

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
August 30, 2023 @ 6:30PM

The Honorable Michael Owens, Mayor
The Honorable Ron Davis, District 1 Councilmember
The Honorable Dami Oladapo, District 2 Councilmember
The Honorable Keisha Jeffcoat, District 3 Councilmember
The Honorable Patricia Auch, District 4 Councilmember
The Honorable TJ Ferguson, District 5 Councilmember
The Honorable Debora Herndon, District 6 Councilmember

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING AGENDA

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA**
6. **CONSENT AGENDA:**
 - a. *Approval of July 14, 15 & 17, 2023 Special Called Transitional City Council Meeting Minutes (@ Georgia Municipal Association)*
 - b. *Approval of July 26, 2023 Special Called Transitional City Council Meeting Minutes*
7. **PUBLIC COMMENTS**
8. **NEW BUSINESS:**
 - a. *FIRST READ: City of Mableton Purchasing Policy*

Public comments are limited to 2 minutes per speaker. Anyone wishing to make a public comment should complete and submit the public comment card to the City Clerk prior to the start of the meeting.

August 30, 2023 Special Called Meeting Agenda

9. **DISCUSSION:**

- a. *Essential Administrative Needs (includes authorization for smart phones, cell and data service, along with computing devices and related cybersecurity and productivity software)*
- b. *Preparation of City of Mableton Preliminary Classification and Compensation Plan (Georgia Department of Community Affairs data for reporting Cobb Cities is provided for comparison and reference)*
- c. *Planning Retreat Scheduling (retreat to include issues such as vision, mission, transition/staffing/service priorities and preliminary funding)*

10. **CITY ATTORNEY COMMENTS**

11. **CITY CLERK COMMENTS**

12. **CITY COUNCIL COMMENTS**

13. **EXECUTIVE SESSION (IF NEEDED) FOR:**

- Litigation O.C.G.A. 50-14-3 (b)(1)(A)*
- Real Estate O.C.G.A. 50-14-3 (b)(1)*
- Personnel O.C.G.A. 50-14-3 (b)(2)*
- Exemptions O.C.G.A. 50-14-3 (b)(4)&(5)*

14. **ADJOURNMENT**

Public comments are limited to 2 minutes per speaker. Anyone wishing to make a public comment should complete and submit the public comment card to the City Clerk prior to the start of the meeting.

Minutes
City of Mableton
Council Training & Orientation & Special Called Meeting
GMA Offices, 201 Pryor Street, Atlanta, GA 30303
Friday, Saturday, & Monday, July 14, 15, & 17, 2023

Friday, July 14 – Quorum present

Attendees: Mayor Owens, Councilmembers Dami Oladapo, Debra Herndon, Keisha Jeffcoat, Patricia Auch, Ron Davis, and Interim City Clerk Susan Hiott

Absent: Councilmember TJ Ferguson

5:00PM	Welcome & Introductions – Mayor Michael Owens
5:30PM	GMA – Bill Thornton, GMA Deputy Executive Director And Michae McPherson, Member Services Consultant, District 3 and Randy Logan, Deputy Executive Director and Rusi Patel, General Counsel
6:00PM	Working Dinner
6:30PM	Team Building – Terrell Jacobs – GMA
7:00PM	Discussion
8:00PM	Adjourn for the Evening

Saturday, July 15 – Quorum present

Attendees: Mayor Owens, Councilmembers Dami Oladapo, Debra Herndon, Keisha Jeffcoat, Patricia Auch, Ron Davis, TJ Ferguson, and Interim City Clerk Susan Hiott

8:30AM	Breakfast / Arrival
9:00AM	Welcome
9:45AM	Municipal Law / Ethics / Open Meetings, Open Records – Rusi Patel, General Counsel
10:15AM	Break
10:30AM	Muni Law Cont.
12:00PM	Break for Working Lunch
12:20PM	Continue
1:30PM	Break

1:45PM Municipal Revenues – Michael McPherson, GMA
Member Services District 3
3:30PM Break
4:15PM Q & A Discussion
5:00PM Adjourn for the Evening

Monday, July 17 – Quorum present

Attendees: Mayor Owens, Councilmembers Dami Oladapo, Debra Herndon, Keisha Jeffcoat, Patricia Auch, Ron Davis, and TJ Ferguson and Interim City Clerk Susan Hiott and Interim City Attorney Emilia Walker-Ashby

8:30AM Breakfast / Arrival
9:00PM DCA – led by Corinne Thornton, Director, Regional Services
10:00AM ARC – led by Mike Alexander, Chief Operating Officer
11:00AM The ATL – Atlanta Region Transit Link Authority –
Scott Haggard, Director of Government & External Affairs
12:00PM Break for Working Lunch
1:00PM GDOT Overview / LMIG – Paul DeNard, District Engineer
Metropolitan Atlanta
Bill Wright – Local Grants Administrator
SPECIAL CALLED MEETING
2:00PM **First Read:** Ordinance Amending Chapter 7,
Taxes, Fees, and Assessments, of the City of Mableton
Code of Ordinances

Mayor Owens called the Special Called meeting to order and Interim City Clerk Susan Hiott reported there was a quorum present. Attorney Walker-Ashby explained this was the first read of the Hotel/Motel Ordinance. The City needed to hold a meeting soon for the second read. She reported that after discussing with Cobb County, the County's attorney preferred that Mableton adopt their own Hotel/Motel Ordinance. Council discussed need for staff services for the hotel/motel tax collection process. Mayor Owens has been approached by experienced vendors for city services. They discussed GMA's services. There was discussion about the short-term rentals and regulation considerations. There was

discussion about the 5% and that the City would have to go to the Legislation for the 8%. There was discussion about the selection of a direct marketing organization (DMO).

Mayor Owens and the Council discussed the importance of having a working retreat to discuss goals and visions in August. They discussed the need to have a short-term budget. By the end of August, the City would know more about revenue. They discussed the need for an organization chart and procurement process. There should be a facilitator at the working retreat and should include team-building exercises.

Attorney Walker-Ashby updated Mayor and Council on the negotiations with Greystone and Georgia Power. There were discussions about the City receiving advanced payments. There needs to be a special called meeting for the agreements and second read of ordinances next week.

4:15PM

The meeting adjourned.

Interim City Clerk Susan Hiott

Mayor Michael Owens

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
July 26, 2023 @ 6:30PM

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING MINUTES - DRAFT

1. **CALL TO ORDER**

Mayor Michael Owens

Mayor Owens welcomed everyone and expressed his gratitude to those who had attended the meeting.

2. **ROLL CALL – by Interim City Clerk Susan Hiott**

The Honorable Michael Owens, Mayor - Present
The Honorable Ron Davis, District 1 Councilmember - Present
The Honorable Dami Oladapo, District 2 Councilmember - Present
The Honorable Keisha Jeffcoat, District 3 Councilmember - Present
The Honorable Patricia Auch, District 4 Councilmember - Present
The Honorable TJ Ferguson, District 5 Councilmember – Present
The Honorable Debora Herndon, District 6 Councilmember – Present

3. **INVOCATION** - Pastor Christoper Boyd, also the General Manager of Riverside EpiCenter, conducted the invocation. He prayed for the leadership and all others who served. He prayed that their time and work would be effective and make a difference in people's lives and would have an impact in the community.

Mayor Owens thanked Pastor Boyd and the EpiCenter for the generosity of allowing Mableton to have the meeting. He invited Pastor Boyd to speak about the fantastic facility that day or in a future meeting.

4. **PLEDGE OF ALLEGIANCE** – led by Deputy Chief of Cobb County Police Department, Stephen Kuynda.

5. **APPROVAL OF AGENDA**

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Ferguson to approve the Special Called Meeting of July 26, 2023, agenda. The motion passed unanimously.

6. **CONSENT AGENDA**

- a. Approval of May 25, 2023 Special Called Transitional City Council Meeting Minutes
- b. Approval of June 21, 2023 Special Called Transitional City Council Meeting Minutes
- c. Approval of June 29, 2023 Special Called Transitional City Council Meeting Minutes

Motion was made by Councilmember Auch to approve the Consent Agenda and seconded by Councilmember Davis. The motion passed unanimously.

7. **PUBLIC COMMENTS**

Leroy Tre Hutchins, of District 3, Post 3 of Cobb County Board of Education, provided an update from the school board. He reported the schools would start on Tuesday, August 1st. He spoke about the SPLOST project at Pebblebrook and other updates about Cobb County schools. The Board of Education adopted a rollback of .2 mils.

Denny Wilson of District 4 spoke about how the area had changed over the years and where it could go under the leadership of the Mableton Mayor and Council. She commented about the previous neglect of the area. She had fought against cityhood, but she was now ready to work and help get the City off the ground. She suggested the mayor take other councilmembers with him to meet with the County. She hoped the Mayor and Council would give more than two minutes to speak during the public comment section of the meetings.

8. **OLD BUSINESS:**

- a. **SECOND READ:** Ordinance Amending Chapter 7, Taxes, Fees and Assessments, of the City of Mableton Code of Ordinances Pertaining to Hotel Excise Taxes

Attorney Walker-Ashby provided background. She explained how the taxes were assessed against hotels. Hotels were broadly defined consistent with state law. The ordinance mirrored the definition of Acworth's ordinance. The tax was one of the major sources of revenues to the City based on the Carl Vison Institute Feasibility Study. The tax was not new to the hotels as the County already assessed the tax. Mableton would be taxing at 5%. The County assessed at 8%. Right now, Mableton has the lowest tax rate. To increase to 8% would require action by the General Assembly. She continued to explain the ordinance included the exemptions and regulations for the payment of the tax. She reiterated the hotels were familiar with the process. The ordinance was a standard ordinance. She recommended the Mayor and Council adopt the ordinance.

Councilmember Jeffcoat summarized the Mableton hotel's assessment was 5%, reduced from the 8% County assessment. Attorney Walker-Ashby confirmed. In collaboration with local delegation, the assessment could be increased to 8%.

Motion was made by Councilmember Ferguson to approve the Ordinance (ORD 2023-07-01) amending Chapter 7, Taxes, Fees, and Assessments for the Mableton Code of Ordinances. Councilmember Jeffcoat seconded the motion. The motion passed unanimously.

- b. Ordinance Granting Franchise to Georgia Power Company – Was deferred. No action taken.

Prior to consideration of c and d, Attorney Walker-Ashby explained that the ordinance to levy taxes, fees, assessments, including franchise fees was adopted in June (ORD 2023-06-03). In May, notice was given to the utility providers that the City would commence franchise fees. The first read of the ordinances for the franchises (agreements) was June 21, 2023. She provided additional explanation about the process and terms for franchises for payment.

- c. Ordinance Granting Franchise to Greystone

Attorney Walker-Ashby provided background of the negotiations with Greystone for a 35-year franchise to operate within the City's right of way. Ordinarily, they would pay annually in March. Greystone had agreed during the first year, to pre-pay from June 26, 2023 through December 31, 2023 in advance and to pre-pay on February 28, 2024 the amount due based on sales from City residents from January 1, 2024 through June 30, 2024. Blake Doss of Greystone was present in the audience. Attorney Walker-Ashby recommended approval of the ordinance/agreement. She commended Greystone for being responsible. She further commented about how it appeared that Greystone had superior technology to provide mapping and data. Greystone agreed to give their initial payment that night.

Motion was made by Councilmember Jeffcoat to approve the ordinance (ORD 2023-07-03) granting franchise to Greystone and Councilmember Oladapo seconded the motion. The motion passed unanimously.

- d. Ordinance Granting Franchise to Atlanta Gas Light Company – Attorney Walker-Ashby reported the agreement was consistent with other agreements throughout the state. She addressed the formula in subsection 2 of the ordinance. The term went through May 31, 2053, a 30-year term. There would be quarterly payments (March, June, September, and December). The initial payment would be July 30, 2023 and another quarterly payment was due for September. She recommended adoption of the agreement subject to that she and the mayor had authority to make non-essential minor adjustments.

Councilmember Auch asked about the setting of the 30- year term. Ms. Walker-Ashby stated the gas franchise terms were usually 30 years, and she was not aware of the rationale for that term.

Councilmember Herndon asked about the factor of \$14.62 and if that was the actual fee. Attorney Walker-Ashby explained the formula further, stating it was a formula used

historically. The Georgia Public Safety Commission would be the one to change the formula. Councilmember Ferguson prompted questions and discussion about what the consumer would see (MFF fee) and discussion noted the residents should see similar to the County's rate. The rate was created by and highly regulated by the State of Georgia. Councilmember Auch asked additional questions about the calculation of the formula.

