;
- When the grading scores of two or more submittals require additional evaluation;
- At the discretion of the evaluation team to clarify submittals or to negotiate costs or other deliverables.

3.3.3. PACKAGING OF BID

Submissions must be by the following method:

No e-mail, fax or scanned submissions will be accepted. Hard copies are to be submitted in a sealed package containing an original and the number of copies specified in Section 1. The sealed package must be labeled on the outside as follows:

**(Supplier Name)
RFP # (Bid Number)
(Bid Title)**

Supplier response to this bid must consist of the following documents in addition to any bid-specific information requested in Section 1.4:

- **Pricing**
- **Schedule of proposed work (when applicable),**
- **Completion Schedule (when applicable),**
- **Supplier Registration is to be completed online, with the following forms needing to be uploaded**
 - **Supplier Affidavit (E-Verify) (available online),**
 - **W-9 (available online),**
 - **Some responses may require an additional notarized Supplier affidavit. (See section 1.4),**
 - *The City cannot award to a supplier that is not registered and compliant,*
- **Tax Compliance form (required if over \$99,000) (supplied if required),**
- **Reference list of a minimum of three (3) references (supplied).**

3.3.4. SUBMISSION OF BID

The original and specified copies of the bid response must be delivered to the Purchasing Coordinator no later than **the time and date specified in Section I. Any bid received after stated time or delivered to department other than Procurement will not be accepted. The GSCLBA will not be responsible for any responses not received by the Procurement Department prior to the deadline.**

Proposals must be submitted to:

**Griffin-Spalding County Land Bank Authority
Attention: Christopher Blocker
P. O. Box T
Griffin, GA 30224**

***Note: Notify Land Bank Authority Manager via email (cblocker@cityofgriffin.com) if submittal is mailed via Post Office (USPS).**

3.3.5. ALTERNATE BID DOCUMENTS

Documents prepared by the GSCLBA which have been supplied for your use must be used for the submission of Bid Response where provided. The use of alternate forms that deviate from those supplied (See Section 1.4 of this RFP) may disqualify the Bid Response from consideration. If a form is not provided, the Bidder may produce their own document with the required/requested Bid Response information.

3.3.6. ADDITIONAL INFORMATION/ADDENDA

The GSCLBA will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Suppliers should not rely on any representations, statements, or explanations other than those made in this Invitation to Bid and its' addendums. Where there appears to be a conflict between the Invitation to bid and any addenda issued, the last addendum issued will prevail. It is the Supplier's responsibility to check for addendums (under Bid Opportunities) on the City's and GSCLBA website.

Suppliers must acknowledge any issued addenda. Bids which fail to acknowledge the supplier's receipt of any addendum will result in the rejection of the bid if the addendum contains information which substantively changes the City's requirements.

3.3.7. PROPOSAL PRICING, ERRORS AND OMISSIONS

3.3.7.1. In the event there is a discrepancy between a unit price submitted and the extended price, the unit price will prevail.

3.3.7.2. All corrections, changes or erasures to the proposal submission are to be initialed in ink.

3.3.8. WITHDRAWAL OF BID

A supplier may withdraw his bid before the submittal deadline without prejudice to the supplier by submitting a written request of withdrawal to the Land Bank Authority Manager.

3.3.9. LATE SUBMITTAL, LATE MODIFICATIONS & LATE WITHDRAWALS

Bid submittals received after the bid opening date and time will not be accepted. Modifications received after the bid opening date will not be considered. The GSCLBA assumes no responsibility for the premature opening of a bid not properly addressed and identified or not delivered to the proper designation.

3.3.10. MINIMUM BID ACCEPTANCE PERIOD

Bids shall be valid and may not be withdrawn for a minimum period of 90 days from the date specified for receipt of bids. Suppliers will be asked for an 'expiration date' for the bid submitted, when appropriate. This does not impact the contract price once a bid has been awarded.

3.3.11. DISQUALIFICATION OF BIDS OR SUPPLIERS

Suppliers may be disqualified from participation in the bid process for reasons which include, but are not limited to the following:

- 3.3.11.1. Evidence of collusion;
- 3.3.11.2. Attempting to manipulate the submittal pricing for its' own benefit (i.e. pricing resulting in a failure of the GSCLBA ability to enforce the Contract or impose the remedies intended following breach by Supplier);
- 3.3.11.3. Being in arrears on any of its existing contracts with the GSCLBA or in litigation with the GSCLBA or having defaulted on a previous contract with the GSVLBA;
- 3.3.11.4. Being in arrears on taxes owed to the State of Georgia;
- 3.3.11.5. Poor, defective or otherwise unsatisfactory performance of work for the City, County or any other party on prior projects which, in the GSCLBA judgment and sole discretion raises doubts as to Supplier's ability to properly perform the work;
- 3.3.11.6. Any offering of gifts, unauthorized compensation or other unethical actions to City employees with respect to interest in any business activity;
- 3.3.11.7. Any false statement or misrepresentation in any portion of the Bid Packet, including but not limited to, misrepresentations regarding prior or current lawsuits or OSHA violations; or
- 3.3.11.8. Any other cause which, in the GSCLBA's judgment and sole discretion, is sufficient to justify disqualification of the supplier or the rejection of their submittal;

3.3.12. REJECTION/CANCELATION/AWARD OF BIDS

The GSCLBA reserves the right to:

- a) reject any and all submittals received outside the time/place stated in the notice;
- b) reject any submittals which show omissions, irregularities, alteration of forms or unsolicited responses;
- c) waive any minor technicalities of form, or formalities of the responses without prejudice to other responses;
- d) reject any or all bids or any part thereof;
- e) obtain clarification on any point in a respondent submittal or obtain additional information;
- f) accept the bid that receives the best evaluation from the Evaluation Committee based on the evaluation criteria set forth within this RFP, regardless of whether or not it is the lowest bid;
- g) award the bids received on the basis of individual items or on the entire list of items.

The GSCLBA also reserves the right to cancel this bid at any time and will not be liable for any cost/losses incurred by the Supplier throughout this process.

Where applicable, the GSCLBA reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the City. If the GSCLBA determines that an aggregate award to one supplier is not in the GSCLBA's best interest, "all or none" offers will be rejected.

3.3.13. COST INCURRED BY SUPPLIERS

All expenses involved with the preparation and submission of the bid to the GSCLBA, or any work performed in connection therewith, is the responsibility of the supplier(s).

