



**REQUEST FOR PROPOSALS  
ATL SOLICITATION # 26-002**

**TRANSIT OPERATIONS AND MAINTENANCE SERVICES  
For ATLANTA-REGION TRANSIT LINK AUTHORITY and  
GWINNETT COUNTY**

**ATTACHMENT 2**

**CONTENTS**

Offer Documents

**OFFER DOCUMENT #1 - COMPLETE PROPOSAL CHECKLIST**  
**ATL Solicitation No. 26-002**

The undersigned certifies that all of the Offer Documents listed below have been fully completed, properly signed, arranged in the proper order, and submitted with this proposal in response to ATL Solicitation No. 26-002.

- ☐ Offer Document #1 - Complete Proposal Checklist
- ☐ Offer Document #2 - Proposal Letter
- ☐ Offer Document #3 - Acknowledgement of Addenda to RFP
- ☐ Offer Document #4 - Proposer Information Form
- ☐ Offer Document #5 - Proposer Certifications
- ☐ Offer Document #6 - Technical Proposal
- ☐ Offer Document #7 - Contractor Affidavit under O.C.G.A. 13-10-91(b)(1)
- ☐ Offer Document #8 - Sub-Contractor Affidavit
- ☐ Offer Document #9 - Sub Sub-Contractor Affidavit
- ☐ Offer Document #10 - Subcontractors and DBEs
- ☐ Offer Document #11 - Certification Regarding Debarment and Suspension
- ☐ Offer Document #12 - Certification Regarding Lobbying
- ☐ Offer Document #13 - Non-Collusion Affidavit
- ☐ Offer Document #14 - Anti-Boycott, Divestment and Sanctions Against Israel Cert.
- ☐ Offer Document #15 - Statement of Responsibility Certification
- ☐ Offer Document #16 - Sales and Use Tax Compliance Form
- ☐ Offer Document #17 - Bid Bonds
- ☐ Offer Document #18 - Price Proposal (Attachment 3)

Company Name

Authorized Representative Name

Title

Date

Authorized Representative Signature  
(form locked after signing; clear  
signature to make changes)

**OFFER DOCUMENT #2 - PROPOSAL LETTER**  
**ATL Solicitation No. 26-002**

In response to ATL Solicitation No. 26-002, the undersigned ("Proposer") hereby proposes to furnish to ATL the necessary materials, labor, equipment, and supervision and to perform operations, duties, and obligations necessary to complete the Services required by the Contract Documents.

By submitting this proposal, Proposer agrees that all information received by ATL from Proposer, as a result of this Request for Proposals and subsequent thereto, shall become the property of ATL, to be used and disclosed at its sole discretion without further obligation to Proposer, copyright or other restrictive legend notwithstanding.

ATL reserves the right to reject any and all proposals. No obligation, either expressed or implied, exists on the part of ATL to make a contract award or for the cost incurred by Proposer in the preparation of the proposal.

Proposer certifies that it has examined and fully understands all of the provisions of the Request for Proposals and is satisfied that they are accurate; that it has carefully checked all numbers and statements made in this proposal; that it has satisfied itself with respect to the actual site conditions, nature and location of the engagement; the general and local conditions to be encountered in the performance of the contract; and other matters which in any way may affect the contract or the cost thereof. Proposer hereby agrees that ATL will not be responsible for any errors or omissions in the proposal.

Proposer certifies that it is able to sign and comply with all provisions of the Contract that is attached as Part 3 of this RFP without any changes. The undersigned hereby certifies that he/she is authorized to bind Proposer to this proposal and to a contract resulting therefrom.

Attached hereto and made a part of this proposal are the required proposal data and all other information which Proposer desires to be considered as part of this proposal. Proposer acknowledges that ATL, at its option, may incorporate any of the information submitted by Proposer into a resulting contract.

***Proposer Shall submit One (1) electronic copy of a complete proposal including all properly executed Offer Documents. Pricing must be submitted in a separate electronic copy in Excel Format via USB.***

Proposer acknowledges receipt of all addenda to this RFP.

