



The Fulton County/City of Atlanta Land Bank Authority, Inc., doing business as (dba) Metro Atlanta Land Bank (MALB), is inviting qualified firms (“Contractors”) to respond to a Request for Qualifications (RFQ). Accepted submission will allow Contractors to be considered for inclusion in the Qualified Vendor Pool to provide Asset Maintenance Services for the MALB.

TO ALL PROSPECTIVE CONTRACTORS:

Listed below are the key actions, along with their corresponding dates and times, by which these actions must be taken or completed. If the MALB finds it necessary to change any of these dates, it will be done by addendum.

Calendar of Events

August 6, 2025	Effective Issue Date
August 14, 2025	Pre-Proposal conference (non-Mandatory) Time: 11:00 am – 12:00 pm (EST) In Person: 225 Peachtree St. NE, Suite 575 Atlanta, GA 30303 Via Video Conference (See page #18 for Zoom link)
August 21, 2025	Deadline for questions regarding the RFQ
August 28, 2025	MALB issues responses to questions
September 9, 2025	Proposal submission deadline
September 25, 2025	Semi-finalists selected
October 7-9, 2025	Scheduled interviews with semi-final candidates
October 28, 2025	Notification of Award

All inquiries must be received by the above-referenced date and time and must be directed to the noted Points of Contact below. If necessary, written responses to these questions will be provided to all interested Contractors by the date and time stipulated in the calendar of events.

PROPOSALS WILL BE ACCEPTED UNTIL 4:00 PM (EDT), September 9, 2025

They should be emailed and addressed to:

Attorney Elizabeth Roberts

eroberts@metroatlantalandbank.org

with a copy to:

Mr. Christopher Norman – Executive Director

cnorman@metroatlantalandbank.org

Please Note: *Contractors are responsible for reading this Request for Qualifications (RFQ) and all Exhibits (“RFQ”) in their entirety, including all updates and revisions. By submitting a response to this solicitation, the Contractor acknowledges that it has read the entire document and is responding with full knowledge of all terms, conditions, and requirements as set forth. If Contractor is awarded a contract pursuant to this RFQ, such award is subject to agreement of contractual terms by the MALB.*

EXHIBITS / ATTACHMENTS

EXHIBIT A

Scope of Work / Specific Requirements

EXHIBIT B

Property Listing

EXHIBIT C

E-Verify Affidavit



REQUEST FOR QUALIFICATIONS ASSET MAINTENANCE SERVICES (AMS)

The primary focus of this Request for Qualifications (RFQ) is to identify Contractors to provide asset maintenance services for the MALB. Once a Contractor has been qualified, it will remain qualified for a period of two (2) years, with a two (2) year option, at the sole discretion of the MALB, to renew the Asset Maintenance Service Agreement.

Through the operation and execution of several programmatic initiatives, the MALB has in its inventory several parcels that include vacant lots, land, and acreage, as well as properties with unoccupied single-family houses and unoccupied multi-family structures. These properties must be secured and maintained until they are conveyed to other parties for development or rehabilitation.

SECTION A – GENERAL SOLICITATION INFORMATION

1. Services

The MALB intends to enter into a contract with one (1) or more Contractors for services outlined in the Scope of Work.

Contractors shall provide all required supplies and services, including labor, materials, equipment, training, transportation, and all associated costs for general administration and overhead, in accordance with the contract requirements stated herein.

Contractor(s) shall complete all work hereunder within the terms of the contract.

2. Contract Information

The MALB anticipates awarding a contract with a fixed fee component to one (1) or more Contractors. Award of the contract will be made to the responsible Contractor(s) whose Proposal(s), as it conforms to the solicitation requirements, represents the best value to MALB in terms of price and other non-price related criteria.

Contractors are required to submit fees and pricing. *The MALB reserves the right to negotiate pricing and fees with the Contractor.*

3. Communications

To maintain a fair and impartial solicitation process, Contractors shall avoid private communication concerning this procurement with anyone other than the Points of Contact during the entire procurement process. Prohibited communication includes but is not limited to, telephonic communications, emails, faxes, letters, or personal meetings,

such as lunch, entertainment, or otherwise. The MALB reserves the right to reject the Proposal of any Contractor violating this provision.