3.3.14. BID OPENING

All bids will be opened on the pre-determined bid opening date. The bid details and related documents will not be publicly announced or reviewed at the bid opening; they will be turned over to an evaluation committee. No awards will be made or implied at this time. The Status field on the City's website will be updated following any change in the Bid process. Refer to section 2.1 for details regarding this Status. **Any bid-specific exceptions to the 'non-public opening' will be noted in the Schedule (section 1.2).**

3.3.15. AWARD AND RESULTING CONTRACT

Award will be made to the Supplier whose response/proposal is the best evaluated by the Evaluation Committee and which is in compliance with terms of this bid request. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the GSCLBA, the delivery terms and other criteria, as well as price, will be taken into consideration in making the award.

Any resulting contract shall not be binding upon the GSCLBA nor should any action be started until it has been executed by both parties and a copy of the fully executed contract has been delivered to the successful Supplier. Specifications noted in this bid request shall be incorporated into the resulting contract. The City reserves the option to prepare and negotiate its own contract, giving due consideration to the stipulations of the supplier's proposed contract and associated legal documents.

3.3.16. PROTESTS

Protest may be filed by the affected party regarding any aspect of the solicitation, evaluation or award. All protests must be in writing, include the information listed below and directed to the Procurement Department. Protests regarding the specifications or how a solicitation was written must be filed at least seventy-two (72) hours prior to the deadline. Protests regarding the validity of the evaluation team or the evaluation process must be filed within seventy-two (72) hours of the notice to bidders. Protests regarding the recommended awardee must be filed within ten (10) days of the Notice.

3.3.16.1. **FILING A PROTEST**

Only suppliers intending to submit a response may protest a solicitation and only suppliers that respond to a solicitation may protest the evaluation /award. All Protests must be directed to the Purchasing Coordinator, in writing, and must contain the following information in order to be valid:

- The name (company), address, telephone number and email of the protestor
- Signature and printed name of the protestor
- Identification of the solicitation and the sections contested
- A statement of reason for the protest including copies of relevant supporting documents
- A description of the remedy requested

3.4. STATEMENT OF EXPERIENCE AND QUALIFICATIONS

The supplier may be required, upon request, to prove to the satisfaction of the GSCLBA that he/she has the skill and experience and the 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 supplier is not satisfactory, the response of such supplier may be rejected. The GSCLBA reserves the right to request clarifications of any response or to conduct discussions for the purpose of clarification. Any clarifications made as a result of these discussions are to be provided in writing.

3.5. NON-COLLUSION AFFIDAVIT

By submitting the notarized signature in the response, the Supplier represents and warrants that such response is genuine and real and not made in the interest or on behalf of any person not therein named. It is further warranted that the Supplier has not directly or indirectly solicited any other Supplier to put in a sham submittal, or any potential Supplier to refrain from submitting and that the Supplier has not in any manner sought by collusion to secure any advantage over any other Supplier. By submitting a response, the Supplier represents and warrants that no official or employee of the GSCLBA has, in any manner, an interest directly or indirectly in the RFP or in the contract which may be made under it, or in any expected profits to arise therefrom. It is further warranted that the Supplier is independent of the City.

3.6. HOLD HARMLESS AND INDEMNIFICATION

The Supplier agrees, insofar as it legally may, to indemnify and hold harmless the GSCLBA, its officers, employees and agents from and against all loss, costs, and expenses, including attorneys' fees, claims, suits and judgments in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Supplier, its officers, employees, and agents under any of the terms of this contract.

4. SECTION IV – OTHER GENERAL SPECIFICATIONS

Sections II - VII review the general terms and conditions. **Any bid-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

4.1. LIQUIDATED DAMAGES

Pursuant to O.C.G.A. § 36-91-24, it is understood that the Notice-to-Proceed and the time for completion of the work as specified are ESSENTIAL conditions of any resulting contract and that the performance and completion of this work within the specified time is vital to the City's economic interests. If the Supplier neglects, fails or refuses to complete the work within the mutually agreed time specified, the City may impose liquidated damages for each day of non-compliance past the scheduled completion date. Unless otherwise specified in Section I of this document or in the resulting contract, liquidated damages may be assessed at a rate of 1%, with a limit of \$500.00 per day of non-compliance.

4.2. FORCE MAJEURE

The City and Supplier will be excused from the performance of their respective obligations under this Contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including but not limited to, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, order/act of any governmental authority, provided that:

- 4.2.1.** The non-performing party gives the other party prompt written notice within three (3) business days describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- 4.2.2.** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- 4.2.3.** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure;
- 4.2.4.** The non-performing party uses its best efforts to remedy its inability to perform. Economic hardship of the Provider will not constitute Force Majeure. The term of the Provider shall be extended by a period equal to that during which either party's performance is suspended under this Section.

The provisions of this section shall not preclude the GSCLBA from canceling or terminating any resulting award (or any order for any goods or services included herein), or from revising the scope of the Work, as otherwise permitted under this RFP.

4.3. SUPPLIER'S INVOICE

- 4.3.1.** The Supplier shall prepare and submit invoices to the attention of the Land Bank Authority Manager, Attn: *Christopher Blocker*, PO Box T, Griffin, GA 30224. A proper invoice must include the items listed below:
 - (a) Name and address of the Supplier.
 - (b) Invoice date and invoice number. (The Supplier should date invoices as close as possible to the date of the mailing or transmission.)
 - (d) Description and location of services rendered
 - (e) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
 - (f) Name and address to which payment is to be sent.
 - (g) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
 - (h) Any other information or documentation required by the contract (e.g., evidence of shipment).

4.4. TAX LIABILITY

The successful supplier will be provided with the City's Sales and Use Tax Certificate of Exemption number upon request.

4.5. PAYMENT

Payment will be made for items accepted by the GSCLBA; standard terms are net 30.

4.6. ASSIGNMENT OR NOVATION OF CONTRACT

The Supplier shall not assign or transfer, whether by Assignment or Novation, any of its rights, duties, benefits, obligations, liabilities, or responsibilities under the Contract without the written consent of the City; provided, however, that assignments to banks, trust companies or other financial institutions for the purpose of securing a bond may be made without the consent of the City.

4.7. TERMINATION FOR CAUSE

The GSCLBA reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the Supplier at least thirty (30) days before the effective date of termination. The Supplier will not be relieved of any outstanding responsibilities or unfinished obligations under this contract. Receipt of items by the delivery date is critical to the terms of this contract. The GSCLBA considers late delivery of contract items as reasonable cause to terminate the contract.