Mayor Owens clarified the franchisees pay the City for being in the City's right of way. By law they would be allowed to pass on to consumers, but they do not have to. The City does not have authority to regulate what they do. That was up to the entity and oversights by the Public Service Commission.

Councilmember Auch questioned and confirmed Atlanta Gas Light would pay commencing June 1st and payment made July 30th.

Motion was made by Councilmember Davis to approve the ordinance (ORD 2023-07-04) for adoption of the Atlanta Gas Light Ordinance/Agreement subject that Attorney Walker-Ashby and Mayor Owens have authority to make non-essential minor adjustments. Councilmember Ferguson seconded the motion. The motion passed unanimously.

9. **DISCUSSION:**

- a. Essential Administrative Needs (includes authorization for smart phones, cell and data service, along with computing devices and related cybersecurity and productivity software).

Mayor Owens presented background for discussion:

- It was imperative for operations to secure city devices for security and better communication. Since the City did not have a purchasing policy yet, the City could use the Georgia State Contract pricing (Department of Administrative Services – State Purchasing Division).
- Mayor and others had been working to get together some quotes.
- The initial needs were to have laptops, software, Adobe Pro, Google Suite, and managed devices on a regular basis.
- A state contract approved company, named Inter Dev got several quotes ranging \$16,000 - \$13,900 for ten laptops with managed devices. One quote was for a three - year support plan.
- There was a reoccurring cost of \$385 monthly for subscriptions of software, and managed service.
- The high-water marks up for Dell (State Contract) and Inter Dev - \$16,000 and \$385 a month.
- Inter Dev had agreed to delay payment for services to net 90 or potentially further.
- The Google Suite subscription would be \$13 for each person (\$130 a month), and potential \$3 per month for Google Vault.

Questions and discussion followed:

- Councilmember Jeffcoat asked about having a website and Mayor Owens explained he was looking at other software and integrated products for agenda management, code of ordinances, website, and others.
- Councilmember Jeffcoat asked if there was a help desk and Mr. Owens explained Inter Dev would assist.
- Councilmember Auch asked about availability of other bids/quotes. Mr. Ferguson explained how they looked at several companies such as Flagler Technologies, Dell, and others but Inter Dev was the most cost effective, comprehensive, and made more sense because of the managed services, and their expertise in Google workspace. Most companies wanted to manage 100s, but for a group as small as Mableton, the numbers were not as appealing. Councilmember Auch asked for copies of the bids and quotes. She stressed she did not have any information.
- Mayor Owens explained Inter Dev was the vendor to provide the hardware and software. They would be the vehicle for the services and products.
- Mayor Owens pointed out when the City started talking about services, and designing, it would cost more.
- Councilmember Herndon asked for clarification that the \$13000-\$16000 was for purchase and the \$385 monthly was for management of devices.
- Councilmember Ferguson noted the devices usually last 3-5 years, so that replacement program would have to be developed later.
- Councilmember Jeffcoat asked how soon could get the items. Mr. Owens replied should be available relatively soon.
- Councilmember Auch asked about the budget. Discussion followed about the 90-day net and deferral of payment, being a general practice.
- Councilmember Auch stated she would like to see the bid packages before making a vote on the purchase of laptops.

Mayor Owens presented information about the cell phones (10 devices).

- The vendors spoken with were AT&T and Verizon.
- AT&T had a preferred organization called First Net, which was for the government sector.
- Either I-Phones or Samsung phones were right at \$510 for the actual hardware purchase of phones,
- AT&T monthly cost was \$39.99 per phone. (\$400 a month reoccurring charges)
- AT&T offered a \$2400 promotional credit at the time to roll back after the 3rd or 4th billing cycle.
- Verizon did not offer a credit, but the hardware costs were cheaper (phones less than \$200).
- Both were under the Georgia State Contract.
- Since the City was government and in the event of an emergency, phone lines would have preferred access.
- AT&T have their own separate system which would isolate public entities.
- AT&T appeared to have the better deal.
- The high-water mark was \$510 hard costs and \$400 reoccurring.

Councilmember Jeffcoat asked if there was any insurance for accidental damage to the phones. Mayor Owens and Councilmember Ferguson replied it was not a separate line item but was included.

Mayor Owens stated he would package the quotes together for the laptops and get to the Council at the next Council meeting.

Motion was made to approve the authorization to spend \$510 for cell phones and \$400 for the monthly reoccurring charges. Councilmember Davis seconded the motion. The motion carried unanimously.

Councilmember Herndon asked if the laptops would include the Microsoft Suite. Mr. Owens explained the quote did not, but included the Google Suite which was comparable (and less costly), but if there were specific needs, that could be looked at additionally.

10. **CITY ATTORNEY COMMENTS** – Signing of the Greystone ordinance occurred.

11. **CITY CLERK COMMENTS** – NONE

12. **CITY COUNCIL COMMENTS** -

- Councilman Davis commented about the excellent training the Council had received. The Georgia Municipal Association had done an excellent job conducting the training. The training would make a huge difference for the City and would make an impact on the effectiveness of the Council.
- Councilmember Davis referenced the recent fire in District 1 and another one in District 2 on the third of July. He spoke about the Council coming together and showing their compassion and taking the time to meet with the people. At the end of the day, people want to know that people care about them. He had no doubt that the Mayor and Council really cared about the people.
- Councilmember Oladapo thanked the Georgia Municipal Association for the amazing training and how much the Council had learned. She commented about the organizations that participated in the training, naming the Department of Community Affairs, Atlanta Regional Commission, and Georgia Department of Transportation. It was informative and the Council had a great time all together.
- Councilmember Oladapo spoke about the dinner for the fire victims the previous night by the Family Life Restoration Center. They were a pillar in the community. The organization had been crucial in helping those who had lost their home and sentimental invaluable items in the fire. She was thankful for the Council that came out to show their support.
- Councilmember Jeffcoat agreed with Councilmembers Davis and Oladapo. She commented about the great training, noting the training would continue. The Council were building relationships and would make sure they stayed connected to serve the people of Mableton.

- Councilmember Auch informed everyone that the Georgia Municipal Association (GMA) had a lot of resources on their website. She recommended everyone to look on the GMA website and learn more about city government. She expressed her gratitude for those who continued to attend the meetings, engaged in the process, and participated as a part of their new city.
- Councilmember Ferguson read a letter he had written. He stated he ran on the premise of building the City with the mayor and council and residents. He realized he could not do anything about the eviction moratorium because that was up to the County and the court system, but he could advocate for those who were displaced or in need. He spoke about being with the family whose home was struck by lightning causing an apartment fire. It was at 300 Riverside Drive. He explained how his heart hurts for the people who experience a situation they had no control over. If they had been home, they would not have been able to get out of their home. He was so grateful that they could go to the Family Life Center and get clothing. He mentioned and commended Luther and Angela Washington who do amazing work for the community. He recognized the Board of Directors, some in the audience. He spoke about how the city of 77,000 people could band together and have a voice and help others in the City.
- Councilmember Herndon spoke about some comments by residents who felt like their concerns were not being addressed. The Mayor and Council hear their concerns. Some residents have reached out and have not gotten a response back. She asked residents to give a little grace and understanding. They do see emails and their goal is to respond expeditiously.

Mayor Owens thanked Council for their comments. He provided a review and update:

- **Communications** – the goal was to do more to let know more and explain in more depth.
 - There was now a city government Facebook page. They will be using the Facebook page to let people know more.
 - There was an information sign up form on the Facebook page to get initial emails out. There was a section for volunteers for the City. Already, about 50 people have expressed interest.
 - He explained the reason for not having an interim website. The goal was to take time and build a site worthy of a city of nearly 80,000. He wanted to make sure there was a lot of thought to the creation of the website.
- Some people have asked about the boundaries of the city. He explained how the boundaries information that was dictated by Google, and the information was not correct. He had called Google and had been told they have to be a government partner which required additional paperwork.
- Mayor Owens provided an update on the Cobb Department of Transportation Forum (DOT) about a new South Cobb Transit Center. He was appointed to the Cobb DOT Forum, but the study had already been conducted. The location would be in the area of the Cobb General Hospital. He has had conversations with the director of Cobb DOT, Councilwoman Olapado, and Councilmember Davis. The Phase I had already

been determined. There were certain areas of the City that needed transit and expanded transit and transit hubs. He will continue to attend more meetings. He will bring more concern to that and there will be opportunities from the residents to comment. He asked more people to ask about transit related issues and bring questions and concerns to Council's attention. One of the reasons for the City, was that the City could have a voice and their own opportunity to voice concerns as a City. Emails can be sent to Cityofmabenton@gmail.com.

- **Litigation** – Although the Council have not spoken much about litigation, only in executive session, it was well known the City has retained former Chief Justice of the Georgia Supreme Court, Justice Harold Melton, to represent the City as outside counsel.
- **County meetings** - There have only been two meetings with the County. They met with the Department of the Tax Commissioner to find out what taxes could get transferred to the City. That was ad valorem taxes for vehicle sales. When he met with Tax Commissioner Carla Jackson and Chairman Cupid, they had everything together. That was the first source of revenue the City received.
 - Within two months, the City held council meetings, met with the County, opened a bank account, and had funds coming into the account.
 - The second meeting was not about transition of services. There were additional conversations about revenue and taxes, and ordinances. There was discussion about the hotel motel ordinance, taxes, and fees, and which taxes the City would levy. The meetings have been spread around with different council members. The transition of services was down the road. The next meeting with the County was scheduled. He continued to explain calendaring can be a challenge as a Council because the Council have full-time jobs and are at their jobs during the day.
- Mayor Owens commented about how the special transitional meeting was the fifth meeting. As discussions were going on, and as soon as got information, meetings are needed to be called. The City was in a basic, phase one, transitional phase. The City was working toward getting the revenue sources that would not require staff at this time. As the City builds capacity as a city, the City would take on more items in a Phase II. Phase III would be transition of services from the City.
- Mayor Owens reported the next goal was to work to pull together a preliminary transitional budget. The timeline for the budget would be October. He commented about the expenditures so far, was only a fraction of the monies from revenue. The expenditures were held off until the City had more revenue to come in. For right now, Council wants to make sure the City was fiscally conservative. Although everyone wants websites and other items, Council wants to make sure the City has the revenues.

Mayor Owens explained how meetings were posted with the legal organ – The Marietta Daily Journal, Cobb Courier, and others, but he did not place the meeting announcement on his local Next Door account. It was not a sanctioned media for posting of meetings. He spoke about setting precedent and apologized if he had not been as responsive as he could.

If anyone does not get a response, feel free to reach out again. He recommended residents go to Facebook and share and sign up on the form.

Mayor Owens closed his report and thanked everyone for coming to the meeting.

Greystone representative, Blake Doss, presented a check in the amount of \$335,419.19. Mr. Doss commented he was happy to be a partner in the community. He offered if he could be of any help, please let him know.

13. **EXECUTIVE SESSION (IF NEEDED) FOR:**

Litigation O.C.G.A. 50-14-3 (b)(1)(A)
Real Estate O.C.G.A. 50-14-3 (b)(1)
Personnel O.C.G.A. 50-14-3 (b)(2)
Exemptions O.C.G.A. 50-14-3 (b)(4)&(5)

Motion was made by Councilmember Jeffcoat to go into Executive Session for the purpose of litigation, real estate, and personnel. Councilmember Herndon seconded the motion. The motion passed. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, and Herndon

Council went into Executive Session at 8:26 p.m.

Motion was made by Councilmember Auch to close the Executive Session. Councilmember Ferguson seconded the motion. The motion carried unanimously. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, and Herndon.

14. **ADJOURNMENT**

Motion was made by councilmember Jeffcoat to adjourn. Councilmember Auch seconded. The motion passed 7-0. The meeting adjourned at 9:52 p.m.

Approved: _____

Attest:

Susan Hiott, Interim City Clerk

Michael Owens, Mayor

City of Mableton

Purchasing Policy

Adopted:

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I. Introduction

A. Purpose

The purpose of this policy is to state the City's position regarding the purchasing responsibility and authority. This document will clarify purchasing functions and outline purchasing procedures, as well as describe departmental relationships, responsibilities, and participation in the procurement cycle.

B. Scope

The scope of this policy covers the procurement of all materials and services without regard to the past method by which the material or service has been or is customarily procured. The policy covers all contractual and purchase agreements between the City of Mableton and another company or person. The procurement function includes the initial agreement/purchase, renewals, changes, and/or re-negotiations. This policy establishes the specific responsibility and authority of the procurement of materials and services.