4. Inquiries/Clarifications

Questions must be submitted in writing via email to the attention of:

Attorney Elizabeth Roberts
Metro Atlanta Land Bank
Direct Telephone No: (404) 585-3398
Email: eroberts@metroatlantalandbank.org

The MALB will receive requests for additional information and/or clarification relative to this solicitation between 10:00 am on AUGUST 6, 2025, and 5:00 pm on AUGUST 21, 2025, Eastern Standard Time.

Responses to these questions will be addressed in writing and issued as an addendum to this RFQ.

All requests for information or clarification pertaining to this RFQ must be addressed in writing.

The MALB reserves the right to refrain from responding to a question if it is determined that the question is not relevant to the solicitation and/or the information is not available.

Interested firms should submit **an electronic .pdf version** of their Proposal to the designated emails, which addresses the Proposal Requirements described in the Scope of Work section. Faxed proposals are not acceptable.

SECTION B – TERMS AND CONDITIONS

1. REJECTION OF OFFERS

MALB reserves the right to reject all offers if it is determined to be in the best interest of MALB to do so.

2. MODIFICATION OF SOLICITATION

MALB reserves the right to increase, reduce, add, or delete any item to this solicitation as deemed necessary when it is consistent with MALB's policies and/or practices to do so.

3. MODIFICATION OF CONTRACT

MALB reserves the right to (i) increase or delete any scheduled items, and/or increase or reduce the quantity of any scheduled item as deemed necessary, (ii) to award portions of this RFQ, (iii) to waive informalities and technicalities, and to make awards consistent with MALB's policies.

4. TERMINATION

MALB reserves the right to terminate any awarded contract with no less than 30 days prior notification for reasons it deems to be in the best interest of MALB. If terminated, the MALB will notify the vendor of the termination in writing by certified mail, return receipt requested, and shall pay the Contractor for services rendered up to the termination date.

5. ADVERTISING

In submitting a Proposal, the Proposer agrees not to use the results from it as a part of any commercial advertising.

6. NOTICES

All notices, demands, requests, and claims pertaining to the award of any contract must be addressed in writing to:

Christopher Norman
Executive Director
Email: cnorman@metroatlantalandbank.org
Phone: (404) 525-9336

Any actual or prospective Contractor may protest the solicitation or award of a contract. An actual or prospective Contractor has five (5) days to protest after the basis of the protest is known or after the actual or prospective Contractor is notified of the award. All protests must be submitted in writing to the Executive Director (or their designee), who will issue a written decision on the matter. The Executive Director (or designee) may, at their discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

7. COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable Federal, State, and local laws, regulations, ordinances, and requirements relevant to the work described herein including the Americans with Disabilities Act, and those laws and regulations concerning the abatement and remediation of asbestos and lead-based paint and shall provide for such compliance in the contract documents. The Contractor shall obtain, at the Contractor's expense, such permits, certificates, and licenses as may be required in the performance of the work specified.

8. COMPLIANCE WITH E-VERIFY

Effective July 1, 2013, the Contractor must register and participate in the Federal work authorization program operated by the United States Department of Homeland Security, commonly known as E-Verify, to verify the employment eligibility information of newly hired employees during the term of this agreement. The E-Verify Affidavit is the Contractor's certification that it has registered with, is authorized to use, and uses the

Federal work authorization program.

Contractor further certifies that all tiers of contractors and subcontractors hired by Contractor to perform the Services under the Contract are compliant with E-Verify; that Contractor will continue to use E-Verify throughout the term of the Contract; that Contractor and all tiers of its contractors and subcontractors will only contract with other contractors and subcontractors who present an E-Verify Affidavit, or the appropriate documentation in lieu of the E-Verify Affidavit; and that Contractor will submit the appropriate affidavits and other documents to the MALB from it and all tiers of contractors and subcontractors, as required.

9. COST OF PROPOSALS

All costs incurred, directly or indirectly, in response to this solicitation shall be the sole responsibility of, and borne by, the Proposer.

10. GOVERNMENT RESTRICTIONS

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or the material, quality, workmanship or performance of the services offered, it shall be the responsibility of the Contractor to immediately notify the MALB in writing specifying the regulation which requires an alteration. The MALB reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to the MALB. Contractor is solely responsible for any fines assessed by local, State, County, or Federal agencies related to the specified scope of work.

11. INSURANCE

Insurance coverage shall be carried by the Contractor during the term of any awarded contract and will be subject to approval. The premium cost of all insurance purchased by the Contractor for protection against risks assumed under the contract shall be borne by the Contractor and is not reimbursable.