Prior to termination, a Cure Notice will be issued by the GSCLBA. The Notice will identify the problems and deadlines that need to be met to remedy the problems to avoid termination for default. If the Supplier does not respond with an acceptable action plan to remedy the default or commence to remedy the default within a period of five (5) business days (or such longer period as the City may authorize in writing) after the issuance of notice, the City may issue termination for cause.

The GSCLBA retains all other legal or equitable rights or remedies existing as a result of said default, including, but not limited to, any legal process necessary to obtain any sureties securing this contract.

4.8. TERMINATION FOR CONVENIENCE

The GSCLBA reserves the right to terminate the resulting contract, in whole or in part, in the event the GSCLBA determines that such termination is in the best interest of the GSCLBA. Any such termination shall be affected by the delivery of a notice specifying the extent to which performance of work under the contract is termination and the date upon which the termination becomes effective. Upon receipt of notice, the contractor shall immediately discontinue all services affected, unless the notice directs otherwise. The GSCLBA will make payment of deliverables satisfactorily executed according to industry standards or proven loss with respect to materials, etc., but no amount shall be allowed for anticipated profit or unperformed service.

4.9. TERMINATION FOR FUND APPROPRIATION

The GSCLBA may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Supplier. In the event of the City's termination of the resulting contract for fund appropriation, the Supplier will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance

4.10. CHANGES

All work and materials furnished for this project shall be made in conformance with the contract documents. Changes in the scope of work or the terms and conditions of this contract may be made only by written agreement of the parties. Changes that involve an alteration to the payment amounts shall not commence until approved by the City and a Change Order has been issued.

4.11. REPORTING DISPUTES

The Supplier shall report any contract disputes and/or problems to the Procurement Analyst, both verbally and in writing within 48 hours of their occurrence.

5. SECTION V –INSURANCE REQUIREMENTS

Sections II - VII review the general terms and conditions. **Any bid-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

Prior to commencing work, the Supplier shall procure and maintain at their own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Supplier, his agents, representatives, employees or Subcontractors. A Certificate of Insurance (COI) and any other documents required by the GSCLBA must be submitted to the GSCLBA prior to the commencement of any work. In the event of failure to supply the required documentation, the City shall have the right to recover any costs or damages incurred.

The City of Griffin, its agents, elected officials, and employees shall be included as additionally named insured with respect to all liability policies herein except the professional liability coverage and worker's compensation which shall be indicated on all applicable certificates of insurance. The insurance Certificates indicated above shall carry a written notice of change cancellation and shall be submitted in a reasonable period prior to the execution of any work under this contract. It shall be the responsibility of the Supplier to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under the contract. The Supplier's insurance policy shall be primary for the additional insured, and not excess over any policy held by the additional insured.

The information described below sets forth minimum amounts and coverage and is not to be construed in any way as a limitation on the Supplier's liability.

5.1. STANDARD INSURANCE REQUIREMENTS

5.1.1. The GSCLBA reserves the right to require higher insurance limits on any contract, provided notice of such requirement is stated in the solicitation.

5.1.2. *Commercial General Liability Insurance* - \$1,000,000 limit per person, \$2,000,000 per occurrence for property damage and bodily injury. The Supplier should indicate in the proposal and on the insurance certificate that the coverage provided is occurrence based. The City of Griffin shall be named as "additional insured" as its interest may appear and "waiver of subrogation granted". The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Suppliers
- Broad Form Property Damage
- Personal Injury

5.1.3. *Automobile Insurance* - \$1,000,000 limit per person or \$2,000,000 combined single limit for property damage and personal injury.

- Owned/Leased Autos
- Non-owned Autos
- Hired Autos

5.1.4. Umbrella Coverage

- 5.1.4.1. *Workers' Compensation and Employers' Insurance* -- with benefits and monetary limits as set forth by Title 34, Chapter 9 of the O.C.G.A. Workers' Compensation coverage is required as a condition of performing work or services for the GSCLBA whether or not the Supplier is otherwise required by law to provide such coverage. The Supplier shall supply the GSCLBA with proof of compliance with the Workers' Compensation Act while performing work for the City by way of a COI. This proof must be received by the City **prior to** the commencement of work. If the Supplier does not meet the requirement for workers' compensation coverage, the certificate of insurance shall state that the contractor waives subrogation in regard to workers' compensation.
- 5.1.4.2. *Professional Liability/Errors & Omissions Insurance* - \$2,000,000 or as per project (ultimate loss value per occurrence). Primarily E&O insurance is designed to protect the professional advice providers (i.e. consultants, financial services) or professional service-providing professionals (i.e. medical providers, lawyers).

5.2. OTHER INSURANCE PROVISIONS

5.2.1. All Coverage

- 5.2.1.1. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.
- 5.2.1.2. If the Supplier, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the Supplier resulting from said breach.
- 5.2.1.3. Alternatively, the City may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to the Supplier, the City may deduct from sums due to the Supplier any premium costs advanced by City for such insurance.

5.2.2. Commercial General Liability and Automobile Liability Coverage

- 5.2.2.1. The City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Supplier; products and completed operations of the Supplier; premises owned, leased or used by the Supplier or premises on which the Supplier is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- 5.2.2.2. The Supplier's insurance coverage shall be primary insurance as respects the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of the Supplier's insurance and shall not contribute with it.
- 5.2.2.3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- 5.2.2.4. Coverage shall state that Supplier's insurance shall apply separately to each insured against to whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.2.3. Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the GSCLBA, member of its' City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of the Supplier in the performance of services under this Agreement (*see 5.1.4.1*).

5.2.1. Deductibles and Self-Insured Retention

Any deductibles or self-insured retentions must be declared to the City.

5.2.2. Acceptability of Insurer

Insurance is to be placed with Georgia admitted 'A' rated carriers or better by A.M. Best's rating service.

5.2.3. Verification of Coverage

Supplier shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

5.2.4. Subcontractors

Subcontractors must also be insured under the policies of insurance required herein.

6. REQUIRED IMMIGRATION/ENTITLEMENT AFFIDAVITS FOR GEORGIA

For the successful Suppliers contracting for physical labor or providing services with the City:

6.1. VENDOR/CONTRACTOR AFFIDAVIT

6.1.1. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Supplier understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this Agreement. The Supplier further agrees that such compliance shall be attested by the Supplier through execution of the contractor affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar supplier affidavit. The Supplier's fully executed affidavit is attached hereto as an Exhibit and is incorporated into this Agreement by reference herein.