C. Ethics in Procurement

To maintain the public trust, each person involved in the procurement process must adhere to the highest standard of ethics and avoid any appearance that their actions are motivated by private or personal interest. Actions such as the acceptance of gratuities or kickbacks are expressly prohibited. Unethical actions by employees or vendors will not be tolerated. As a guideline for the City's procurement activities, the National Institute of Governmental Purchasing (NIGP) Code of Ethics is included in the Appendix. The following principles are to be maintained:

- Consider the best interest of the City in all transactions;
- Purchase without prejudice, seeking to obtain the best value for each dollar expenditure in accordance with required quality standards;
- Subscribe to and demonstrate honesty and truth in purchasing and avoid all forms of conflict of interest, as well as the appearance of such conflicts of interest;
- Avoid all unethical practices and appearance of the same, including the improper or unlawful attempt to influence the outcome of the procurement process; and
- Strive consistently for knowledge of materials and supplies required for use by the City.

City employees found in violation of one or more of the ethical standards set forth in this policy will face disciplinary action pursuant to established policy/procedures.

1. Employees will avoid activities which would compromise or give the perception of compromising the best interests of the City of Mableton. Employees will not knowingly use confidential proprietary information for actual or anticipated personal gain.
2. Employees will avoid any activity that would create a conflict between their personal interest and the interest of the City. Conflicts exist in any relationship where a person is not acting in the City's best interest and may be acting in their own interest or the interest of someone associated with them. Such conflicts of interest would include being involved in any procurement in which:
 - a. The employee or any member of the employee's family has a financial interest pertaining to the City procurement process;
 - b. A business or organization in which the employee, or any member of the employee's family, has a financial interest pertaining to the City procurement process, or
 - c. Any other person, business, or organization with whom the employees or a member of the employee's family is negotiating or has an arrangement concerning prospective employment.

If such conflicts of interest exist, the employee will notify the City Manager in writing and will remove him/herself from the City procurement process.

3. Employees will avoid the appearance of unethical or compromising practices in relationship, actions, and communications regarding the procurement process.
4. Employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential contractors which might influence or appear to influence a purchasing decision. If anyone is in doubt about whether a specific transaction complies with this policy, the person should disclose the transaction to the City Manager for a determination of compliance.

D. Application of Federal and State Law

It is the intention that this policy shall conform to all applicable provisions of the laws of the United States and the State of Georgia, and the provisions hereof shall be so construed wherever possible. In the event any portion of this policy shall be declared invalid for its failure to conform to federal or state law, such invalidity shall not affect the remaining portions hereof. Notwithstanding any other provision of this policy, the City may enter into any contract, follow any procedure, or take any action that is otherwise at variance with this policy if necessary or convenient to receiving funds from the government of the United States, State of Georgia, or other governmental/public entities.

E. Equal Opportunity

The City of Mableton hereby gives public notice that it is the policy of the City to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. It is our policy that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs or activities.

F. Public Access to Procurement Information

Interested persons shall have access to information regarding City procurement transactions in accordance with City policy and the Georgia Open Records Act (O.C.G.A. §50-18-70, *et seq.*).

G. Unauthorized Purchases

No purchases of materials, supplies, equipment, or services shall be made in the name of the City or one of its departments, except such as required for official use by the City or one of its departments. Purchases in the name of the City or a department for personal use by an individual or for any purpose other than official use are prohibited, and no City funds will be expended or advanced therefore.

II. Staff Responsibilities

A. Authority and Duties of the Purchasing Agent

The City Council may appoint the City Manager, or said agent appointed by the City Manager, to serve as the Purchasing Agent for the City, or the Council may contract with an independent third party to serve as the Purchasing Agent.

The Purchasing Agent shall have the following duties and powers:

1. Arrange and negotiate the purchase or contract for all equipment, supplies, and contractual services for the City or any using agency, except as noted in the procedures outlined below; arrange and negotiate for the sale or otherwise dispose of all surplus equipment and supplies or real estate of the City or any using agency.
2. Maintain a perpetual or periodic inventory record of all materials, supplies, or equipment stored in City storerooms, warehouses, and elsewhere, including monthly reports submitted to the Finance Director and City Manager that provide:
 - Titles of all request for proposals (RFPs) and the method of source selections to be used;
 - Contracts authorized by the City Council, the method of source selection used and the total dollar amount;
 - Emergency contracts;
 - Change orders or contract modifications authorized by the Council and the dollar amount and reason;
 - Change orders or contract modifications authorized by the Purchasing Agent and the dollar amount and reason; and
 - Explanation of any changes, and the costs involved, in the scope of services made between the time a contract is awarded and the time that the contract is authorized by the City Council.
3. Manage and supervise Purchasing staff.
4. Develop and maintain a purchasing policy and procedure manual which will be updated by the Purchasing Agent or City Manager (or their designee) periodically.
5. Direct efforts to procure services through advertisements of bids in the local legal organ as required by local or state law.
6. Require bonds, insurance, and other forms of protection for the City in the process of procuring goods and services for the City.
7. Terminate solicitations for bids for any good(s) or service(s) when, in the opinion of the Purchasing Agent, it is in the City's best interest to do so. Reasons may include termination, breach of contract, or anticipated breach of contract.
8. Reject any and all bids when in the opinion of the Purchasing Agent it is in the City's best interest to do so.
9. Consult with the City Attorney if a contracting party breaches or is reasonably anticipated to breach its contract with the City.
10. Assist in negotiating City contracts, as directed. The City Council shall approve final contracts and execute and bind the City to such agreements.
11. Advise the Finance Director and City Manager on the status of negotiations as well as contract provisions and their impacts on the City.
12. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation.
13. Provide contract administration and supervision of contracts and agreements, as directed by the City Manager. Such tasks shall include, but not be limited to, monitoring contract amendments, obtaining applicable insurance certificates, and monitoring applicable progress.
14. Plan and implement processes for the ongoing protection of the City's interests.

15. Recommend and implement policies and procedures to provide for compliance with laws related to bidding, contracting, and purchasing as set forth in the State of Georgia by examining the applicable laws and developing procedures for bidding, contracting, and procurement processes.
16. Assist and coordinate necessary grant applications and submissions as directed.

B. Duties of the User Department

The User Department has responsibilities as provided throughout this policy including, but not limited to, the following:

1. *Determine need.* The User Department is responsible for determining the need for a material or service and providing appropriate documentation and justification, including a purchase requisition.
2. *Determine funding.* The User Department is responsible for providing proper funding. Specific budget account numbers must be on the purchase requisition.
3. *Determine specifications.* The User Department is responsible for determining the quantity, quality, dimensions, duration, and all other necessary specifications essential to the determination of what is to be procured. The specifications must, where applicable, conform to the approved City standards for identity and continuity.
4. *Purchase requisition.* It is imperative that the User Department transmits its need to the Purchasing Office. The Purchasing Office can only purchase supplies and services on the basis of an approved and completed purchase requisition. A properly approved purchase requisition contains, as a minimum, the following information:
 - Complete description and specifications;
 - Quantity;
 - Need date (lead time of at least one week must be allowed);
 - Estimated cost;
 - Freight;
 - Complete budget account number;
 - Previous purchase information or quotation (if known);
 - Known or suggested vendor(s);
 - Authorized approval of department head; and
 - Authorized approval from the Finance Director.
5. *Acceptance of procured item or service.* The User Department is responsible for advising the Purchasing Office in writing on a Receiving Report within two business days after receipt or within four business days if the items or services are found to be unsatisfactory.

III. Competitive Procurement

For all Public Works construction projects utilizing federal or state funds through the Georgia Department of Transportation (GDOT), the City of Mableton shall use the procurement methods as established by GDOT to comply with GDOT regulations.

A. Procurement Thresholds

Purchase Amount	Responsible Party	Procurement Method	Minimum Quotes	Approval Authority
\$500 or less	User Department	Procurement Card <i>or</i> Check Request	0	Department Director
\$501 to \$10,000	User Department	Check Request	0	Department Director Finance Director
\$10,001 to \$100,000	Purchasing Agent	Purchase Order <i>and</i> Informal Procurement	3 written	Department Director Finance Director City Manager
\$100,001 or more	Purchasing Agent	Formal Procurement	N/A	City Council

B. Informal Procurement

Purchases of \$10,001 to \$100,000 must be made through an informal procurement process, cooperative purchasing agreement, existing unit-price/on-call contract, or other method allowed under this policy. The Purchasing Agent shall make the determination of the method of procurement.

1. Request for Informal Quotes (RFIQ) or any derivation thereof

- a. *Conditions for use.* The Purchasing Agent will request informal written quotes on items or projects requisitioned that meet the following criteria:
 - The items or projects are valued between \$10,001 to \$100,000;
 - Precise specifications are available and can be described in an RFIQ;
 - The establishment of a contract is necessary for the purchase of a good or service; and
 - Two or more responsible vendors are willing to participate in the process.
- b. *Content.* The RFIQ shall state, or incorporate by reference, all specifications, proposed contractual terms and conditions, and other information applicable to the procurement. The RFIQ shall list the full schedule of dates, including the solicitation posting date, the due date and time for questions and clarifications, and the due date and time for the submittal deadline.
- c. *Public Works project bond requirements.* **The City will require that a 5% Bid Bond be submitted with quotes for Public Works projects. These projects will be advertised in the legal organ for the City.**
- d. *Advertisements/public notice.* Advertisements/public notice of the RFIQ shall be posted on the City’s electronic bidding platform. At least two (2) full, consecutive weeks must pass between the day the advertisement appears and the last day of collecting quotes. **Public Works construction projects utilizing federal or state funds through the Georgia Department of Transportation (GDOT) must advertise for at least four (4) full, consecutive weeks per GDOT regulations.** The advertisement shall state that the City reserves the right to reject any or all of the quote(s) and to make award to the lowest responsive, responsible bidder meeting the minimum specifications of the RFIQ.
- e. *Modification or clarification of RFIQ.* The terms of an RFIQ may be modified or clarified through a written addendum issued by the Purchasing Agent. Addenda will be attached to the solicitation documents on the electronic bidding platform and provided to known bidders. Each bidder shall acknowledge receipt of all addenda in writing.

- f. *Receipt of quotes.* The User Department or Purchasing Agent may collect written, emailed, or faxed price quotes. Quotes should include (at a minimum) the following: the name, address, and contact information of the business submitting the quote; the date and amount of each quotation; quantity; and a description of the goods or services being procured. Additionally, quotes that do not expressly provide an expiration date are assumed to expire in sixty (60) days from date of issuance.
- g. *Modification of quotes.* If an error is discovered prior to the opening, the bidder can submit a corrected quote. The corrected quote should be clearly marked that it supersedes the quote originally submitted. If an obvious clerical error is discovered after the quote has been opened, the bidder may submit a letter to the Purchasing Agent within two (2) business days of submittal requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The bidder must present clear and convincing evidence that an unintentional error was made. The Purchasing Agent will review the correction request and a judgement will be made. A non-material omission in a quote may be corrected if the Purchasing Agent determines the correction to be in the City's best interests. Omissions affecting or relating to price shall be deemed material and shall not be corrected after the quote opening. Generally, modifications to submitted quotes for reasons other than obvious clerical errors are not permitted.
- h. *Withdrawal of quotes.* Quotes may be withdrawn at any time prior to the close of the quote collection period by submitting a letter to the Purchasing Agent requesting withdrawal. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. A bidder requesting to withdraw after the quote has been submitted will be required to submit a letter with documented facts supporting the reason for withdrawal within two (2) business days of the submittal. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The bidder must present clear and convincing evidence that an unintentional error was made. The Purchasing Agent will review the withdrawal request and a judgement will be made. Generally, quote withdrawal after the close of the quote collection period for reasons other than obvious clerical errors is not permitted. If a quote is withdrawn under the authority of this provision, the lowest remaining, responsive quote shall be deemed to be the low quote.
- i. *Quote evaluation.* Quotes shall be evaluated based on the requirements set forth in the specifications. No criteria may be used in quote evaluation that is not specifically set forth in the solicitation.
- j. *Quote award.* The award is made to the lowest responsive and responsible bidder based on the criteria (e.g. specifications, scope of work, etc.) set forth in the RFIQ. When applicable, the RFIQ should be structured to include best value principles (e.g. include support/maintenance to determine a total cost of ownership as opposed to simply acquisition costs).
- k. *Notice of selection.* The Purchasing Agent shall notify the selected bidder in writing of their contract award under the RFIQ.
- l. *Record retention.* The City of Mableton shall retain all documentation from the negotiation efforts in the contract file.
- m. *Award of contract.* The Purchasing Agent will review the contract for form, completeness, insurance considerations, legal implications, and any other items dictated by each situation. The contract will then be sent to the User Department Director for approval. The Purchasing Agent will forward four copies of the contract for signature to the vendor, with them returning all four copies. The Purchasing Agent will be responsible for having the contract signed by the City Manager or their designee after it is signed by the vendor. Once the contract is officially executed, the original of the contract will be filed in the City Clerk's office. The second copy will be kept on file in the Purchasing Office. A third copy of the completed contract will be forwarded to the User Department. The fourth copy will be returned to the vendor.
- n. *Disqualification of quotes.* The following types of quotes shall be disqualified for consideration for a quote award:

- A quote arrives after the set time for submittal
 - A quote which is incomplete in any material aspect
 - A quote submitted by a company on the ineligible source list
- o. *Waiver of irregularities.* The Purchasing Agent shall have the authority to waive all nonmaterial irregularities on any and all quotes except timeliness and signature requirements. Nonmaterial irregularities are those irregularities which do not affect price and/or competition.
- p. *Tie quotes.* In the event two or more bidders are tied in price while otherwise meeting all of the required conditions, the quote shall be awarded to the business which is located within City of Mableton, or if not within the above, within the State of Georgia. Where no bidder is located in City of Mableton or in the State of Georgia, the Purchasing Manager shall call a public forum, cause each bidder or stand-in to attend the flip of a coin.
- q. *Re-bids.* To ensure sufficient competition for any procurement, a minimum of three quotes is preferred. If fewer than three quotes are received, the Purchasing Agent will make a determination on the necessity of reissuing based on the circumstances surrounding the quote responses and the feasibility/practicality of reissuing.

C. Formal Procurement

Purchases of \$100,001 or more must be made through a formal procurement process, cooperative purchasing agreement, existing unit-price/on-call contract, or other method allowed under this policy. The Purchasing Agent shall make the determination of the method of procurement. Once the procurement process is complete, it is the User Department’s responsibility to prepare an agenda item and make the presentation to the City Council to obtain approval for contract award.

1. Invitation to Bid (ITB) or any derivation thereof

- a. *Conditions for use.* The Purchasing Agent will request sealed bids on items or projects requisitioned that meet the following criteria:
- The items or projects are valued at \$100,001 or more;
 - Precise specifications are available and can be described in an ITB;
 - Two or more responsible vendors are willing to participate in the process; and
 - Price is the primary basis of award. When applicable, the ITB should be structured to include best value principles (e.g. include support/maintenance to determine a total cost of ownership as opposed to simply acquisition costs).
- b. *Content.* The ITB shall state, or incorporate by reference, all specifications, proposed contractual terms and conditions, performance and/or payment bond requirements, and other information applicable to the procurement. The ITB shall list the full schedule of dates, including the solicitation posting date, the due date and time for questions and clarifications, and the due date and time for the submittal deadline.
- c. *Bond requirements.* Public Works projects valued at \$100,001 or more are required by state law to have payment bonds, performance bonds, and bid bonds at the amounts specified below (O.C.G.A. §36-91-70, O.C.G.A. §36-91-90, and O.C.G.A. §36-91-50). All other projects at all other dollar amounts, regardless of the requesting department, will use the bond requirements listed below.

Value of Project	Payment Bond	Performance Bond	Bid Bond
\$40,000 to \$100,000	Discretion of Department Head	Discretion of Department Head	Discretion of Department Head
\$100,001 or more	100%	100%	5%

- d. *Self-performed work requirement.* **The City requires 51% participation by the Prime Contractor on all Public Works construction projects.**
- e. *Advertisements/public notice.* Advertisements/public notice of the ITB shall be posted in the legal organ of the City. All solicitation documents may also be made available on the City's electronic bidding platform. At least two (2) full, consecutive weeks must pass between the day the advertisement appears and the last day of collecting quotes. **Public Works construction projects utilizing federal or state funds through the Georgia Department of Transportation (GDOT) must advertise for at least four (4) full, consecutive weeks per GDOT regulations.** The advertisement shall state that the City reserves the right to reject any or all of the bids and to make award to the lowest responsive, responsible vendor meeting the minimum specifications of the bid.
- f. *Pre-bid conference.* A pre-bid conference to explain the procurement requirements may be held at the discretion of the Purchasing Agent and the User Department. Vendor attendance is not required to be considered by the City for any project.
- g. *Modification or clarification of ITB.* The terms of an ITB may be modified or clarified through a written addendum issued by the Purchasing Agent. Addenda will be attached to the solicitation documents on the electronic bidding platform and provided to known bidders (e.g. bidders registered through a pre-bid conference). Each bidder shall acknowledge receipt of all addenda in writing.
- h. *Receipt of bids.* No bid shall be eligible for consideration by the City unless it is placed in a sealed envelope or package and actually received by the City of Mableton by the date and time specified in the ITB. The Purchasing Agent shall cause all bids to be stamped with the date and time of receipt and secured until the designated opening time. A bid delivered late shall under no circumstances be eligible for consideration by the City, and shall be returned unopened to the bidder (at bidder's expense) or destroyed (if directed to do so by the bidder). Additionally, bids that do not expressly provide an expiration date are assumed to expire in sixty (60) days from date of issuance.
- i. *Bid opening.* Bids shall be opened publicly in the presence of one or more witnesses on the date and at the time and place designated in the ITB. The name of each bidder, the purchase price contained in each bid, and such other information as the Purchasing Agent deems appropriate shall be announced as the bids are opened. A record of bid information shall be recorded and made available for public inspection.
- j. *Modification of bids.* If an error is discovered prior to the opening, the bidder can submit a corrected bid. The corrected bid should be clearly marked that it supersedes the bid originally submitted. If an obvious clerical error is discovered after the bid has been opened, the bidder may submit a letter to the Purchasing Agent within two (2) business days of opening requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The bidder must present clear and convincing evidence that an unintentional error was made. The Purchasing Agent will review the correction request and a judgement will be made. A non-material omission in a bid may be corrected if the Purchasing Agent determines the correction to be in the City's best interests. Omissions affecting or relating to price or insurance shall be deemed material and shall not be corrected after the bid opening. Generally, modifications to opened bids for reasons other than obvious clerical errors are not permitted.
- k. *Withdrawal of bids.* Bids may be withdrawn at any time prior to the bid opening by submitting a letter to the Purchasing Agent requesting withdrawal. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. A bidder requesting to withdraw after the bid has been opened will be required to submit a letter with documented facts supporting the reason for withdrawal within two (2) business days of the opening. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The bidder must present clear and convincing evidence that an unintentional error was made. The Purchasing Agent will review the withdrawal request and a judgement will be made. Generally, bid withdrawal after bids are opened for reasons other than obvious

clerical errors is not permitted. If a bid is withdrawn under the authority of this provision, the lowest remaining, responsive bid shall be deemed to be the low bid.

- l. *Bid evaluation.* Bids shall be evaluated based on the requirements set forth in the specifications. No criteria may be used in bid evaluation that is not specifically set forth in the solicitation.
- m. *Bid award.* The award is made to the lowest responsive and responsible bidder, based on the criteria (e.g. specifications, scope of work, etc.) set forth in the ITB. When applicable, the ITB should be structured to include best value principles (e.g. include support/maintenance to determine a total cost of ownership as opposed to simply acquisition costs). The User Department is tasked with preparing an agenda item and making the presentation to the City Council to obtain approval for contract award.
- n. *Notice of selection.* The Purchasing Agent shall notify the selected bidder in writing of their contract award under the ITB.
- o. *Record retention.* The City of Mableton shall retain all documentation from the negotiation efforts in the contract file upon notification of contract approval by Council.
- p. *Award of contract.* The Purchasing Agent and the City Attorney will review the contract for form, completeness, insurance considerations, legal implications, and any other items dictated by each situation. The contract will then be sent to the User Department Director and the Finance Director for approval. The Purchasing Agent will forward four copies of the contract for signature to the vendor, with them returning all four copies. The City Attorney will perform a final legal review before the City Manager signs it. The Purchasing Agent will be responsible for having the contract signed by the City Manager or their designee after it is signed by the vendor. Once the contract is officially executed, the original of the contract will be filed in the City Clerk's office. The second copy will be kept on file in the Purchasing Office. A third copy of the completed contract will be forwarded to the User Department. The fourth copy will be returned to the vendor.
- q. *Contract amendments.* Once a contract is awarded by the City, the contract may be amended (or change orders may be submitted) without the necessity of rebidding the contract, provided that such amendments or change orders shall not result in a variance in price exceeding ten percent (10%) of the original contract amount.
- r. *Disqualification of bids.* The following types of bids shall be disqualified for consideration for a bid award:
 - A bid arrives after the set time for submittal
 - A bid which is incomplete in any material aspect
 - A bid submitted without required bonds or insurance
 - A bid submitted by a company on the ineligible source list
- s. *Waiver of irregularities.* The Purchasing Agent shall have the authority to waive all nonmaterial irregularities on any and all bids except timeliness and signature requirements. Nonmaterial irregularities are those irregularities which do not affect price and/or competition.
- t. *Tie bids.* In the event two or more bidders are tied in price while otherwise meeting all of the required conditions, the bid shall be awarded to the business which is located within City of Mableton, or if not within the above, within the State of Georgia. Where no bidder is located in City of Mableton or in the State of Georgia, the Purchasing Manager shall call a public forum, cause each bidder or stand-in to attend the flip of a coin.
- u. *Re-bids.* To ensure sufficient competition for any procurement, a minimum of three bids is preferred. If fewer than three bids are received, the Purchasing Agent will make a determination on the necessity of rebidding based on the circumstances surrounding the bid responses and the feasibility/practicality of rebidding.

2. Request for Proposals (RFP) or any derivation thereof

- a. *Conditions for use.* The Purchasing Agent will request sealed proposals on items or projects requisitioned that meet the following criteria:
 - The items or projects are valued at \$100,001 or more;
 - A need can be identified, outlined, and the User Department desires to utilize the expertise of bidders in arriving at a solution;
 - The need or solution is fairly detailed or complex, or the specifications of the project or item cannot be clearly defined;
 - The need or solution involves services or a combination of goods/services;
 - The quality, availability, or capability is overriding in relation to price in procurement of technical supplies or services; and
 - Price negotiation is desired.
- b. *Basis of solicitation.* RFPs will generally be solicited on a project-by-project basis with the exception of the following: City Attorney, Judge, Auditor, Engineering Testing Services, Medical Services, and Banking Services, which will be solicited every three (3) years.
- c. *Content.* The RFP shall provide a statement of need or problem description for which proposed solutions are sought. Such RFP may include specifications, scope of work, proposed contractual terms and conditions to which the bidder must respond, and the scoring criteria and weights used in the evaluation process. The RFP shall list the full schedule of dates, including the solicitation posting date, the pre-bid conference date and time (along with whether vendor attendance is required), the due date and time for questions and clarifications, and the due date and time for the submittal deadline. The RFP must also stipulate that technical proposals must be in a sealed envelope or package separate from the cost proposal, as the cost proposal will be considered separately from the technical proposal. The RFP may encourage the proposal of alternative specifications, scope of work, and proposed contractual terms and conditions, if such alternatives are proposed as the best method of meeting the stated need or solving the stated problem. An RFP may include a request for qualifications (RFQ) or may be preceded by a request for information (RFI).
- d. *Self-performed work requirement.* **The City requires 51% participation by the Prime Contractor on all Public Works construction projects.**
- e. *Advertisements/public notice.* Advertisements/public notice of the ITB shall be posted in the legal organ of the City. All solicitation documents may also be made available on the City's electronic bidding platform. At least two (2) full, consecutive weeks must pass between the day the advertisement appears and the last day of collecting quotes. **Public Works construction projects utilizing federal or state funds through the Georgia Department of Transportation (GDOT) must advertise for at least four (4) full, consecutive weeks per GDOT regulations.** The advertisement shall state that the City reserves the right to reject any or all of the bids and to make award to the lowest responsive, responsible vendor meeting the minimum specifications of the bid.
- f. *Evaluation committee.* A team consisting of no fewer than three persons shall conduct the evaluation of proposals. This team will typically include the Purchasing Agent, the User Department Director, and an additional representative of the User Department selected by the respective Department Director.
- g. *Pre-proposal conference.* A pre-proposal conference to explain the procurement requirements may be held at the discretion of the Purchasing Agent and the User Department. Vendor attendance may be required at the Purchasing Agent's discretion. Such requirement shall be noted in the RFP.
- h. *Modification or clarification of RFP.* The terms of a RFP may be modified or clarified through a written addendum issued by the Purchasing Agent. Addenda will be attached to the solicitation documents on the electronic bidding platform and provided to known bidders (e.g. bidders registered through a pre-proposal conference). Each bidder shall acknowledge receipt of all addenda in writing.