Minimum Limits and Coverage

Worker's Compensation and Employer's Liability with the following minimum limits and coverage:

Workers Compensation - Statutory Limit in accordance with the laws of the State of Georgia

I. Employer's Liability:

- a. \$1,000,000 bodily injury for each accident
- b. \$1,000,000 bodily injury by disease for each employee
- c. \$1,000,000 bodily injury disease aggregate

II. Commercial General Liability with the following minimum limits and coverage:

- a. \$1,000,000 combined single limit for each occurrence for bodily injury
- b. \$500,000 property damage
- c. Additional Insured Endorsement

III. Automobile Liability with the following minimum limit and coverage:

- a. \$500,000 combined single limit each accident.
- b. Coverage shall be for any auto (including owned, hired, and non-owned autos)
- c. Additional Insured Endorsement

Proof of insurance shall be provided prior to execution of a Contract.

Proof of Insurance shall be provided to the MALB prior to execution of a Contract. MALB specifically reserves the right to require the Contractor to provide certified copies of such policy or policies, such policy or policies cannot be canceled or altered without first giving thirty (30) days written notice to Christopher Norman, Executive Director 229 Peachtree Street, Suite 525, Atlanta, Georgia 30303-2429, sent by certified mail, return receipt requested.

12. INFRINGEMENT AND INDEMNIFICATION

The firm(s) awarded a contract pursuant to the RFQ process agree to protect, defend, and hold harmless the MALB against any demand for payment for use of any patented materials, process, article, or service that it may enter the rendering of the necessary services. Furthermore, the selected Contractor(s) agree to indemnify and hold harmless the MALB, their employees, and the MALB Board of Directors from suits or actions of every nature and description arising out of, or in connection with, the performance of those contracts, or on account of any injuries or damages received or sustained by a party or parties by or from any act of the selected firms, or their agents. MALB cannot and by the agreement relating to this RFQ, does not agree to Indemnify, hold harmless, exonerate, or assume the defense of the Contractor or any other person or entity whatsoever, for any purpose whatsoever.

13. STANDARDS OF CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employee's competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

14. REQUIRED MALB CONTRACTOR STATE REGISTRATION

Contractor is responsible for contacting their local City, County, and State authorities (usually the Clerk of the Superior Court's Office) and the State of Georgia (Secretary of State's office-www.sos.georgia.gov) to ensure that Contractor has complied with all laws and is authorized and/or licensed to do business in Georgia. All applicable fees associated therewith are the responsibility of Contractor now or hereafter in effect during

the contract. Contractor and its employees, agents, and subcontractors shall also comply with all Federal, State, and local laws regarding business permits and licenses that may be required to carry out the services performed under the contract.

15. EQUAL OPPORTUNITY

The MALB emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age, or sexual orientation. While no additional points will be given for their status during the qualification and award process, minority and women-owned firms are especially encouraged to respond to this RFQ.

16. SITE VISITS

Contractors will be responsible for field verifying all necessary information to complete their proposals. Contractors may conduct drive-by visits any day of the week.

17. LIMITATIONS

The MALB reserves the right to reject any and all Proposals and to waive any informality in the solicitation process. Total proposal length excluding cover letter should not exceed fifteen (15) pages.

EXHIBIT A SCOPE OF WORK

Services to be performed include the following for PART 1 and PART 2:

- ✓ Initial assessment of property within two (2) business days of notice of initial assignment.
- ✓ Submit "Quote" (actual cost) to the MALB Vacant Property Manager via email per asset (multiple assets may be placed on one quote sheet). This "quote" should include the following, as applicable:
 - a. initial assessment of property condition and areas of concern,
 - i) boarding of doors and windows,
 - ii) removal of junk, trash, or debris
 - iii) grass cutting
 - iv) shrubbery cut back
 - v) installing new locks, and
 - vi) posting "No Trespassing" signage
- ✓ Conduct monthly or regular more frequently scheduled inspections and/or service of property. Frequency of visits will be determined at time of property assignment.
- ✓ Perform landscaping maintenance consisting of cutting grass and shrubbery of entire property for small lots and large lots with structures.
- ✓ Perform cutting and clearing acreage and/or tracts of land.
- ✓ Perform debris and trash removal (includes emergency or special circumstance assignments for removal of significant dumped material).
- ✓ Complete training by MALB staff to utilize eProperty Plus, the online property and program management system for receiving asset maintenance assignments and submitting task description of service and comments.
- ✓ Provide bi-weekly and/or monthly maintenance task reports submitted via email and or eProperty plus to include:
 - i) before and after time and date stamped photos that show the conditions of the total property,
 - ii) written observations of issues of concern, and
 - iii) confirmation of services performed.
- ✓ Receive and complete minor repairs to the properties as required.