Company Name

Authorized Representative Name

Title

Date

Authorized Representative Signature  
(form locked after signing; clear  
signature to make changes)

**OFFER DOCUMENT #3 - ACKNOWLEDGEMENT OF ADDENDA TO RFP  
ATL Solicitation No. 26-002**

The undersigned acknowledges either receipt of the following addenda to ATL Solicitation No. 26-002 or acknowledges that no addenda were issued:

Addendum No.	<input type="text"/>	Dated	<input type="text"/>
Addendum No.	<input type="text"/>	Dated	<input type="text"/>
Addendum No.	<input type="text"/>	Dated	<input type="text"/>
Addendum No.	<input type="text"/>	Dated	<input type="text"/>
Addendum No.	<input type="text"/>	Dated	<input type="text"/>
Addendum No.	<input type="text"/>	Dated	<input type="text"/>
Addendum No.	<input type="text"/>	Dated	<input type="text"/>
Addendum No.	<input type="text"/>	Dated	<input type="text"/>
Addendum No.	<input type="text"/>	Dated	<input type="text"/>
Addendum No.	<input type="text"/>	Dated	<input type="text"/>

**OR**

☐ No addenda were issued to ATL Solicitation No. 26-002.

Company Name

Authorized Representative Name

Title  Date

Authorized Representative Signature  
(form locked after signing; clear  
signature to make changes)

**OFFER DOCUMENT #4 - PROPOSER INFORMATION FORM**  
**ATL Solicitation No. 26-002**

Contractor must provide all of the information requested below:

Legal Name

Mailing Address

Physical Address  
(if different from above)

Phone #

Fax #

Website Address

---

Authorized Representative Name

Title

Phone #

Fax #

Email Address

---

Atlanta-Based Contact Name

Title

Phone #

Fax #

Email Address

Proposer is a (choose one):

☐ Corporation      State of Incorporation

☐ Partnership      ☐ Sole Proprietorship      ☐ Joint Venture (attach names)

Proposer is a (choose one):

☐ Not a Certified Disadvantaged Business Enterprise (DBE)

☐ Certified Disadvantaged Business Enterprise (DBE)

Certifying Agency

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Provide the following information for three (3) project references for which Proposer has provided products and services of similar scope and cost in the last five (5) years:

**Reference #1**

Name

Address

Contact Person

Phone #       Fax #

Email Address

Total Contract Amount

Date of Contract Completion

**Reference #2**

Name

Address

Contact Person

Phone #  Fax #

Email Address

Total Contract Amount

Date of Contract Completion

**Reference #3**

Name

Address

Contact Person

Phone #  Fax #

Email Address

Total Contract Amount

Date of Contract Completion



If Proposer is a wholly-owned subsidiary of a parent company, provide the legal name and form of the parent company.

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**The undersigned certifies that the information provided above is true and correct.**

Authorized Representative Name

Title

Date

Authorized Representative Signature

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**OFFER DOCUMENT #5 - PROPOSER CERTIFICATIONS**  
**ATL Solicitation No. 26-002**

**This document must be fully completed, signed by an authorized representative of the Proposer, notarized and submitted with the Proposer's technical proposal.**

1. I certify that, if awarded a contract, the Proposer will deliver goods and services which will meet or exceed the specifications set forth in this RFP, the Proposal and the terms of the final contract between the Proposer and ATL.
2. I certify on behalf of the Proposer that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand that collusive behavior surrounding formal solicitations is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Proposal and certify that I am authorized to sign this Proposal for the Proposer.
3. I certify that the Proposer has not violated and will not violate the provisions of the Official Code of Georgia Annotated, Section 45-10-20 *et. seq.*
4. I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies, services, or equipment and is in all respects fair and without collusion or fraud. I understand collusive behavior surrounding formal solicitations is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this Proposal for the Proposer.

Company Name

Authorized Representative's Name

Authorized Representative's Signature

Date

**OFFER DOCUMENT #7 - E-VERIFY AFFIDAVIT**  
**ATL Solicitation No. 26-002**

By executing this affidavit, the undersigned Proposer verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in in the physical performance of services on behalf of the Atlanta-Region Transit Link Authority has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Proposer

Name of Project

Name of Public Employer

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

Executed on

2020 in

(city)

(state)

Signature of Authorized Officer or Agent

\_\_\_\_\_

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE  DAY OF  2020.

NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_

OFFER DOCUMENT #8 – Subcontractor Affidavit  
ATL Solicitation 26-002

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

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

\_\_\_\_\_  
Name of Subcontractor

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

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

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

correct. Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

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

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

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

OFFER DOCUMENT #9 – Sub Subcontractor  
Affidavit ATL Solicitation 26-002

**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

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

\_\_\_\_\_  
Federal Work Authorization User Identification Number

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

\_\_\_\_\_  
Name of Sub-subcontractor

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

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

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

Executed on \_\_\_\_\_, \_\_, 20\_\_\_\_ in \_\_\_\_ (city), \_\_\_\_ (state).

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

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

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

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

OFFER DOCUMENT #9 – Sub Subcontractor Affidavit  
ATL Solicitation 26-002

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**OFFER DOCUMENT #10 - SUBCONTRACTORS AND DBEs**  
**ATL Solicitation No. 26-002**

**This document must be fully completed, signed by an authorized representative of the Contractor, notarized, and submitted with the price quote.**

	Subcontractor Name, Address, and Phone #	Description of Subcontractor's Role	% of Contract	DBE? (Y/N)
1				
2				
3				
4				

**OR**

☐ No subcontractors or DBEs

Is the prime contractor a DBE? ☐ Yes ☐ No

Authorized Representative Name

Title  Date

Authorized Representative Signature

**OFFER DOCUMENT #11 - CERTIFICATION REGARDING SUSPENSION AND DEBARMENT**  
**ATL Solicitation No. 26-002**

1. By signing and submitting this bid or proposal, the Proposer is providing the signed certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to ATL, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
3. The Proposer shall provide immediate written notice to ATL if at any time the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29].
5. The Proposer agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by ATL.
6. The Proposer further agrees by submitting this proposal that it will include the clause titled "Debarment and Suspension Certification Requirements" and the certificate form without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List issued by U.S. General Service Administration.
8. Nothing contained in the forgoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.



9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to remedies available to ATL, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The prospective lower tier participant (Proposer) certifies, by submission of this Offer, that neither it nor its "principals" as defined by 49 CFR § 29.105(p) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

**If the prospective lower tier participant (Proposer) is unable to certify to the statement above, it shall attach an explanation, and indicate that it has done so, by placing an "X" in the following space \_\_\_\_\_.**

\_\_\_\_\_ (name of company) certifies or affirms the truthfulness and accuracy of each statement of its certification and explanation, if any. In addition, the bidder or offeror understands and agrees that the provisions of 31 U.S.C. §§ 3801 et seq. apply to this certification and explanation, if any.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized  
Representative

Company Name

Date

**OFFER DOCUMENT #11 -  
GOVERNMENT-WIDE DEBARMENT AND SUSPENSION  
(NONPROCUREMENT) ATL Solicitation No. 26-002**

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Recipients, contractors, and subcontractors that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) with which they propose to contract or subcontract is not excluded or disqualified. This is done by: (a) checking the SAM exclusions; (b) collecting a certification from that person (found below); or (c) adding a clause or condition to the contract or subcontract.

**Instructions for Certification:** Signing below indicates the prospective lower tier participant is providing the signed certification.

(1) It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR part 180,

(2) To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:

a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:

1. Debarred,
2. Suspension,
3. Proposed for debarment,
4. Declared ineligible,
5. Voluntarily excluded, or
6. Disqualified

b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:

1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
2. Violation of any Federal or State antitrust statute, or,
3. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,

c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,

d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,

e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA,

f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:

1. Equals or exceeds \$25,000,
2. Is for audit services, or,
3. Requires the consent of a Federal official, and

g. It will require that each covered lower tier contractor and subcontractor:

1. Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
2. Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
  - a. Debarred from participation in its federally funded Project,
  - b. Suspended from participation in its federally funded Project,
  - c. Proposed for debarment from participation in its federally funded Project,
  - d. Declared ineligible to participate in its federally funded Project,
  - e. Voluntarily excluded from participation in its federally funded Project, or
  - f. Disqualified from participation in its federally funded Project, and

(3) It will provide a written explanation as indicated on a page attached in FTA's TrAMS platform or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third-Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

**Certification**

Contractor: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name and Title of Contractor's Authorized Official: \_\_\_\_\_

**OFFER DOCUMENT NO. 12 - CERTIFICATION REGARDING  
LOBBYING ATL Solicitation No. 26-002**

**APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING**

**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 an 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 making lobbying contacts to 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 [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)]. Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Company Name