- i. *Receipt of proposals.* No proposal shall be eligible for consideration by the City unless it is placed in a sealed envelope or package and actually received by the City of Mableton by the date and time specified in the RFP. The Purchasing Agent shall cause all proposals to be stamped with the date and time of receipt and secured until the designated opening time. A proposal delivered late shall under no circumstances be eligible for consideration by the City, and shall be returned unopened to the bidder (at bidder's expense) or destroyed (if directed to do so by the bidder). Additionally, proposals that do not expressly provide an expiration date are assumed to expire in sixty (60) days from date of issuance.
- j. *Proposal opening.* Proposals shall be opened publicly in the presence of one or more witnesses on the date and at the time and place designated in the RFP. The name of each bidder shall be announced as the proposals are opened, but no other information shall be disclosed nor shall the proposals be considered an open record until a contract is awarded.
- k. *Modification of proposals.* If an error is discovered prior to the opening, the bidder can submit a corrected proposal. The corrected proposal should be clearly marked that it supersedes the proposal originally submitted. If an obvious clerical error is discovered after the proposal has been opened, the bidder may submit a letter to the Purchasing Agent within two (2) business days of opening requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The bidder must present clear and convincing evidence that an unintentional error was made. The Purchasing Agent will review the correction request and a judgement will be made. A non-material omission in a proposal may be corrected if the Purchasing Agent determines the correction to be in the City's best interests. Generally, modifications to opened proposals for reasons other than obvious clerical errors are not permitted.
- l. *Withdrawal of proposals.* Proposals may be withdrawn at any time prior to the proposal opening by submitting a letter to the Purchasing Agent requesting withdrawal. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. A bidder requesting to withdraw after the proposal has been opened will be required to submit a letter with documented facts supporting the reason for withdrawal within two (2) business days of the opening. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The bidder must present clear and convincing evidence that an unintentional error was made. The Purchasing Agent will review the withdrawal request and a judgement will be made. Generally, proposal withdrawal after proposals are opened for reasons other than obvious clerical errors is not permitted.
- m. *Proposal evaluation.* Proposals shall be evaluated based on the requirements set forth in the specifications. No criteria may be used in proposal evaluation that is not specifically set forth in the solicitation. Each proposal shall be evaluated to determine whether it is responsive to the scope of services and other terms and conditions contained in the RFP. In evaluating the proposals, the evaluating team may communicate with each bidder to clarify and amplify each bidder's proposal. No information concerning any other bidder's proposal shall be communicated in any way to the bidder. Additional information may be requested of bidders by the City of Mableton.
- n. *Selection of bidder with whom to negotiate.* The User Department and the Purchasing Agent, after considering the recommendation of the evaluation committee (if applicable), shall select the proposal that is determined to provide the best value to the City. Such selection shall be based upon, but not limited exclusively to, price and the evaluation factors set forth in the RFP.
- o. *Contract negotiations.* Upon recommendations of the Purchasing Agent, User Department Director, and evaluation committee (if applicable), contract negotiations shall commence with the bidder. If fair and reasonable compensation, contract requirements, and contract documents can be agreed upon, the User Department will prepare an agenda item and make a presentation to City Council to obtain approval for contract award.
- p. *Alternate bidder.* If contract terms cannot be agreed upon with the bidder initially selected, the Purchasing Agent shall advise the bidder in writing of the termination of negotiations. After termination,

negotiations may be conducted with such other bidder determined to be in the City's best interest (the "alternate bidder"). If contract terms can be agreed upon with the alternate bidder, the User Department will prepare an agenda item and make a presentation to the City Council to obtain approval for contract award.

- q. *Notice of selection.* The Purchasing Agent shall notify the selected bidder in writing of their contract award under the RFP upon notification of contract approval by Council.
- r. *Record retention.* The City of Mableton shall retain all documentation from the negotiation efforts in the contract file.
- s. *Award of contract.* The Purchasing Agent and the City Attorney will review the contract for form, completeness, insurance considerations, legal implications, and any other items dictated by each situation. The contract will then be sent to the User Department Director and the Finance Director for approval. The Purchasing Agent will forward four copies of the contract for signature to the vendor, with them returning all four copies. The City Attorney will perform a final legal review before the City Manager signs it. The Purchasing Agent will be responsible for having the contract signed by the City Manager or their designee after it is signed by the vendor. Once the contract is officially executed, the original of the contract will be filed in the City Clerk's office. The second copy will be kept on file in the Purchasing Office. A third copy of the completed contract will be forwarded to the User Department. The fourth copy will be returned to the vendor.
- t. *Contract amendments.* Once a contract is awarded by the City, the contract may be amended (or change orders may be submitted) without the necessity of rebidding the contract, provided that such amendments or change orders shall not result in a variance in price exceeding ten percent (10%) of the original contract amount.
- u. *Disqualification of proposals.* The following types of proposals shall be disqualified for consideration for a proposal award:
 - A proposal arrives after the set time for submittal
 - A proposal which is incomplete in any material aspect
- v. *Waiver of irregularities.* The Purchasing Agent shall have the authority to waive all nonmaterial irregularities on any and all proposals except timeliness and signature requirements. Nonmaterial irregularities are those irregularities which do not affect price and/or competition.
- w. *Reissue.* To ensure the best value for any procurement, a minimum of three proposals is preferred. If fewer than three proposals are received, the Purchasing Agent will make a determination on the necessity of reissuing the RFP based on the circumstances surrounding the responses and the feasibility/practicality of reissuing the RFP.

D. Multi-Step Solicitation

The City may initiate one of the multi-step solicitation processes described below when: (a) in the City's discretion, it is impractical to prepare an adequate or complete description of the goods or services desired (due to insufficient data, uncertain requirements, unfamiliar market options, etc.), (b) the City desires to identify a field of qualified bidders, bidders, goods or services, out of a broader field of bidders, bidders, goods or services, or (c) the City believes a multi-step process would best serve its purposes.

1. Consecutive Multi-Step Process

- a. The City may request unpriced proposals or statements of qualifications to be evaluated based on the criteria in the RFP or the RFIQ for purposes of identifying one or more desirable or acceptable goods, services, or professional services, or for purposes of identifying a field of at least three (if possible and available) qualified or most qualified bidders or bidders. The City may request demonstrations, samples, or may conduct interviews with bidders to aid in the identification of desirable or acceptable goods,

services, or professional services, or in the identification of qualified or most qualified bidders or bidders. In the event the City requests demonstrations or samples, the City is not required to seek or permit demonstrations or samples of goods or services deemed by the City to be less desirable or acceptable than other goods or services for which proposals or statements of qualifications were received. In the event the City conducts interviews with bidders, the City is not required to interview any bidder deemed by the City to be unqualified or less qualified than other bidders.

- b. After identifying a field of most qualified bidders or bidders with the capability of providing the desirable or acceptable goods, services, or professional services, the City may either follow a competitive procurement solicitation process among the field of vendors identified as having the capability to meet the City's requirements for the procurement or by direct negotiation as indicated in the section of this policy non-competitive procurement.

2. Simultaneous Multi-Step Process

- a. The City may request that priced proposals be submitted in two separate envelopes, with pricing information contained in one envelope and all other requested information contained in the other envelope. In such case, proposals will be evaluated in accordance with the requirements set forth in the RFP, initially without regard to price and without opening the envelope containing pricing information. Based on such evaluation, the City will establish a field of at least three (if possible and available) qualified or most qualified bidders. The City may conduct interviews with bidders to aid in the identification of qualified or most qualified bidders. In the event the City conducts interviews with bidders, the City is not required to interview any bidders deemed by the City to be unqualified or less qualified than other bidders.
- b. After establishing a field of qualified or most qualified bidders, the City will open the pricing envelopes of only the qualified or most qualified bidders, and evaluate such pricing information in the manner described in the RFP for purposes of recommending/making an award (e.g. most advantageous proposal, price and other factors considered or low price submitted by qualified bidders). In the absence of specific instructions to the contrary in the RFP, pricing information will be evaluated together with all other information required by the RFP for purposes of selecting among the qualified field of bidders the most advantageous proposal, price and other factors considered.

3. Multi-Step Process to Award Continuing Purchasing Contracts

- a. When it is in the best interest of the City to have pre-qualified, continuing purchasing contracts because of the need to provide quick-response, repetitive services or a range of services or professional services within a specific field of expertise, the City may use either a consecutive or a simultaneous multi-step procurement process to identify one or more continuing contractors. The purpose is to identify one or more continuing contractors that demonstrate the ability to perform a particular type of service during a specified contract period.
- b. The multi-step solicitation shall specify the general types of services required, the selection process to be used, and the selection criteria for award of the continuing contract(s).
- c. During the term of the continuing contract(s), specific scopes of work may be developed and awarded to continuing contractor(s) by amendment to such continuing contract(s), provided that the specific scope of work is consistent with the general types of services upon which award of the continuing contract(s) was made.
- d. When there is more than one continuing contractor available to perform the specific scope of work defined, the process for award of the work is set forth below:
 - i. Work may be rotated during the contract period between the continuing contractor(s) that were selected to perform the general type of services required; or,

- ii. Award may be made to the continuing contractor that is deemed, based on its original proposal, to be most advantageous to the City for the specific scope of work required, price, and other factors being considered, and without regard to rotation among selected contractors; or
- iii. Quotations, bids, or proposals may be requested from the prequalified continuing contractor(s) that were selected to perform the general type of services or professional services required. The City may select the continuing contractor whose quotation, bid, or proposal is deemed to be most advantageous to the City to perform the specific scope of work required. Council approval shall be required for all projects awarded to a continuing contractor when the project is valued over \$100,001.

E. Cancellation of Formal Solicitations

A RFIQ, ITB, RFP, or other procurement solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when determined by the Purchasing Agent to be in the City's best interest. The reasons for cancellation or rejection shall be made part of the procurement file. Each RFIQ, ITB, RFP, or other procurement solicitation shall be subject to the following conditions:

1. The solicitation may be canceled;
2. Any solicitation may be rejected in whole or in part;
3. Any action taken by the City in response to an solicitation shall be made without any liability or obligation on the part of the City or its employees;
4. The selection, failure, or refusal to make a selection pursuant to such solicitation shall be made without any liability or obligation on the part of the City or its employees;
5. Any termination of selection, withdrawal, or cancellation of such solicitation, either before or after selection of a bidder or bidder, shall be made without any liability or obligation on the part of the City or its employees;
6. The City, in its sole discretion, reserves the right to determine the eligibility for selection of any part or parties submitting bids/proposals in response to any solicitation;
7. All cost incurred in preparing or responding to a solicitation are the sole responsibility of the responding party; and
8. The City and the party responding to a solicitation will be contractually bound only if and when a written contract is fully executed.

F. Local Vendor Preference

It is the policy of the City to invest in the local community when appropriate through securing goods/services from local businesses at competitive pricing and terms. This section provides the framework to encourage local businesses to compete for City business for procurements solicited under a Formal Procurement process (Section III(E)) with a maximum contract value of \$500,001. Contracts valued over \$500,001 are not subject to this section.