Specific Requirements

Proposals must address the following in writing and meet certain criteria in order to qualify for further evaluation.

- Is the firm legally formed at time of submission (includes joint ventures)?
- Is the firm registered with E-Verify or if exempt, does the owner/principal possess a valid driver's license from Georgia or another U.S. State or proof of U.S. citizenship?

EVALUATION OF PROPOSALS

Evaluation Committee – Proposals received will be evaluated by a committee consisting of MALB Staff, MALB Board Members, and selected professionals.

Review of Proposals – The Evaluation Committee will use a two-step method to render a decision on the selection of Contractors as members of the Qualified Vendor Pool.

SCORING

Proposals will be scored using the following technical criteria. Points for each question will range from 0-15. The maximum technical score is 100 points. Proposals should address each question.

- ❑ Has the Contractor adequately demonstrated sufficient stability of operations (specify number of years in business) and resources to provide reasonable assurance of its ability to perform the required services over at least a three-year period? (0-15)
- ❑ Does the Contractor have adequate general experience to perform services for the project? (0-15)
- ❑ Does the Contractor have adequate operational capacity to meet requested task requirements to provide the services for the project? (0-20)
- ❑ Does the Contractor have adequate experience with providing similar asset maintenance services to other clients?(0-15)
- ❑ Is the Contractor certified as a City of Atlanta local bidder? (0-10)
- ❑ Does the Contractor have a quality control program to help ensure adherence to high professional standards? (0-10)
- ❑ Does the Proposal adequately describe the work to be performed and procedures to be used in a clear, concise, and understandable manner? (0-15)

Note: Upon establishing a semi-final pool of candidates, MALB may, at its discretion, schedule in-person or virtual interviews with the semi-finalists before awarding the contract(s).

PROPOSAL FORMAT AND REQUIREMENTS

Proposals should include the information listed below. Standard proposal formats are acceptable.:

- ✓ Title Page including the proposal subject, the Contractor's name, address, phone numbers, email address, contact person, and date of the Proposal.
- ✓ Table of Contents with page numbers.
- ✓ Proposals should indicate whether you are responding to:

Part 1 - ROUTINE ASSET MAINTENANCE AND BOARD UP SERVICE PRICING,

Part 2 - ROUTINE ASSET MAINTENANCE LARGE TRACTS AND ACREAGE PRICING

or both.

- ✓ Information about the Contractor (history, years in business, number of clients, types of clients, types of projects, financial resources, equipment owned or leased, etc.).
- ✓ Indicate whether the firm is local, national, or regional.
- ✓ References of at least three (3) property maintenance clients (with phone numbers and contact persons). If applicable, include reference contacts for local government or non-profit clients as part of the references. The total number of references may exceed three.

AWARD BASIS

At the option of the Board of Directors of the MALB, finalists for the Qualified Vendor Pool may be selected for a final round of negotiations; however, vendors are encouraged to present their best offers with their initial submission by the proposal deadline on page one (1).

CONTRACTUAL DEVELOPMENT

Once an applicant is accepted as a member of the Qualified Vendor Pool, the successful respondent will enter into a contract with the MALB in their role as the Asset Maintenance Service Provider for the MALB. Additional contract discussions and negotiations will follow the award selection as deemed necessary by the MALB.

WITHDRAWAL OF RFQ PROPOSAL SUBMISSION

Proposals may be withdrawn before the RFQ submittal deadline by submitting a written request to the MALB Contact Person. Re-submittal before the RFQ submittal deadline can be made; however, they may not be re-submitted after the deadline.

The RFQ is divided into two (2) Parts.