Authorized Representative Name

Title

Date

Authorized Representative Signature  
(form locked after signing; clear  
signature to make changes)

**Federal Certifications**  
**OFFER DOCUMENT NO. 12 - CERTIFICATION REGARDING**  
**LOBBYING ATL Solicitation No. 26-002**  
**CERTIFICATION AND RESTRICTIONS ON LOBBYING**

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I, \_\_\_\_\_ hereby certify  
(Name and title of official)

On behalf of \_\_\_\_\_ that:  
(Name of Bidder/Company Name)

- 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, and 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.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the 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.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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 31 U.S.C. § 1352. 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.,

Name of Bidder/Company Name: \_\_\_\_\_

Type or print name: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**OFFER DOCUMENT #13: Non-Collusion**  
**Affidavit ATL Solicitation No. 26-002**

Now here appeared before the undersigned officer duly authorized by the State of Georgia to administer oaths \_\_\_\_\_ (Authorized Company Representative) and after being first duly sworn, depose and say that, they are all the officers, agents, persons or employees who have acted for \_\_\_\_\_ (Company Name) on the Atlanta-Region Transit Link Authority Enterprise Asset Management System proposal and that said has not by (himself, themselves) or through any persons, officers, agents or employees prevented or attempted to prevent by any means whatsoever, competition in such solicitation, or by any means whatever prevented or endeavored to prevent anyone from making a proposal therefore, or induced or attempted to induce another to withdraw proposal from said work.

Signature of Affiant

Name of Affiant

Title of Affiant

Sworn to and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

(Seal)

Note: See O.C.G.A. § 36-91-21(e)

## OFFER DOCUMENT # 14

### Certification of No Boycott of Israel Form

ATL Solicitation No. 26-002

Contractor/Vendor certifies and verifies that it: (i) does not boycott Israel and (ii) will not boycott Israel during the Term of this Agreement.

#### Form requirements:

- This certification is required by O.C.G.A. § 50-5-85.
- This form is required to be attached to all Contracts (services), regardless of whether Contract requires the creation of a Purchase Order.

Pursuant to O.C.G.A. §50-5-85, the state shall not enter into a contract with a total value of \$1,000 or greater with an individual or company if the contract is related to construction or the provision of services, supplies, or information technology unless the contract includes a written certification that such individual or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

Vendor/Contractor Name or Company Name	
Street Address	
City	
State	
Zip Code	
Phone Number	
Printed Name of Authorized Representative	
Title of Authorized Representative	
Signature of Authorized Representative	
Date	

**OFFER DOCUMENT #15**  
**STATEMENT OF RESPONSIBILITY CERTIFICATION**  
**ATL Solicitation No. 26-002**

A responsible proposer is one that the ATL believes to be responsible based on responses provided in the Contractor's proposal and/or based on Contractor's responses to the requirements of the solicitation document. Responsibility shall generally be presumed. In order for a Contractor to be deemed non-responsible, the ATL must make an affirmative determination of non-responsibility. The ATL reserves the right to conduct additional due diligence into any Contractor's responsibility status. Such due diligence may include investigations into one or more of the following areas:

1. Whether Contractor has adequate financial resources to perform the contract, or the ability to obtain them. This includes, but is not limited to, the ability to obtain required bonds (if any) and insurance from sureties and insurance companies authorized to do business in Georgia.
2. Whether Contractor is able to comply with the contract requirements, considering the Contractor's other business obligations.
3. Whether Contractor is registered to do business in the State of Georgia and is listed as "ACTIVE/ COMPLIANCE" with the Office of the Georgia Secretary of State.
4. Whether Contractor is not presently debarred or suspended from bidding by any Federal or State governmental entity;
5. Whether Contractor has within a three year period preceding this proposal has been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
6. Whether Contractor is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above.
7. Whether Contractor has had a contract terminated for default in the last 3 years.
8. Whether Contractor is currently under investigation for any possible breach of contract, or fraud or allegations of criminal activity related to the types of Services requested within this solicitation document. (And if yes, the circumstances, nature and magnitude of such investigation shall be considered in any possible non-responsibility determination).
9. Whether Contractor has a satisfactory performance record.
10. Whether Contractor has a satisfactory record of integrity and business ethics.
11. Whether Contractor has satisfactory organization, experience, accounting and operational controls, and managerial and technical skills.