1. *Definition of "local vendor."* For the purposes of this section, a "local vendor" shall mean a business which:
 - a. Has had a fixed office or distribution point in and having a street address within the geographic limits of the City of Mableton, Georgia, for at least six (6) months immediately prior to the issuance of the Invitation to Bid (ITB) or Request for Proposals (RFP); and
 - b. Holds any business license required by the City's Municipal Code; and
 - c. Employs at least one full-time employee or two part-time employees whose primary residence is within the geographic limits of the City of Mableton, Georgia, or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is within the geographic limits of the City of Mableton, Georgia.
2. *Invitation to Bid (ITB) or any derivation thereof.*

- A Mableton vendor will be given preference in contract award if their responsive and responsible bid is within two percent (2.00%) of the lowest responsive and responsible bid.
 - If multiple Mableton vendors are within two percent (2.00%) of the lowest responsive and responsible bid, then contract award will go to the Mableton vendor with the lowest responsive and responsible bidder.
3. *Request for Proposals (RFP) or any derivation thereof.*
 - Mableton vendor preference of two percent (2.00%), or equivalent unit of measure, shall be provided as an evaluation criterion.
 4. *Exceptions.*
 - Formal solicitations with a contract value of \$500,001 or greater
 - Public Works construction projects totaling \$100,001 and greater (O.C.G.A. §36-91-1 *et seq.*)
 - Sole source, single source, and cooperative purchasing agreements
 - Federal or state law prohibits the use of local preference
 - The work is funded in whole or part by a governmental entity that prohibits the use of local preference
 - The Mableton vendor is either non-responsive or non-responsible
 - All bids submitted exceed the budget amount and supplemental funding is not available
 - Emergency purchases
 - The Purchasing Agent, City Manager, and/or City Council may exempt any formal solicitation from the Mableton vendor preference

G. Additional Approvals

Dependent on the nature of the procurement, additional authorizations may be required prior to initiation of the procurement process.

1. For any fleet purchases of new or replacement vehicles, the Purchasing Agent, in the absence of a citywide Fleet Manager, shall review and approve any such procurement to verify that it is consistent with the fleet replacement schedule and the City's strategic goals.
2. For any technology compliance approval, the Information Technology Director will review and approve any technology-related procurements involving the City's technology for verification of compatibility with existing equipment and consistency with the City's strategic goals. Technology-related procurements include software that resides on the City's network and hardware that utilizes the City's network (e.g. cellphones, smartphones, tablets, printers, desktop and laptop computers, etc.).

H. Cooperative Purchasing Agreements

The Purchasing Agent may, independent of the requirements of bid process of this policy, procure supplies, services or construction items through the contract established through competitive means by the purchasing division of the State of Georgia, national co-ops (e.g. U.S. Communities), and collaborative purchasing agreements with other local governments when deemed to be in the best interest of the City. Cooperative purchasing agreements assist local governments in reducing the cost of purchased goods and services through pooling the purchasing power of multiple public agencies. Due to the nature of cooperative purchasing agreements, competition has been established so that the User Department is not required to follow the procurement procedures outlined in this policy. However, approval requirements based on the procurement dollar amount are still in effect.

I. On-Call/Unit-Price Contracts

On-call/unit-price contracts (e.g. on-call electrical services, on-call tree services, uniform vendors, etc.) awarded by the City through a competitive procurement process only require one quote assuming the procurement is (1) for the work

within the approved scope and (2) follows the approved contract pricing. However, approval requirements based on the procurement dollar amount are still in effect.

J. Other Procurement Methods and Requests

The Purchasing Agent may use other procurement methods determined to be in the City’s best interest. Such methods may include, but are not limited to, Request for Qualifications (RFQ), Request for Information (RFI), Invitation to Negotiate (ITN), Invitation to Participate (ITP), and Request for Letter of Interest (RFLI).

K. Change Orders

It is the policy of the City to limit change orders on procurements. However, the City recognizes that at times circumstances may dictate that changes be made to the scope of a project or procurement.

All change order requests shall be accompanied by a description and justification and will be reviewed by the Purchasing Agent for appropriateness including assuring approval thresholds are not being subverted. Change orders will be processed to correct the account distribution, quantity, addition/deletion of line items, change in description, and unit price. The City reserves the right to rebid any contract with change orders which exceed 10% variance of the original contract amount.

The following change order thresholds are cumulative over the life of the contract/procurement:

Original Purchase Amount	Cumulative Increase/Decrease in Original Purchase Amount	Approval Authority
\$10,001 to \$100,000	≤ 10.00% of original purchase amount	Department Director Purchasing Agent Finance Director
\$10,001 to \$100,000	≥ 10.01% of original purchase amount	Department Director Purchasing Agent Finance Director City Manager
\$100,001 or more	≤ 10.00% of original purchase amount	Department Director Purchasing Agent Finance Director
\$100,001 or more	≥ 10.01% of original purchase amount	City Council

On-call/unit-price contracts (see Section III(I)) are included within the change order policy on an individual project basis (e.g. repair of electrical outlets at City Hall) as opposed to an overall contract basis (e.g. on-call electrical services).

L. Grants/Donations

Periodically, the City may be given private/public grants and donations from sources such as the federal and state government, foundation, or private corporations. These funding types are more restrictive and may dictate the procurement process and methodology that the City is to follow for an award. Notwithstanding any other provision of this policy, the City may enter into any contract, follow any procedure, or take any action that is otherwise at variance with this policy if necessary or convenient to receiving funds from the government of the United States, the State of Georgia, other governmental/public entities, or private entities.

M. Use of Technology

Procurement activities for the City should be automated whenever it is in the City’s best interest.

1. Electronic solicitation

- a. *Electronic public notice allowed.* As an alternative to the public notices required, the Purchasing Agent may electronically distribute a solicitation. The Purchasing Agent may limit such electronic distribution to firms electronically registered with the City.
 - b. *Use of private contractor.* If appropriate, the Purchasing Agent may contract with a private firm to manager the vendor registration process, bid lists, distribution of procurement documents, and master agreement catalogs.
2. Electronic submissions
- a. *Electronic submissions.* The Purchasing Agent may receive procurement submissions electronically if the solicitation includes permission for such electronic submission.
 - b. *Digital signatures.* To assure the validity of procurement submissions received electronically, the Purchasing Agent may require vendors to adopt signature standards established by the State, the National Institute of Government Purchasing, or other recognized national organization.
 - c. *Public records.* All procurement submissions received electronically shall be a public record and shall be made available to the public as provided by law.

N. Protests

1. *Right to protest.* Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the City of Mableton.
2. *Procedure.* Protestors shall seek resolution of their complaints initially with the Finance Director. All protests must be submitted in writing to the Finance Director within seven (7) calendar days of the first date that the aggrieved party knew or should have known of the facts giving rise to the protest. The complaint shall specify the alleged act or omission by the City that provides the basis for the complaint. Upon the filing of a written complaint, the Finance Director, within five (5) business days, shall review the merits of the claim and submit a written recommendation to the City Manager. The City Manager is empowered to decide that the contract at issue be voided, upheld, or whatever other relief may be necessary. The City Manager must provide a written response to the aggrieved party within ten (10) business days. If the party bringing the complaint disagrees with the conclusions of the City Manager, the decision may be appealed to City Council. The decision of the City Council is final.
3. *Protests concerning an ITB or RFP.* A protest with respect to an ITB or RFP shall be submitted in writing prior to the opening of bids or the closing date of proposals. If not done by that time, the complaint or protest is invalid.
4. *Stay of procurement during protests.* In the event of a timely protest under subsection (2) of this section, the Purchasing Agent shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Manager or City Attorney makes a determination that the award of the contract without delay is necessary to protect the interests of City of Mableton.

O. Procurement Procedures for Securing Architectural and Engineering (A&E) Services for Projects Involving Federal-Aid Highway Program (FAHP) Funds

The City of Mableton shall use the Qualifications Based Selection (QBS) method for the procurement of engineering and design related services when Federal-Aid Highway Program (FAHP) funds are involved in the contract (as specified in 23 U.S.C. 112(b)(2)(A) and required by 40 U.S.C. 1101–1104, commonly referred to as the Brooks Act). The procedures outlined below are taken from the Georgia Department of Transportation (GDOT) *Consultant Procurement and Contract Management (CPCM) Manual* (hereafter “Manual”), available online. Please refer to the manual for more information and detail on this procedure, as the procedure outlined below is simplified for space.

The following practices are subject to these procurement procedures:

- Architecture, as defined in paragraph (6) of O.C.G.A. §43-4-1;
- Registered interior design, as defined in O.C.G.A. §43-4-30;

- Professional engineering, as defined in paragraph (11) of O.C.G.A. §43-15-2;
- Land surveying, as defined in paragraph (6) of O.C.G.A. §43-15-2; or
- Landscape architecture, as defined in paragraph (3) of O.C.G.A. §43-23-1.

It is the policy of GDOT that all consultant professional services be procured using the QBS method. This process provides open and free competition to all pre-qualified consultants where qualifications and demonstrated expertise, not price, are the primary determining factor in selection. The City of Mableton is responsible for administering the QBS process.

1. Pre-Qualification

Consultants wishing to respond to a solicitation for a project with the City of Mableton that is subject to this section must complete the pre-qualification process as set forth by GDOT in the Manual. Consultants and their sub consultant team members must complete the pre-qualification process with GDOT in order to be eligible to compete in the proposal process. The City of Mableton may only procure services from consultants on the pre-qualification list.

2. Preparation of the Request for Qualifications (RFQ)

- Content.* The RFQ shall provide a statement of need or problem description for which proposed solutions are sought. Such RFQ may include specifications, scope of work, and proposed contractual terms and conditions (including the contract type and the payment type) to which the bidder must respond. Additionally, all evaluation criteria must be outline within the RFQ along with the established weights for each criteria. The RFQ must also stipulate that Statements of Qualifications (SOQs) and technical approaches must be in a sealed envelope or package separate from the cost proposal, as the cost proposal will not be considered during evaluation. Finally, the RFQ shall list the full schedule of dates, including the solicitation posting date, the due date and time for questions and clarifications, and the due date and time for the submittal deadline.
- Advertisements/public notice.* Advertisements/public notice of the RFQ shall be posted in the City’s legal organ. All solicitation documents may also be made available on the City’s electronic bidding platform. At least four (4) full, consecutive weeks must pass between the day the advertisement appears and the day of the SOQ opening.
- Selection committee.* A team consisting of no less than three persons shall conduct evaluation of SOQs. This team will typically include the Purchasing Agent, the User Department Director, and an additional representative of the User Department selected by the respective Department Director. Whenever possible, the membership of the Selection Committee should remain consistent throughout the entire selection process.
- Bidder questions.* Bidders are allowed to submit written questions for clarification of the RFQ. All questions shall be submitted by email to the Purchasing Agent prior to the deadline for questions and clarifications. Once the deadline has passed, the Purchasing Agent will send the questions to the Selection Committee for consideration and to provide answers. Once the questions have been answered, the Purchasing Agent will prepare an addendum to the solicitation documents where posted. Receipt confirmation shall be required of all bidders.

3. Evaluation Phase I – Review and Scoring of Statement of Qualifications (SOQs)

- Receipt of SOQs.* No SOQ shall be eligible for consideration by the City unless it is placed in a sealed envelope or package and actually received by the City of Mableton by the date and time specified in the RFQ. The Purchasing Agent shall cause all SOQs to be stamped with the date and time of receipt and secured until the designated evaluation time. A SOQ delivered late shall under no circumstances be

eligible for consideration by the City, and shall be returned unopened to the bidder (at bidder's expense) or destroyed (if directed to do so by the bidder). The SOQs shall not be considered public record until a contract has been awarded.

- b. *SOQ pre-screening.* All SOQs shall be pre-screened to ensure that the documentation submitted contains all mandatory requirements, is properly formatted, that the respondent holds the required area classes, that the page allowances have been adhered to, and that the SOQ was submitted no later than the appointed date and time as defined in the RFQ. The Purchasing Agent shall determine the next steps for the SOQs that did not pass the pre-screen check; available next steps are (1) to be included in the evaluation process as-is, (2) to be replaced/corrected by the respondent, or (3) to be disqualified.
- c. *Minimum number of qualified respondents.* If the pre-screen process yields fewer than three (3) qualified SOQs, the Purchasing Agent (after consultation with the User Department) may alter the RFQ to remove unnecessarily restricting classes or add new area classes to expand the pool. (It is possible that after reviewing the RFQ, no modification to the area class requirements is required.) The SOQ receipt day may then be extended by at least fifteen (15) days after posting an updated RFQ. The evaluation schedule shall then be adjusted accordingly.
- d. *Evaluation of SOQs.* SOQs shall be evaluated using the procedures set forth in the Manual. No criteria may be used in SOQ evaluation that is not specifically set forth in the solicitation. Local vendor preference and Disadvantaged Business Enterprise goals are allowable for non-qualification based selection (Non-QBS) criteria provided that the combined total of all Non-QBS criteria does not exceed ten (10) % of the overall evaluation.
- e. *Selection of qualified respondents.* After the SOQs of the qualified respondents have been reviewed and scored, the three (3) to five (5) highest-ranked (i.e. most qualified) respondents (hereafter "Selected Finalists") will be selected to move forward to Evaluation Phase II (if Phase II is needed). These respondents will receive a Notice to Selected Finalists, and the finalists will be posted with the advertisement listing. If Phase II is not needed, the procedures will continue with the Contract Negotiations and Award (see Section 5).