6.2. SUBCONTRACTORS

6.2.1. The Supplier understands and agrees that, in the event the Supplier employs or contracts with any subcontractor or subcontractors in connection with this Agreement, the Supplier shall:

6.2.1.1. Be responsible to the City for the acts and omissions of a sub-contractor or persons employed by said sub-contractor to the same extent that the Supplier is liable to the City.

6.2.1.2. Secure from each such subcontractor an indication of the employee number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;

6.2.1.3. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Supplier further understands and agrees that the Supplier shall require the executed subcontractor affidavit to become a part of the agreement between the Supplier and each such subcontractor. The Supplier agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Department at any time."

7. TITLE VI –as applied through the Civil Rights Restoration Act of 1987

The Griffin-Spalding County Land Bank Authority, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4, as amended by The Civil Rights Restoration Act of 1987, hereby notifies all suppliers that no person shall on the grounds of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the CITY regardless of whether those programs, services, and activities are federally-funded or not. Further, it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

*Please separate and use the following pages with your response submittal.
Additional pages may be used as needed. Thank you for your interest and
participation in this opportunity.*

DRAFT



GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

**CITY OF GRIFFIN, GEORGIA
RESPONSE SUBMITTAL COVER**

RFP

For

Lawn Maintenance, Ground Maintenance and Debris Removal Services

Submitted by:

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

**Submittal Deadline:
January 9, 2025 at 2:00 P.M.**



SUPPLIER DISCLOSURES 25-001

All solicitations **MUST** contain signed and notarized statement of non-collusion and non-conflict of interest. Any **YES** response for other disclosures must be detailed and attached to this sheet as part of your submittal. Reference to 'Supplier' denotes the organization submitting the response as well as the principal representing the organization.

Collusion. Collusion exists when two or more parties act together to achieve a fraudulent or unlawful act. Collusion inhibits free and open competition and is in violation of antitrust laws.

I certify that this bid response is genuine and is not a collusive or sham proposal. I further state that:

- The prepared response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud; and
- The price(s) submitted has/have been arrived at independently and without consultation, communication or agreement with any other supplier, supplier or potential responder to the solicitation; and
- No attempt has been made or will be made to induce any company or person to refrain from responding to this solicitation, or to induce them to submit a budget that is higher than the budget in this solicitation, or to submit any intentionally high or noncompetitive response or other form of nonresponsive submittal; and
- I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I also certify that I am authorized to sign for this Supplier.

Conflict of interest. A Conflict of Interest exists when personal interests interfere in any way with the best interest of the City. This can arise if any agent of the GSCLBA, City of Griffin, Spalding County or their families will receive a monetary or other type of benefit based on the award of this project or if any supplier has an unfair competitive advantage over other suppliers. A conflict is also perceived if any previous history would make it impossible for the supplier to objectively fulfill the obligations associated with this project.

I certify that there is no known conflict of interest with the City, County, GSCLBA or any employee or agent of the City. There is presently no interest and no interest shall be acquired that would directly or indirectly conflict in any manner with the performance of this solicitation, should it be awarded.

Company Name

Signature of Authorized official of company

Printed Name

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

Notary Public: _____

County: _____

Commission Expires: _____

OTHER SUPPLIER DISCLOSURES

Any response of 'Yes' must be explained in full (separate sheet may be used).

Debarment. Supplier certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Has the Supplier been deemed ineligible from participating in any business with any government agency in the past five (5) years?

___ **Litigation.** Within the past five (5) years, has the Supplier been the subject of or party to any civil or criminal proceedings or investigations based on wrongful death, fraud, theft, breach of contract, safety, misrepresentation or any other conduct?

___ **Financial stability.** Financial stability demonstrates that the Supplier has the resources to complete and the ability to remain in business for the duration of the subsequent contract. Has any petition of bankruptcy, orders or judgment been filed against the supplier in the past five (5) years?

___ **Liquidated Damages.** Liquidated Damages are types of compensation designed to reimburse the City for certain problems or delays associated with a project; it serves as protection to both parties in the form of 'contract completion insurance'. Has the Supplier been assessed any liquidated damages or defaulted on any project with a government agency in the past five (5) years?

___ **OSHA.** Has the Supplier been cited for any OSHA violations in the past five (5) years?

___ **COMMUNICATIONS.** Has the Supplier communicated OR discussed pricing with anyone associated with the City, other than Procurement, since the solicitation was published?

SUPPLIER ACKNOWLEDGEMENTS *(please initial)*

___ **Resources.** We agree that we have the resources needed for the satisfactory completion of the project.

___ **Exceptions.** All deviations and exceptions to this RFP must be expressly stated in writing and attached as an Exception page. The absence of any exceptions assures the City of their full agreement and compliance with all specifications, terms and conditions, requirements and obligations of this RFP.

___ **Occupational Tax License.** If a City of Griffin Occupational Tax License is needed in order to fulfill the project, we will obtain such license prior to the confirmation of contract.

___ **Insurance.** We understand the insurance requirements noted and are prepared to supply the required insurance endorsements for these requirements prior to the confirmation of contract.

___ **Terms and Conditions.** The specifications, as well as the terms and conditions of this Request for Proposal shall be incorporated as an integral part of the final contract.

The Supplier has examined, carefully studied and hereby acknowledges the Specifications and any Addenda and agrees to provide the required services in accordance with this proposal. **The Supplier agrees to all specification items listed unless specifically noted on an Exceptions page.** The Supplier further certifies that they are not currently debarred from submitting proposals by any agency of the State of Georgia or the federal government.

Specifications Acknowledgement _____

Addendum No. _____ dated _____ Acknowledgement _____

Addendum No. _____ dated _____ Acknowledgement _____

Addendum No. _____ dated _____ Acknowledgement _____

Suppliers must acknowledge the Specifications and any issued addenda. Responses which fail to acknowledge the Supplier's receipt of any addendum will result in the rejection of the bid if the addendum contained information which substantively changes the City's requirements.

BID RESPONSE SIGNATURE

I am registered (and compliant) with the City's online registration system: Yes ___ Not yet ___
The City cannot award to a supplier that is not registered and compliant.

NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY /STATE/ZIP: _____

PHONE (including area code): _____ E-MAIL: _____

AUTHORIZED SIGNATURE TITLE

NAME (PRINTED)

TITLE (PRINTED)

RFP 25-001

PRICE SUBMITTAL: Lawn Maintenance, Ground Maintenance and Debris Removal Services

Company Name _____ Bid Price Valid Through _____

PRICE STRUCTURE* – Complete the following and include associated information specifics for the cost quoted (pricing must be submitted on this form; additional pages to detail may be used as needed). The quantities below are estimates only; additional detail on the locations can be found on Attachments, located at the end of this document. ***Bidders will be responsible for field verification and calculations.*** If any discrepancy exists between the unit price and the total price, the unit price will be used.