## Statement of Responsibility Certification Continued

### Instructions:

**THIS FORM MUST BE COMPLETED, SIGNED, NOTARIZED AND SUBMITTED WITH YOUR BID/ PROPOSAL.**

Please complete this form, answering every question. *A "Yes" answer to any of the subparts of QUESTION NO. 3 requires a written explanation attached to the completed form, submitted on your company letterhead and signed by an authorized representative of the company. A "Yes" answer to any of the subparts of Question No. 3 will not necessarily result in denial of award, but will be considered in determining Contractor responsibility in the event the ATL undertakes an investigation into Firm's responsibility status.* For any explanation, indicate to whom it applies; identify the initiating agency and the dates of action.

Contractors are responsible for updating any information submitted in their Statement of Responsibility Certification Form if a change occurs prior to the award of the contract.

### Questions:

1. Does the Contractor certify that it has, or has the ability to obtain, adequate financial resources to perform the Services identified in the Agreement? This includes, but is not limited to, the ability to obtain required bonds (if applicable) and insurance from sureties and insurance companies authorized to do business in Georgia.  
☐ Yes ☐ No
2. Does the Contractor certify that it is able to comply with all contractual requirements and fulfill all of its contractual obligations, considering Offeror's other business obligations?  
☐ Yes ☐ No
3. Within the past three (3) years, has Contractor, or any principal of the Contractor (e.g., any owner, partner, officer, or major stockholder with 10% or more shares) been the subject of any of the following:
  - (a) a judgment or conviction for any conduct constituting a felony under local, state or federal law, including, but not limited to, fraud, extortion, bribery, racketeering, labor, anti-trust, price-fixing, or bid collusion?  
☐ Yes ☐ No
  - (b) a criminal investigation or indictment for any conduct constituting a felony under local, state or federal law, including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion (to the best of Firm's knowledge\*)?  
☐ Yes ☐ No
  - (c) an unsatisfied judgment, injunction or lien obtained by a Georgia state government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any Georgia state government agency?  
☐ Yes ☐ No

**Statement of Responsibility Certification Continued**

(d) an investigation for a civil violation by any local, state or federal agency (to the best of Offeror's knowledge\*)?

☐ Yes

☐ No

(e) a suspension, debarment or termination for cause from any local, state or federal government procurement process?

☐ Yes

☐ No

(f) a suspension or termination for cause prior to the completion of the term of any local, state or federal government contract?

☐ Yes

☐ No

(g) a denial of award for non-responsibility determination made by any local, state or federal government?

☐ Yes

☐ No

(h) an agreement to a voluntary exclusion from bidding/contracting on any local, state or federal procurement?

☐ Yes

☐ No

(i) an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal procurement (to the best of Firm's knowledge\*)?

☐ Yes

☐ No

(j) any bankruptcy proceeding?

☐ Yes

☐ No

The undersigned: (i) recognizes that this questionnaire is submitted for the express purpose of assisting the Atlanta-region Transit Link Authority (ATL) to make a determination regarding the eligibility for award of a contract, or to approve a subcontract; (ii) acknowledges that the ATL, the State of Georgia, its agencies and political subdivisions may, in their sole discretion, by means which they may choose, verify the truth and accuracy of all statements made herein; (iii) acknowledges that submissions of false or misleading information may constitute fraud, may result in ineligibility for contract award, may be used as grounds for termination for default of any contract awarded in relation to this certification, may be considered by the ATL, the State of Georgia, its agencies and political subdivisions in making responsibility determinations in other procurements, and may subject the Contractor or its representatives to criminal liability; (iv) as the authorized representative of the Firm, states that the information submitted on this certification form and any attached pages is true, accurate and complete.

The undersigned hereby attests that he/she is duly authorized by the Firm to make the statements and representations contained herein and/or attached hereto, on behalf of such Firm.