4. Evaluation Phase II – Review and Scoring of Past Performance and Technical Approach (if necessary)

- a. *Review of past performance.* The Purchasing Agent will gather and quantify past performance information regarding previous projects listed in the SOQs of the Selected Finalists according to the method prescribed in the Manual. This information will be presented to the Selection Committee along with the technical approach submittal.
- b. *Bidder questions.* Selected Finalists are allowed to submit further written questions for clarification of the RFQ. All questions shall be submitted by email to the Purchasing Agent prior to the deadline for questions and clarifications. Once the deadline has passed, the Purchasing Agent will send the questions to the Selection Committee for consideration and to provide answers. Once the questions have been answered, the Purchasing Agent will prepare an addendum to the solicitation documents where posted. Receipt confirmation shall be required of all Selected Finalists.
- c. *Receipt of technical approaches.* No technical approach shall be eligible for consideration by the City unless it is placed in a sealed envelope or package and actually received by the City of Mableton by the date and time specified in the RFQ. The Purchasing Agent shall cause all technical approaches to be stamped with the date and time of receipt and secured until the designated evaluation time. A technical approach delivered late shall under no circumstances be eligible for consideration by the City, and shall be returned unopened to the bidder (at bidder's expense) or destroyed (if directed to do so by the bidder). The technical approaches shall not be considered public record until a contract has been awarded.
- d. *Technical approach pre-screening.* All technical approaches shall be pre-screened to ensure that the documentation submitted is properly formatted, contains the required information to allow for an

“apples-to-apples” comparison with other technical approach submittals, and that the technical approach was submitted no later than the appointed date and time as defined in the RFQ. The Purchasing Agent shall determine the next steps for the technical approaches that did not pass the pre-screen check; available next steps are (1) to be included in the evaluation process as-is, (2) to be replaced/corrected by the respondent, or (3) to be disqualified.

- e. *Evaluation of past performance and technical approaches.* The Selection Committee shall evaluate the past performance information and submitted technical approaches using the procedures set forth in the Manual. No criteria may be used in the evaluation that is not specifically set forth in the RFQ. The final ranking of each submittal will be based on a combination of the results from Phase I and Phase II, as well as standard category weights.
- f. *Selection of bidder with whom to negotiate.* The Selection Committee shall select the highest-ranked Selected Bidder (hereafter “Most-Qualified Bidder”) with whom to negotiate. The Purchasing Agent shall then prepare the RFQ selection package for review and approval by the User Department Director. The Purchasing Agent shall announce the selection of the Most-Qualified Bidder and the selection package wherever the solicitation is posted.

5. Contract Negotiations and Award

- a. *Independent estimate.* Prior to receipt or review of the Most-Qualified Bidder’s cost proposal, the City of Mableton shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and the consultant’s fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost; as such, this estimate shall remain confidential and will not become part of the public record at any time. Once the City has prepared the independent estimate, the Purchasing Agent shall notify the Most-Qualified Bidder and solicit the Bidder’s cost proposal.
- b. *Receipt of Most-Qualified Bidder’s cost proposal.* The Most-Qualified Bidder, after receiving notification, shall send the cost proposal to the Purchasing Agent. The Purchasing Agent shall cause the cost proposal to be stamped with the date and time of receipt. The cost proposal shall not be considered public record until a contract has been awarded.
- c. *Contract negotiations.* Upon completion of the evaluation process, contract negotiations shall commence with the Most-Qualified Bidder using the process and criteria described in the Manual. If fair and reasonable compensation, contract requirements, and contract documents can be agreed upon, the User Department will prepare an agenda item and make a presentation to City Council to obtain approval for contract award.
- d. *Contract modifications.* Any modifications to the contract prior to Council approval shall clearly define and document the changes made to the contract, establish the method of payment for any adjustments in contract costs, and comply with the terms and conditions of the contract and original solicitation. Only the same types of services and work included in the original solicitation may be added using this method. Any other services outside of the original scope shall be procured under a new solicitation.
- e. *Alternate bidder.* If contract terms cannot be agreed upon with the Most-Qualified Bidder, the Purchasing Agent shall advise the Bidder in writing of the termination of negotiations. After termination, negotiations may be conducted with the second most-qualified bidder (hereafter the “Alternate Bidder”). If contract terms can be agreed upon with the Alternate Bidder, the User Department will prepare an agenda item and make a presentation to the City Council to obtain approval for contract award.
- f. *Notice of selection.* The Purchasing Agent shall notify the selected bidder (hereafter “Selected Bidder”) in writing of their contract award under the RFP upon notification of contract approval by Council.

- g. *Record retention.* The City of Mableton shall retain all documentation from the negotiation efforts in the contract file, including dates of any negotiation meetings, and a comparison of total hours and costs included in the Selected Bidder and internal estimates.
- h. *Contract preparation.* The contract shall include all requirements listed in the Manual.
- i. *Contract approval.* Once approved by Council, the User Department Director shall send the contract to GDOT for approval. The City Clerk shall retain the original, and copies shall be distributed to the Purchasing Office, the User Department, GDOT, and the Selected Bidder.
- j. *Notice to Proceed.* Once the contract has been fully executed, GDOT shall issue a Notice to Proceed to the Selected Bidder.
- k. *Announcement of Selected Bidder and open records.* The Purchasing Agent shall post the selection award notification to the electronic bidding platform, indicating the official completion of the procurement process. Any documents produced under the selection, negotiation, and/or execution are eligible and available for any open records requests.

IV. Non-Competitive Procurement

A. Exceptions

The following items may be procured without competitive selection and the Purchasing Agent is authorized to execute the resulting transaction (e.g. procurement card transaction, direct payment, or purchase order) and subsequent change orders (if any):

1. Water, sewer, electrical, telephone (land line only; does not include cellular), gas, and other utility services where competition is not available
2. Dues and memberships in trade or professional organizations
3. Job-related seminars and training, whether provided through an outside organization or by the City for in-house training, including facilities and amenities needed for such training
4. Hospitality services and expenses including hotel accommodations
5. Travel including car rentals
6. Subscriptions for periodicals
7. Postage
8. Advertisements (e.g. legal ads, special event ads, etc.)
9. Recreational service providers (e.g. recreational instructors)
10. Artists, artistic services including graphic design and fireworks, music ensembles (bands), and other entertainment providers
11. Entertainment venues (e.g. theme parks for recreation camps)
12. Vehicle and equipment repair
13. Licensed computer software and associated support/maintenance
14. Copyrighted materials not available from multiple sources;
15. Medical services
16. Real estate services
17. Appraisal services
18. Title insurance and title abstracts for real property
19. Services required by proprietary ownership and original equipment manufacturers such as maintenance contracts
20. Services or commodities provided by other governmental agencies
21. The following professional services:
 - Legal services including bond counsel
 - Bond financial advisory services (e.g. capital financing)
 - Insurance policies competitively procured through the City's insurance broker
 - Lobby services (the Mayor, City Manager, and Finance Director may select a person to provide lobbying services on behalf of the City without competitive selection)

B. Sole/Single Source

A contract may be awarded or a purchase made without competition when the City determines that there is only one source for the required products, supply services, or construction items. The determination will be limited to a specific time frame and/or project and will be effective for no more than three (3) fiscal years (initial year is the fiscal year of approval; expiration occurs on September 30th of the third fiscal year). After three (3) fiscal years, the User Department will submit a written request for the determination to be reevaluated by the Purchasing Agent in consultation with the City Attorney. The Purchasing Agent will maintain a listing of sole source and single source vendors.

Once a vendor has been deemed sole source or single source, a User Department may procure goods or services from this vendor without the need for quotes, ITBs, or RFPs. Unlike procurement exceptions (Section IV(A)), sole source and single source procurements are subject to the approval authority (i.e. signature requirements) set forth under Section III(A).

C. Emergency Procurement

Notwithstanding any other provisions of this policy, the City Manager (or Department Head, if under \$10,000) may authorize an emergency procurement when there exists an immediate threat or danger to public health, safety, or welfare, loss of public or private property, or interruption in the delivery of an essential governmental services. When the City Manager determines that an emergency exists, the Purchasing Agent may make or authorize others to make emergency procurements for supplies, services, construction items, or professional or consultant services. Such emergency procurements shall be made with as much competition as is practicable under the circumstances.

The User Department Director shall attest to the conditions that constitute the immediate threat, danger, or loss of service interruption, the type of emergency, the risks associated with delaying corrective actions, estimates of the time, costs, and work required to mitigate the situation, and such other information as the City Manager and the Purchasing Agent may require. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item procured under the contract, and the identification number of the contract file. All such information shall be provided to the Finance Department as sufficient justification for the procurement.

If an emergency should arise after office hours which requires immediate action on the part of the agency involved for the protection of the best interest of the City or if a like situation arises on a weekend or holiday and when it is not possible or convenient to reach the Purchasing Agent, any purchase necessary shall be made by the official in charge of such agency, and such purchase reported to the Purchasing Agent within 24 hours.

V. General Procedures

1. *Documentation.* All documentation relating to purchases must be submitted to the Finance Department once all applicable processing parameters have been fulfilled.
2. *Responsible for prices.* The final determination of the price and terms of any goods, materials, or services shall rest with the Purchasing Office.
3. *Records.* It shall be the responsibility of the Purchasing Office to document all contracts, purchases, agreements for services, and leases and to maintain said documents consistent with the records retention policy of the City. All agreements or contracts binding the City must be in writing. There will be no exceptions.
4. *Negotiations of agreements.* All negotiations of agreements for supplies, materials, or services shall be conducted by the Purchasing Office. It is recognized that special situations may exist where there is a special need for the User Department to be involved in the negotiation process. These negotiations must be in conjunction with the Purchasing Office at all times. The Purchasing Office will make final recommendation for agreements.
5. *Delivery, quality, and payment.* It shall be the responsibility of the Purchasing Office to insure the quality, delivery, and payment of required goods and services.
6. *Disputes.* Final adjudication of any dispute between the vendor and User Department shall be made by the Purchasing Office with appropriate input from the User Department.
7. *Vendor.* In most cases, contact with vendors will be by the Purchasing Office and in conjunction with the User Department as necessary. All vendors must coordinate with the Purchasing Office before visiting any other department. All visits must be made with the knowledge of the Purchasing Office and the Purchasing Agent has the option of accompanying the visitor. It is recognized that this restriction on visitation will not necessarily apply to those vendors with ongoing relationships such as computer and copy machine service technicians.
8. *Return of goods and/or cancellation of agreements.* All return of goods must be initiated by the User Department through the Purchasing Office. Additionally, all cancellations of, or modifications to, any agreements must be made by the Purchasing Office.
9. *Receiving of goods.* It shall be the responsibility of the User Department to ensure that purchased goods and equipment are received, inspected, and verified as to condition. This will be accomplished by the use of a Receiving Report. Since the Department Director signed the purchase requisition, that person cannot be the receiver of the goods and must appoint an individual within the department to be the receiver of the goods and services.

VI. Definitions

When used in this policy, the following words, terms, and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning.