Pricing Schedule

1. Please fill out the itemized prices for the services

Service and Costs	Price
Lawn Maintenance	\$
Grounds Maintenance	\$
Tree Removal	\$
Debris Removal	\$
Equipment Maintenance	\$
Fuel and Supplies	\$
Personnel Wages	\$
Other	\$
Total	\$

**Adjustments – quantities, if any, may be unknown. Price as an each and do not extend total.*

***Any other fees, additional charges and prices that may be applicable to this project **must** be listed on a separate sheet and attached.*

Additional comments/recommendations: _____

The City reserves the right to accept the BEST-EVALUATED BID as deemed by the Evaluation Committee, which may or may not be the lowest monetary bid.

COMPLETED BY:

Company Name: _____

Contact Person: _____
 (Signature) (Printed Name)

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF RESPONSE. THIS FORM MUST BE COMPLETED FOR EACH BID SUBMITTAL EVEN IF YOU ARE CONSIDERED TO BE A CURRENT SUPPLIER.

REFERENCES

The GSCLBA requests a minimum of three references where work of a similar size and scope has been completed within the past 3-4 years.

REFERENCE 1:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 2:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 3:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

COMPLETED BY:

Company Name: _____

Contact Person: _____

(Signature)

(Printed Name)



**STATE OF GEORGIA
CITY OF GRIFFIN**

TAX COMPLIANCE FORM

INSTRUCTIONS TO SUPPLIERS

Please complete the following information:

- Supplier's Name: _____
- Physical Location Address: _____

- Federal Identification Number (FEI): _____
- Have you ever been registered in the State of Georgia? _____
- If so, please provide the following information, if applicable:
 - State Taxpayer Identification Number (STI): _____
 - Sales and Use Tax Number: _____
 - Withholding Tax Number: _____
- What type of service will you perform? _____
- Will you sell any tangible personal property or goods? _____
- Supplier's Affiliate's Name: _____
 - FEI: _____
 - STI: _____
 - Sales and Use Tax Number: _____
 - Withholding Tax Number: _____

If there is more than one affiliate, please attach a separate sheet listing the information above.

- Person responsible for handling supplier's tax issues (such as the CFO, the company tax officer, etc.):
 - Name: _____
 - Telephone Number: _____
 - E-mail Address: _____

NOTICE TO SUPPLIER:

In the event the supplier is considered for contract award, the information provided on this form will be submitted to the Georgia Department of Revenue ("DOR") for a determination as to whether the supplier is a "prohibited source" (as defined by O.C.G.A. §50-5-82) or whether there are any other outstanding tax issues. **MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD. NO PROHIBITED SOURCE MAY RECEIVE CONTRACT AWARD; THEREFORE, YOU ARE STRONGLY ENCOURAGED TO CHECK YOUR TAX STATUS NOW AND RESOLVE ANY OUTSTANDING TAX LIABILITIES AND/OR MISSING TAX RETURNS.**



SUPPLIER'S RFP/ITB CHECKLIST

- ___1 **Read the *entire* document**, paying close attention to critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc. Note that all bid specific information noted in Section I or in a special Specification section, if there is one, take precedence over the general terms and conditions listed in Section II.
- ___2 **Note the Procurement Agent's name and e-mail address.** With the exception of written technical questions sent to the project manager, the Procurement agent is the only person you are allowed to communicate with regarding the RFP/ITB from inception until after award.
- ___3 **Attend the pre-proposal conference** if one is offered. These conferences provide a valuable opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP/ITB. Pre-bid conferences are not usually mandatory, but are a source of important information and attendance at them (as well as any other bid-related meetings) are considered part of the evaluation criteria.
- ___4 **Take advantage of the 'question / answer' period.** Submit your questions to the Procurement Agent (or Project Manager and copy the Procurement Agent) by the due date listed in the *Schedule of Events*. Even though you may get a direct response for questions you have asked, a formal addendum will be issued to address any substantive questions so all suppliers will have access to the additional pertinent information.
- ___5 **Follow the format required in the RFP/ITB** when answering questions and item details. Provide point-by-point responses to all sections in a clear, concise manner and in the order they were requested.
- ___6 **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Make sure all items have a response, even if it is a 'n/a'. Don't assume the City or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City. Proposal submissions are evaluated based solely on the information and materials provided in your response.
- ___7 **Use the forms provided**, e.g. cover page, cost proposal form, standard forms, registration, etc. Make sure to include all required forms (in the proper order) with your submission. You do not need to send a copy of the bid itself with your response.
- ___8 **Supplier registration.** Supplier registration includes both information needed by the City and affidavits/information required by the State of Georgia. The City cannot award a bid to a supplier with incomplete registration. Registration is now done online and you can check to see if your profile is compliant (has both EV affidavit and W9) by logging in with your user-id and password. Even if you are not providing labor and do not need an E-Verify number, you will need to note the appropriate reason and sign.
- ___9 **Check the City website for RFP/ITB addenda.** All addenda issued for the RFP/ITB are posted on the City's website under the associated bid posting. Do not assume that if you received an individual notification of the bid, you will receive all addenda. Notifications are a courtesy effort and the City cannot guarantee that an email notification will reach all of the intended recipients. Before submitting your response, check the website at <http://www.cityofgriffin.com> (select 'Resources', then 'Bid Opportunities') to confirm if any addenda were issued for the RFP/ITB. If so, you must acknowledge each addendum on the Response document.
- ___10 **Review and read the RFP/ITB document again** to make sure that you have addressed all requirements. Once the bid deadline has been met, you will be unable to make changes to your response. Your original response and the requested copies must be identical and complete. The copies are provided to the evaluation committee members and will be used to rank your response.
- ___11 **'Package' your response in the recommended order** of section 1.4. When response submittals are packaged in the same manner, evaluators are able to review them in a more timely, thorough and equitable manner.
- ___12 **Submit your response on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late submissions will not be accepted.

This checklist is provided for assistance only and does not need to be submitted with the Supplier's Response.



GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

SUPPLIER REGISTRATION

Supplier Registration with the City of Griffin consists of the following:

The City of Griffin now has online self-service registration, via Vendor Registry. In order to be registered as a City of Griffin supplier, you must access the registration via the City's site. This will give you the opportunity to keep your information accurate and current. It also permits unlimited NIGP commodity codes, allowing for notifications based on your specific business criteria. In addition to the visibility to the City, this service will allow for other agencies in our area to have visibility of your company and it will allow you to have visibility of opportunities from other agencies in our area. There is no charge for this basic service, but you do have the option to automatically expand your visibility to other areas for a small fee to Vendor Registry at any time.

TO REGISTER:

- ✓ Please visit our website at www.cityofgriffin.com
- ✓ Select "Resources"
- ✓ Select "Register my Business with the City"
- ✓ Complete your registration by following the instructions provided
 - Two documents (forms included below) will be required to be **uploaded online** before your registration is complete. They are:
 - **Supplier Affidavit** – This document is also referred to as the E-Verify affidavit and has been updated to reflect new laws that have recently gone into effect. An E-Verify (EV) number is REQUIRED by the State of Georgia (OCGA § 13-10-91) if you provide labor or services to the City that is valued in excess of \$2,499.99. In addition to the EV number and signature, the affidavit must be notarized. If you are a sole proprietor or your company provides only products, simply initial the statement that applies to your situation and sign. **There is no need to notarize the affidavit unless you provide your EV number.**
 - **W-9** – This document supplies the Employer Identification Number (EIN) or the Social Security (SS) number of the supplier.

Note: *If you have problems getting registered, Vendor Registry is available to answer questions and help get you registered; they can be reached toll-free at (865) 777-4337. The City is also available to help.*

If you are registered on Vendor Registry with another agency other than City of Griffin, you can 'piggyback' off of your existing profile to create a profile for Griffin. Contact Vendor Registry or our Procurement office for help in creating this new record.

the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



**STATE OF GEORGIA
CITY OF GRIFFIN**

SUBCONTRACTOR (E-VERIFY) AFFIDAVIT AND AGREEMENT

BY: Authorized Officer or Agent

Printed Name

Date

Company / Sub Contractor Name

Title of Authorized Officer or Agent of Sub Contractor

While the City requests a signed affidavit from every supplier, only those that provide labor or services that could amount to \$2,500 or more to the City (item D above) MUST supply the actual E-Verify number issued by Homeland Security and have this affidavit notarized.

NOTARIZATION REQUIRED FOR E-VERIFY NUMBER SUBMISSIONS:

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

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 _____ (Contractor) on behalf 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 of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-contractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

EEV / (E-Verify # issued by Homeland Security IF checked above)

Sworn to and subscribed before me

This _____ day of _____, 20 ____

Notary Public _____

My commission expires: _____

* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SUB-SUBCONTRACTOR (E-VERIFY) AFFIDAVIT AND AGREEMENT

BY: Authorized Officer or Agent

Printed Name

Date

Company / Sub Contractor Name

Title of Authorized Officer or Agent of Sub Contractor

While the City requests a signed affidavit from every supplier, only those that provide labor or services that could amount to \$2,500 or more to the City (item D above) MUST supply the actual E-Verify number issued by Homeland Security and have this affidavit notarized.

NOTARIZATION REQUIRED FOR E-VERIFY NUMBER SUBMISSIONS:

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned sub-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 _____ (Subcontractor or Sub-subcontractor with whom subcontractor has privity of contract) and _____ Contractor) on behalf 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 (Subcontractor or Sub-subcontractor with whom subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (Subcontractor or Sub-subcontractor with whom the subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

EEV / (E-Verify # issued by Homeland Security IF checked above)

Sworn to and subscribed before me

This _____ day of _____, 20 ____

Notary Public _____

My commission expires: _____

* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

AGENDA ITEM SUMMARY

ITEM SUMMARY:

4. Consider the release of the vacant green space deed restriction for 110 Pearl St. (Blocker and Penland)

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

5. Discussion regarding marketing flyer for 522 Meriwether St. in preparation for the International Council for Shopping Center trade show. (Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

ATTACHMENTS:

[Haisten Hospital Flyer - Griffin Brand Colors.pdf](#)

[Haisten Hospital Flyer - Spalding Brand Colors.pdf](#)



522 MERIWETHER STREET

HAISTEN HOSPITAL | FORMER HOSPITAL AVAILABLE FOR PURCHASE

The building often called the Haisten’s Hospital Building served as Griffin’s second hospital for more than 20 years, replaced an antebellum wooden house that used to be Griffin’s first hospital. When the first hospital was demolished to build city hall, materials were reused to build the second hospital located on Meriwether Street, and plans were donated for the structure by architect Harlason Bleckley. At the time of construction, the building’s estimated value was \$25,000, but was built for \$15,000 thanks to the reuse of materials and generosity of local banks. This building served as Griffin’s Hospital and Nurse’s Dormitory until the Haisten’s family purchased the building.

In 2015, the Haisten’s Building was named to the Georgia Trust for Historic Preservation’s Places in Peril List, as one of the top 10 buildings to save in Georgia. The Griffin-Spalding Historical Society and the community rallied to raise funds, collecting over \$15,000 plus material donations from local businesses. The Griffin’s Home Depot store coordinated a Team Depot work weekend, to repair the exterior of the structure. Today it is owned by Griffin-Spalding County Land Bank Authority.

PROPERTY HIGHLIGHTS

Available SF	±37,200	Wall Height	12
Acres	0.85	Floor Finish	Hardwood
Year Built	1905	Visibility	High Traffic Area
Parcel Number	024 04002	Zoned	C3 - Commercial

HAISTEN HOSPITAL

10 MILE RADIUS

DEMOGRAPHICS

	Population	96,000
	Households	36,300
	Median HH Income	\$69,520
	Median Age	41.1
	No. of Retail Businesses	550

Source: ESRI 2025

INDUSTRIES WITH OPPORTUNITY (LEAKAGE)

	Food & Beverage Stores	\$150.3 million
	Clothing / Accessories Stores	\$47.9 million
	Gasoline Stations	\$27.1 million
	Food Services & Drinking Places	\$24.7 million
	Electronics / Appliances Stores	\$13.4 million
	Furniture / Home Furnishing Stores	\$4.2 million