**Statement of Responsibility Certification Continued**

Legal Name of Firm/Company

Firm/Company Street Address

City, State, Zip

Signature of Offeror's Authorized Representative

Title

State Of

County of

Sworn to and subscribed before me on this:

Date

Notary Public Signature Field

My Commission Expires:

Date

**Note:** \*As used herein, the term "to the best of Contractor's knowledge" shall refer to the current actual knowledge of Contractor and shall be construed, by imputation or otherwise, to refer to the knowledge of any agent, manager, representative or employee of Contractor but does not impose upon Contractor any duty of inquiry or investigation of the matter to which such actual knowledge, or the absence thereof, pertains. The fact that Contractors (or their principals) are under investigation will not necessarily result in a determination of non-responsibility; rather, ATL will determine if the information and circumstances regarding such investigation are of such a nature or magnitude as to cause the ATL to deem the Contractor non-responsible in order to protect the interests of the ATL and/or the State.



## TAX COMPLIANCE

### 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 in the form will be submitted by the State Entity 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.**

**STATE ENTITY:** Please submit this form via email to DOR at [tsd-state-contractors@dor.ga.gov](mailto:tsd-state-contractors@dor.ga.gov) for processing in accordance with the *Georgia Procurement Manual*.

**OFFER DOCUMENT #17-BID BOND FORM**  
**ATL Solicitation No. 26-002**

Proposers shall furnish a bid guaranty in the form of a bid bond or certified treasurer's or cashier's check issued by a responsible bank or trust company, made payable to ATL. The amount of such guaranty shall be equal to 5% of the total bid price for the initial term of the Contract. By submitting its proposal, Proposer understands and agrees that if the Proposer should withdraw any of part of its bid within 180 days after the bid opening without the written consent of ATL, or refuse or be unable to furnish adequate and acceptable Performance and Payment Bonds, or refuse or be unable to furnish adequate and acceptable insurance as outlined in the Contract, it shall forfeit its bid guaranty to the extent of ATL's damages caused by such withdrawal, or refusal, or inability to enter into an agreement or provide adequate security thereof. It is further understood and agreed that to the extent the defaulting Proposer's bid guaranty shall prove inadequate to fully recompense ATL for the damages caused by the default, then the undersigned Proposer agrees to indemnify ATL and pay over to ATL the difference between the bid guarantee and ATL's total damages to make ATL whole. Any material alteration of any of the aforesaid or any of the material contained herein, unless requested in writing by ATL, will render the proposal unresponsive.

KNOW ALL MEN BY THESE PRESENTS THAT:

Name of Contractor

Address of Contractor

a (Select one)

☐

Corporation

☐

Partnership

☐

Individual

hereinafter called Principal, and

Name of Surety

Address of Surety

a Corporation of the State of \_\_\_\_\_, and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

Atlanta-Region Transit Link Authority

Name of Obligee: \_\_\_\_\_

245 Peachtree Center Avenue NE, Suite 2200 Atlanta, GA 30303

Address of Obligee: \_\_\_\_\_

Thereinafter referred to as Oblige: in the penal sum of

(\$ ) in lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted, to Atlanta-Region Transit Link Authority, a proposal for furnishing materials, labor, and equipment for Transit System Operations and Maintenance.

WHEREAS, the Principal desires to file this Bond in accordance with law in lieu of a certified Proposer's check otherwise required to accompany this Proposal.

NOW, THEREFORE, the conditions of this obligation are such that if the proposal be accepted, the Principal shall within ten days after receipt of notification of the acceptance, execute a Contract in accordance with the Proposal and upon the terms, conditions, and prices set forth in the form and manner required by Atlanta-Region Transit Link Authority, and execute a sufficient and satisfactory Bid Bond payable to Atlanta-Region Transit Link Authority, each in the amount of \$ ( ), in form and with security satisfactory to said Atlanta-Region Transit Link Authority, and otherwise, to be and remain in full force and virtue in law, and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to Atlanta-Region Transit Link Authority, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

PROVIDED, FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as Amended, and is intended to be and shall be constructed as a bond in compliance with the requirements thereof.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
(Principal-Signature)

\_\_\_\_\_  
(Principal Secretary)

(SEAL)  
\_\_\_\_\_

By:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness as to Principal-Signature)

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

ATTEST:

By: \_\_\_\_\_  
(Attorney-in-Fact- Signature)

\_\_\_\_\_  
(Resident Agent)

(SEAL)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness as to Surety-Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

**NOTE: If Contractor is Partnership, all partners should execute Bond. Surety Companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.**