Part 1: ROUTINE ASSET MAINTENANCE AND BOARD UP SERVICE

Part 2: LARGE TRACT ACREAGE SERVICE

PART 1

ROUTINE ASSET MAINTENANCE AND BOARD UP SERVICE PRICING

The maximum fees payable for service of vacant lots are outlined as follows:

Service	Maximum Fee Amount
Landscaping per visit estimated for lot sizes up to 60' x 60'	\$60.00
Posting of "No Trespassing" Signage 10" x 14" aluminum	\$25.00
Tire removal*	\$5.00 per tire (minimum 3 tires)

The maximum fees payable for service of single-family residential property up to four (4) unit are outlined as follows:

Service	Maximum Fee Amount
Landscaping per visit estimated lot sizes 60' x 100'	\$70.00
Single-family lots larger than 60' x 100'	TBD
Initial boarding	\$55.00 per board
Replacement boarding	\$55.00 per board
Lock installation	\$50.00 per lock
Posting of "No Trespassing" Signage	\$25.00
Tire removal*	\$5.00 per tire up to fifteen (15) tires

The maximum fees payable for service of multi-family residential property five (5) to fourteen (14) units are outlined as follows**:

Service	Maximum Fee Amount
Landscaping per visit estimated lot size 120' x 240'	\$240.000
Multi-family lots larger than 120' x 240'	TBD
Initial boarding	\$55.00 per board
Replacement boarding	\$55.00 per board
Lock replacement	\$50.00 per lock
Posting of "No Trespassing" Signage	\$25.00
Tire removal*	\$8.00 per tire up to fifteen (15) tires (see note on page 14)

PART 2

ROUTINE ASSET MAINTENANCE **LARGE** TRACTS AND ACREAGE PRICING

The maximum fees payable for large tracts and acreage outlined as follows:

Service	Maximum Fee Amount
Landscaping per visit estimated for large tracts and acreage	TBD
Posting of "No Trespassing" Signage 10" x 14" aluminum	\$25.00
Tire removal*	\$8.00 per tire (disposal fee not included)

** Note: Tire removal of fifteen (15) tires or more, price a TBD per "Special Property Condition Service" Quote*

***Note: Multi-family assets larger than fourteen (14) units, price TBD per "Special Property Condition Service" Quote.*

Example: 20-acre parcel/tract of land

Task: Subject property will require cutting and debris removal twice a month (bi-weekly).



Note: Other non-routine services such as kudzu removal, fence installation, deployment of tarps, graffiti removal, winterization, or removal of large, dumped debris will be subject to price negotiation under a separate specific "Special Property Condition Service" Agreement.

OTHER TERMS AND CONDITIONS

INDEPENDENT CONTRACTOR

The successful bidder and its agents, officers, and employees shall always act in an independent capacity during the term of the agreement and in the performance of services to be rendered, and shall not act as, shall not in any manner be considered as agents, officers, or employees of MALB, the City of Atlanta, or Fulton County.

CONTRACT TERMS

Contractors that are included in the Qualified Vendor Pool are eligible to enter into a one-time service contract. MALB may terminate the contract upon written notice to the vendor of not less than thirty (30) days.

PAYMENT TERMS

The MALB will pay the compensation for services based on net thirty (30) days from date of receipt of invoice. All invoices will include before and after photos with a written description of services rendered. This allows completion of the reporting and verification process. Contractors must have financial (working capital) capacity to accommodate the payment timeframe.

SECTION C - OFFER SUBMISSION AND EVALUATION

Offer Submission and Terms

All Contractors submitting an offer must agree to honor the terms and conditions contained herein for a period of ninety (90) days, at a minimum. MALB reserves the right to revise and/or extend this timeframe.

All proposals transmitted by mail or delivered digitally shall be addressed with the same information to the RFQ Point of Contact.

All materials submitted to MALB in response to this RFQ shall become the property of MALB. Selection or rejection of a proposal does not affect this right.

Submittal of proposals by facsimile is not acceptable, and any proposal so transmitted will be rejected as non-responsive.

MALB reserves the right to:

- Reject any or all offers, discontinue this solicitation process, and re-advertise without obligations or liability to any potential Contractor,
- Accept other than the lowest price offer,
- Award more than one (1) contract; and
- Award a contract based on initial offers received, without discussions or requests for

best and final offers; therefore, each initial offer should contact the Contractor's best terms from cost or price and technical support

DISCLOSURE

MALB requires the Contractor provide the following:

- Description of company organization (i.e., Inc., LLC, L.P.)
- List of all Owners, Partners, Senior Officers, or any other members that have an interest in the company

MALB will use this information to determine if any potential conflict exists in the award of this Contract. If it is determined that a conflict of interest exists, then the selected Contractor shall not receive an award unless the conflict can be avoided/resolved.

The Contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

REQUIRED ATTACHMENTS:

- ✓ Organizational Insurance and Bonds (specify types of bonds carried and in what amounts.)
- ✓ References – minimum of 3.
- ✓ Line of credit/Bank Letter/credit card indicating minimum working capital financial capacity of five thousand dollars (\$5,000.00).
- ✓ Valid State of Georgia Business License stating Company/Firms name
- ✓ For non-profits – Articles of Incorporation
- ✓ For non-profits – IRS 501(c)(3) determination
- ✓ Certificate of Good Standing from Georgia Secretary of State
- ✓ E-Verify Affidavit

Exhibit B
Current Property Listing

490 James P. Brawley Dr	1527 Ferno Dr NW
0 James P. Brawley (492 Brawley) Dr	1603 Hasty Pl SW
623 Joseph E Boone Blvd NW	387 Lanier St
358 Newport St aka Andrew J. Hairston	623 South Grand Ave SW
580-582 Delbridge St NW	984 Ada Ave NW
517 English Ave NW	3775 MLK Jr Dr NW
536 Sunset Ave NW	0 Barg Rd
538 Mary St	3762 MLK Jr. Dr
1150 Hunter Pl NW,	873 N. Eugenia Pl
755 Coleman St SW	884 McDonough Blvd SE,
862 Hubbard St	0 Barge/Dale Ln
2020 Alison Ct	940 Bolton Rd
2031 Alison Ct	950 Bolton Rd
153 Dahlia Ave NW	1020 Bolton Rd
469 Lindsay St	935 Hobson St
2063 Chicago Ave NW	1200 Boat Rock Rd
1015 Callahan St NW	872 Beutell St

Please note that this list is not exhaustive. The number of properties under agreement may fluctuate throughout contract term, therefore, the amount and addresses of assigned properties may change throughout the contract term. However, the MALB will try to keep uniformity of assigned properties, i.e., subject zip codes, single family, and/or multi-family units.

Pre-Proposal Video Conference Information

Thursday, August 14, 2025, 11:00 (EST)

Join Zoom Meeting:

<https://us02web.zoom.us/j/85771259666?pwd=LHEJf8K0faWliRz7rwqfVScyRYpl84.1>

Meeting ID: 857 7125 9666

Passcode: 41736

One tap mobile

+16468769923,,85771259666#,,, *417386# US (New York)

+16469313860,,85771259666#,,, *417386# US

EXHIBIT C

E-Verify Affidavit

E-Verify Affidavit (Subcontractor)

Pursuant to O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, all qualifying contractors and subcontractors performing the physical performance of services within the State of Georgia on a contract with certain employers must register and participate in the federal work authorization program to verify employment eligibility of all newly hired employees. The "federal work authorization program" means the electronic verification of work authorization programs operated by the United States Department of Homeland Security pursuant to the Immigration Reform and Control Act of 1986 ("IRCA") to verify employment eligibility information of newly hired employees, commonly known as E-Verify. The "physical performance of services" means the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to public real property within this state, including the construction, reconstruction, or maintenance of all or part of a public road; or any other performance of labor for a public employer within this state under a contract or other bidding process.

Subcontractor hereby certifies compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. Subcontractor affirms that it has registered with, is authorized to use and uses the federal work authorization program. The undersigned affirms that it will continue to use the federal work authorization program throughout the contract period. The undersigned affirms that it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the same information required in this affidavit.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services within Georgia pursuant to the contract with AHA, the undersigned will secure from such subcontractor(s) and their subcontractors similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 using the form E-Verify Affidavit for subcontractors, or a substantially similar subcontractor affidavit and forward copies of the same to the Contractor within five business days of receipt. The undersigned further agrees to maintain records of compliance and provide a copy of each of subcontractor's verification to the Contractor at the time the subcontractor(s) is retained to perform such service.

Authorized Signature (Subcontractor)

Date Enrolled

Company Name

User ID Number (E-Verify)

Printed Name of Authorized Officer or Agent

Prime Contractor Name

Title of Authorized Officer or Agent

Sworn to and subscribed before me

This _____ **day of** _____ , 20 _____

Notary Public _____

My commission expires: _____