Source: ESRI 2025

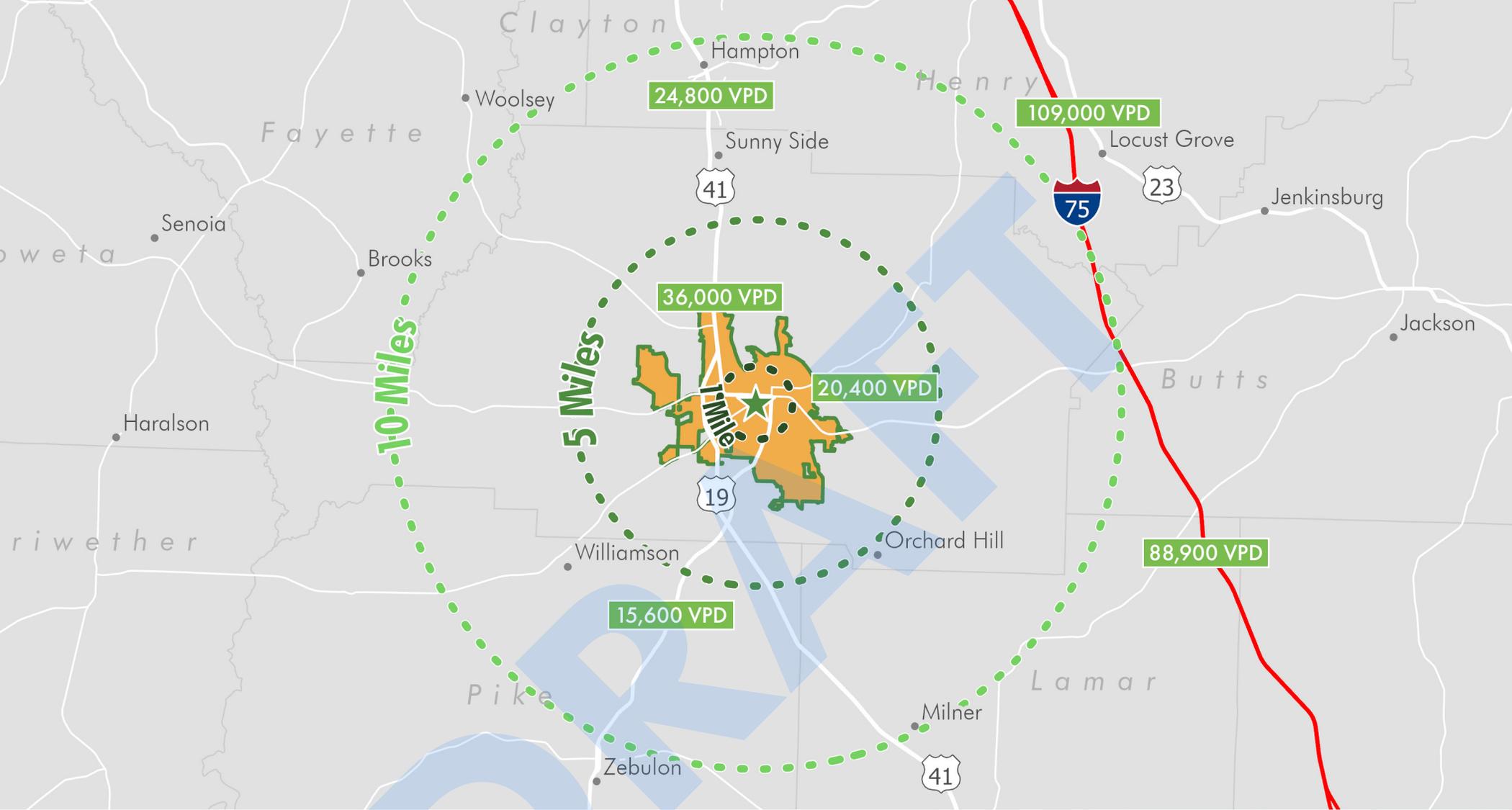


72
WALK SCORE



42
BIKE SCORE

Source: <https://www.walkscore.com/score/522-meriwether-st-griffin-ga-3022> 83





Griffin-Spalding County Land Bank Authority mission is to return property that is substandard, underutilized, nonrevenue generating, or non-tax producing into useful property in order to provide housing, new industry and/or jobs for the citizens of Griffin-Spalding County. A land bank is a public authority created to hold, manage, and develop tax delinquent, vacant, and dilapidated and other properties. Land banks act as a legal and financial mechanism to transform vacant, abandoned, and tax-foreclosed property back to a productive use.



TO CONTACT US:

Christopher Blocker
Planning and Development | Land Bank Authority Manager
Griffin Spalding Land Bank Authority
100 S. Hill St, Griffin, GA 30223
678.544.5292
cblocker@cityofgriffin.com



522 MERIWETHER STREET

Spalding
Everything you need in Spalding

HAISTEN HOSPITAL | FORMER HOSPITAL AVAILABLE FOR PURCHASE

The building often called the Haisten’s Hospital Building served as Griffin’s second hospital for more than 20 years, replaced an antebellum wooden house that used to be Griffin’s first hospital. When the first hospital was demolished to build city hall, materials were reused to build the second hospital located on Meriwether Street, and plans were donated for the structure by architect Harlason Bleckley. At the time of construction, the building’s estimated value was \$25,000, but was built for \$15,000 thanks to the reuse of materials and generosity of local banks. This building served as Griffin’s Hospital and Nurse’s Dormitory until the Haisten’s family purchased the building.

In 2015, the Haisten’s Building was named to the Georgia Trust for Historic Preservation’s Places in Peril List, as one of the top 10 buildings to save in Georgia. The Griffin-Spalding Historical Society and the community rallied to raise funds, collecting over \$15,000 plus material donations from local businesses. The Griffin’s Home Depot store coordinated a Team Depot work weekend, to repair the exterior of the structure. Today it is owned by Griffin-Spalding County Land Bank Authority.

PROPERTY HIGHLIGHTS

Available SF	±37,200	Wall Height	12
Acres	0.85	Floor Finish	Hardwood
Year Built	1905	Visibility	High Traffic Area
Parcel Number	024 04002	Zoned	C3 - Commercial



HAISTEN HOSPITAL

10 MILE RADIUS

DEMOGRAPHICS



Population

96,000



Households

36,300



Median HH Income

\$69,520



Median Age

41.1



No. of Retail Businesses

550

Source: ESRI 2025



INDUSTRIES WITH OPPORTUNITY (LEAKAGE)



Food & Beverage Stores

\$150.3 million



Clothing / Accessories Stores

\$47.9 million



Gasoline Stations

\$27.1 million



Food Services & Drinking Places

\$24.7 million



Electronics / Appliances Stores

\$13.4 million



Furniture / Home Furnishing Stores

\$4.2 million

Source: ESRI 2025



72

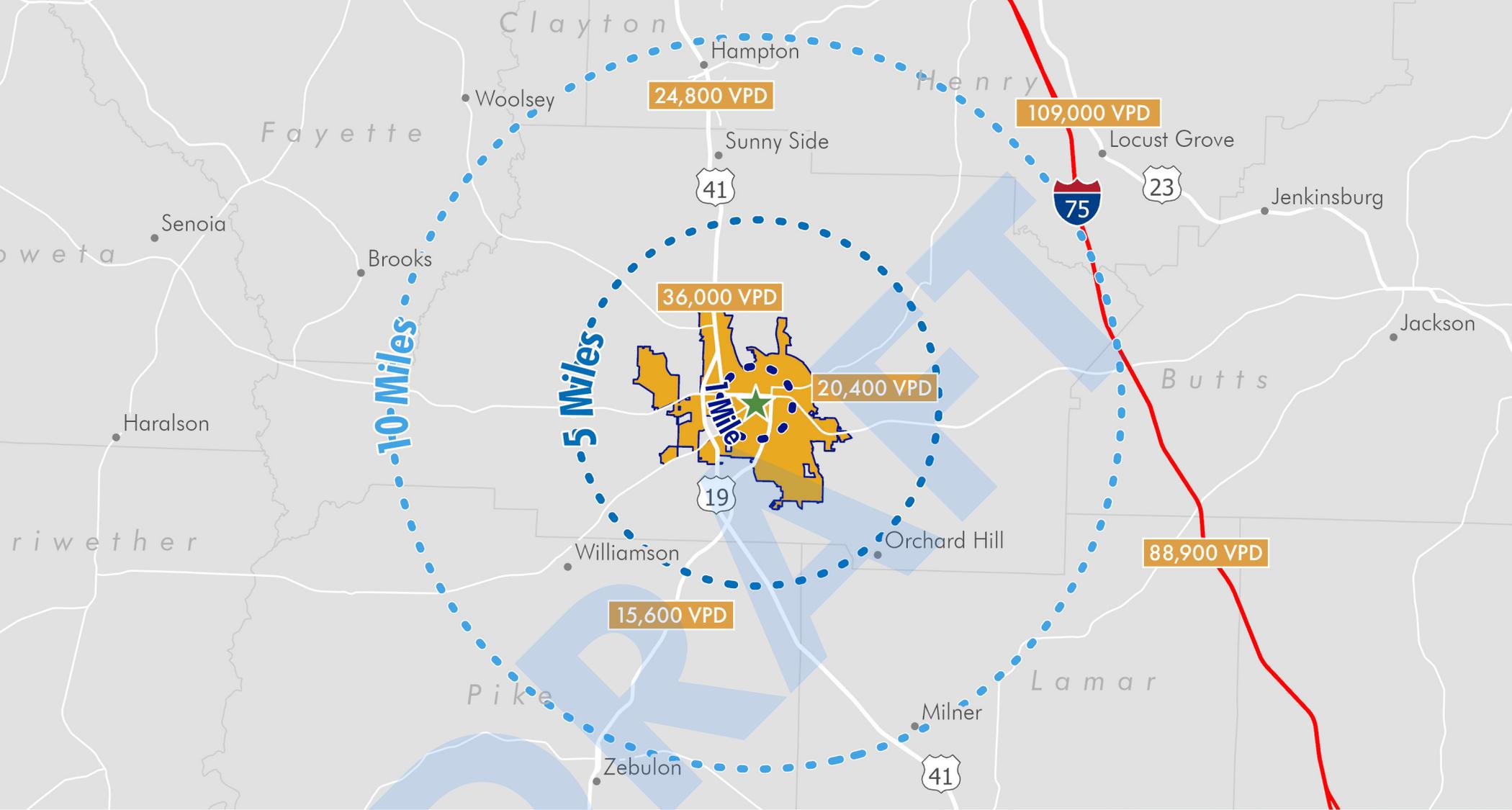
WALK SCORE



42

BIKE SCORE

Source: <https://www.walkscore.com/score/522-meriwether-st-griffin-ga-3022> 87



Griffin-Spalding County Land Bank Authority mission is to return property that is substandard, underutilized, nonrevenue generating, or non-tax producing into useful property in order to provide housing, new industry and/or jobs for the citizens of Griffin-Spalding County. A land bank is a public authority created to hold, manage, and develop tax delinquent, vacant, and dilapidated and other properties. Land banks act as a legal and financial mechanism to transform vacant, abandoned, and tax-foreclosed property back to a productive use.



TO CONTACT US:

Christopher Blocker
Planning and Development | Land Bank Authority Manager
Griffin Spalding Land Bank Authority
100 S. Hill St, Griffin, GA 30223
678.544.5292
cblocker@cityofgriffin.com

AGENDA ITEM SUMMARY

ITEM SUMMARY:

6. Consider the procurement of tree removal services up to \$10,000.00 for Morris St. (PIN: 005 05001)

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

7. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker and Penland)

a. Contracts expected to close (Penland and Blocker)

1. 317 N. Hill St (Closed)
2. 309 E. Tinsley St (Void)
3. 504 & 508 E. Tinsley St (Closed)
4. 207 Central Lake Cir
5. 526 Lane St
6. 110 Davidson Cir
7. Davidson Dr
8. 1734 Turnberry Dr
9. 818 Hallyburton St.
10. 428 N.13th St (Side Lot Program)
11. Newnan Rd (Side Lot Program)

b. Rights of Redemption Foreclosures in Process (Blocker):

- a. 47 Dundee Lake Cir
- b. 428 E. Tinsley St
- c. 103 Central Lake Dr.
- d. 411 Northside Dr.
- e. Northside Dr. (PIN: 108A07024)
- f. 214 N. 3rd St
- g. 1102 Parkview Dr
- h. 1360 N Ext 9th St.
- i. 601 W. Quilly St.
- j. 611 W. Quilly St.
- k. 645 W. Quilly St.
- l. 825 W. Quilly St
- m. 720 Hallyburton St
- n. 721 Hallyburton St
- o. 808 Hallyburton St
- p. 819 Hallyburton St.
- q. Hallyburton St (009 04011A)

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Presentation of current financial statements (Ballard)

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

2. Presentation of the City of Griffin FY Budget 2026 (Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

3. Update the Land Bank Authority Board on FY 2023 & FY 2024 audit with Mauldin & Jenkins (Ballard & Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

22/09/2025