- **Addendum:** A change, clarification, or correction in the solicitation documents prior to the award of a contract.
- **Best value:** The most advantageous balance of price, quality, time, and performance considerations at competitive costs over the useful life of the goods/services, which best meets the operational needs of the User Department. When applicable, procurement decisions should include costs beyond the initial purchase (e.g. total cost of ownership principles which include maintenance, support, useful life, efficiencies, operational savings, etc.).
- **Bid opening:** The act of publicly opening the bid envelopes and making the bids available for public inspection.
- **Bid:** An offer submitted in response to public notice of an intended sale or purchase.
- **Bidder:** One who submits an offer in response to public notice of an intended sale or purchase, including by submittal of a bid, a proposal, or a quote.
- **Bond:** A form of financial protection against damages; a binding agreement executed by a bidder or vendor and another party to guarantee the performance of certain obligations or duties to the purchaser. (*See also "payment bond" and "performance bond."*)
- **Budget:** The annual appropriations for each User Department together with any subsequent budget amendments.
- **Change order:** An agreed upon addition to, deletion from, correction, or modification of a contract.
- **City Council:** The legislative and governing body of the City.
- **City:** The City of Mableton and, as the context warrants, those persons or bodies authorized to act on its behalf, including but not limited to the council, committees, and staff.
- **Competitive procurement:** A procurement based upon the outcome of one of the competitive processes set forth in this policy, where award is made based on the lowest quotation or bid submitted by a responsible and responsive bidder or to the most qualified or advantageous proposer based on the qualitative and/or quantitative factors identified for the procurement. A competitive award can be made even if only a single bid or proposal has been received from a bidder or proposer who is determined to be responsible and responsive.
- **Construction:** The process of building, altering, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. The term "construction" does not include the routine operation, repair, and/or maintenance of existing structures, buildings, or real property.
- **Contract:** All types of City agreements for the purchase or disposal of goods, services, or professional services regardless of what they may be called including contracts for a fixed price, cost plus a fixed fee, incentive contracts, and contracts providing for the issuance of job or task orders, leases, letter contracts, and purchase orders. Contracts also include amendments, modifications, and supplemental agreements with respect to any of the foregoing. Every contract must be duly authorized and approved prior to execution.
- **Contractor:** Any person or business having a contract with the City.
- **Department Director:** The director of the User Department requesting the procurement. Where applicable, (User) Department Director will also refer to his/her designee.
- **Department:** An organizational unit within City government that is responsible to the City Manager, or designee.
- **Emergency purchase:** The purchase of supplies and/or services whose immediate procurement is essential to protect life or property.
- **Emergency:** An immediate threat or danger to public health, safety, or welfare, loss of public or private property, or interruption in the delivery of an essential governmental services.

- **Employee:** An individual drawing a salary or wage from the City whether on a full-time, part-time basis, or contractual third-party. The term shall encompass all members of the governing authority without regard to whether or not such individual is compensated.
- **Finance Director:** The department head of the City's Finance Department.
- **Gifts/favors:** Anything of any service of value. Value shall be considered anything in excess of \$100.
- **Goods:** Supplies, apparatus, materials, equipment, and other forms of tangible personal property used by a City department in the accomplishment of its responsibilities.
- **Invitation to bid (ITB):** All documents utilized for soliciting bids, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. Bids are requested when requirements are clearly defined, price is the major determining factor for award, and a formal sealed submittal is required.
- **City of Mableton vendor:** A person or business entity that meets the following requirements:
 - Has a permanent place of business with full-time employee(s) within City limits for a minimum of six months prior to the issuance date of any formal solicitation to which the business will be responding. The permanent place of business must distribute goods/services and cannot be a post office box or a residence.
 - Has a valid business license from the City.
 - Is not delinquent on any taxes/fees owed to the City (e.g. property taxes, business license fees, etc.)
 The Mableton vendor will be required to certify their eligibility as part of the formal solicitation process.
- **Late bid/proposal:** A bid or proposal received after the time or date such bid or proposal was due, as stated in the solicitation documents.
- **Local vendor preference:** Applies to all informal and formal procurements excluding construction projects, professional and consulting services, federally funded projects, and online/electronic sealed bid/reverse auctions. A local vendor's bid will be awarded if the bid is within two percent (2%) of the non-local vendor's bid who otherwise would have received the award of the contract.
- **Non-Mableton vendor:** A vendor that does not meet the eligibility requirements of a Mableton vendor.
- **Payment bond:** A bond which assures payments, as required by law, to all persons supplying labor or material for the completion of work under the contract.
- **Performance bond:** A bond provided by a contractor/supplier in which a surety guarantees to the City that the goods are delivered or the services are performed in accordance with the contract documents. A letter of credit issued by a financial institution that meets the City's requirements may, at the discretion of the City, be substituted for the performance bond.
- **Practicable:** Satisfactory and within reason when considering price, performance, availability, compatibility with specified operation, and public safety.
- **Prime Contractor:** The contractor who bids on and wins contracts directly from the City, and who is the entity legally responsible for all aspects of fulfilling the contract, such as interacting with the City, organizing and managing subcontractors, and meeting all delivery requirements.
- **Professional services:** Services that involve specialized education, knowledge, labor, judgment, and skill which are predominantly mental or intellectual (as opposed to physical or manual) in nature. Professional services typically require professional licensing such as architects, auditors, engineers, etc. The Purchasing Agent makes the final determination on which services as classified as professional services.
- **Protest:** A specific written objection by an interested person to a Request for Informal Quotes, an Invitation to Bid, a Request for Proposals, or any other solicitation, or an award or proposed award of a contract.
- **Protestor:** An actual bidder who is aggrieved in connection with the bid process, including contract award, and who files a protest in writing in accordance with this section.
- **Public Works construction project (O.C.G.A. Chapter 91 of Title 36):** The building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real

property other than those projects covered by O.C.G.A. Chapter 4 of Title 32 (highways and bridges). Such term does not include the routine operation, repair, or maintenance of existing structures, buildings, or real property, or any energy savings performance contract or any improvements or installations performed as part of an energy savings performance contract.

- **Purchase order:** A document authorizing a City of Mableton employee contracting with a seller to deliver goods with payment to be made later.
- **Purchasing agent:** The principal purchasing official of the City of Mableton.
- **Purchasing Office:** The office responsible for procurement for the City.

- **Purchasing:** The process of securing materials, services, repairs, leases, and rentals necessary for the operation and support of the City. The renewal, renegotiations, and changes to contracts, leases, and agreements are functions of purchasing.
- **Reasonable cost:** Cost that by its nature or amount does not exceed what would normally be incurred by an ordinarily prudent person in the conduct of competitive business.
- **Request for Informal Quotes (RFIQ):** All documents utilized for soliciting quotations for goods, services, or professional services, in which award is made based on the lowest responsive and responsible quotation and in which the type or cost of the procurement does not require a more formal bid or proposal process.
- **Request for Proposal (RFP):** A document used in purchasing complex services when the competitive sealed bid is neither practical nor advantageous. The RFP process considers both quality of the solution offered and price to obtain the best overall value.
- **Responsible bidder:** A vendor who has the capability in all respects to perform fully the contract requirements and the experience, integrity, perseverance, reliability, capacity, facilities, and reliability which assures good faith performance.
- **Responsive bidder:** A vendor who has submitted a bid that conforms in all administrative and material respects to the requirements stated in the invitation to bid.
- **Sealed bid:** An offer submitted in response to a formal procurement solicitation in a closed envelope to be opened at a specific time and place.
- **Sealed proposal:** An offer submitted in response to a formal procurement solicitation in a closed envelope where the technical response and cost are separated to be opened at specific time and place.
- **Services:** Any performance of effort or labor, for which the City has contracted other than professional services or services classified as construction.
- **Single source:** A vendor which demonstrates the unique knowledge, skills, and/or performance required to ensure successful consultation, implementation, installation, maintenance, etc., of a requested good/service which is an integral component of the City's existing infrastructure, equipment, and/or operations.
- **Sole source:** Only one vendor possesses the unique and singularly available capability to provide the goods/services.
- **Specification/scope of work:** Any description of the physical or functional characteristics, or of the nature of goods, services, or professional services. Specifications or scope of work may include any function and other criteria that will be required to perform the work and a description of any requirement for inspection, testing, or delivery.
- **Subcontractor:** Any contractor who joins a Prime Contractor's team to carry out the work necessary for delivering the terms of the contract, and who is responsible for their area of expertise. The Prime Contractor will determine the "workshare," or portion of contract work, to delegate to the Subcontractor(s).
- **User Department:** The department which has the authority and responsibility for determining the need for an item or service, its related specifications, and need date. The User Department is responsible for funding the need and advising purchasing of the approved funding and the specific budget account number.
- **Vendor:** Anyone who has filed a vendor application with the City of Mableton.

Appendix: NIGP Code of Ethics

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization:

- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy, and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of NIGP - The Institute for Public Procurement.



Estimate

Daston Corporation
19 E Market St # LL01
Leesburg VA 20176-3004
United States

Date	Estimate #
7/27/2023	3702-ES

Bill To
City of Mableton 1400 Veterans Memorial Highway SE Suite 134-200 Mableton GA 30126 United States

Contact Information
Adam Ulan Certified Google Cloud Sales Specialist Daston Corporation, a Google Premier Partner Cell: 703-963-5036 (Primary)

Quote Expires
8/26/2023

Memo:
Google Workspace Business Plus for City of Mableton. 12 month term.

Item	Qty	Description	Rate	Amount
Google - Workspace Business Plus	10	Google Workspace Business Plus New/Renewal	162.00	1,620.00
		Google - GAPPS-BUS-PLUS-1USER12MO 12 month term List Price = \$216/user/year Discounted Price = \$162/user/year 1 Year Savings = \$540 Type: New Product: Business Plus Customer Domain: TBD Annual Billing Terms Customer accepts Google flow down terms and is responsible for end user acceptance. Google Workspace https://static.carahsoft.com/concrete/files/6116/6981/5856/US_Public_Sector_CMA_flowdowns_10.17.22_-_Workspace.pdf		

Approval _____ Date _____



Estimate

Daston Corporation
19 E Market St # LL01
Leesburg VA 20176-3004
United States

Date	Estimate #
7/27/2023	3702-ES

Item	Qty	Description	Rate	Amount
		Google Workspace BAA (to be accepted through Admin Console): https://workspace.google.com/terms/2015/1/hipaa_baa.html		

	Total	\$1,620.00
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Pricing Proposal
Quotation #: 23824707
Created On: 8/15/2023
Valid Until: 8/31/2023

GA-City of Mableton

Michael Owens

GA
United States
Phone: 770-815-6091
Fax:
Email: michael@owensformableton.com

Inside Public Sector Account Executive

Nicholas Furciato

290 Davidson Ave
Somerset, NJ 08873
Phone: 800-527-6389 ext x.555-XXXX
Fax:
Email: Nicholas_Furciato@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Google Workspace Business Plus: New/Renewal Year 1 Google - Part#: GAPPS-BUSPLUS-1USER-12MO Contract Name: Open Market Contract #: Open Market Note: This line item is for Year 1 of a 3-year contract	10	\$162.00	\$1,620.00
2 Google Workspace Business Plus: New/Renewal Year 2 Google - Part#: GAPPS-BUSPLUS-1USER-12MO Contract Name: Open Market Contract #: Open Market Note: This line item is for Year 2 of a 3-year contract	10	\$162.00	\$1,620.00
3 Google Workspace Business Plus: New/Renewal Year 3 Google - Part#: GAPPS-BUSPLUS-1USER-12MO Contract Name: Open Market Contract #: Open Market Note: This line item is for Year 3 of a 3-year contract	10	\$162.00	\$1,620.00
		Total	\$4,860.00

Additional Comments

Please note: Google has a zero returns policy.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

University System of Georgia IT Handbook
http://www.usg.edu/information_technology_handbook/

Georgia Technology Authority – Enterprise IT Policies, Standards, and Guidelines
<http://gta.georgia.gov/psg/>

The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions](#).

Investment Summary

July 31, 2023 | Quote # Q-126127 | Quote valid for 30 days



Client Company
CITY OF MABLETON

Mableton, GA 30126
7708156091

Client Contact
Michael Owens

Mableton, GA 30126
7708156091

 **Total Employee Count**
10

 **Total Annual Investment**
\$3,323.88

 **Implementation Fee (One Time)**
\$350.00

 **Monthly Fee**
\$266.99

**Annualized fees do not include usage based fees
*Monthly fees based on # of active employees
**Plus sales tax if applicable*

See following pages for line item
breakdown of services

Paylocity Account Executive	Date	Manny Mendizabal
Signature		407-942-8915

Client Authorization	Date
Signature	
Name (Print)	

The Paylocity services covered by this order are provided in accordance with the terms and conditions of the applicable Paylocity subscription agreement and any additional terms specified below.

National Awards & Recognition



Investment Summary

July 31, 2023 | Quote # Q-126127 | Quote valid for 30 days



One-Time Fees	Qty	Rate	Price
Bundle Implementation			\$350.00
Payroll Implementation	-	-	Included
Self Service Implementation	-	-	Included
Time Off Accruals Implementation	-	-	Included
Time & Labor Implementation	-	-	Included
Expense Implementation	-	-	Included
Benefit Essentials Implementation	-	-	Included
HR Implementation	-	-	Included
HR Edge Implementation	1		\$0.00
One-Time Total			\$350.00

Monthly Fees	Qty	Base	Rate	Monthly
Complete HCM Solution	10	\$136.00	\$6.60	\$194.49
Efficient Tech				
• Payroll Processing	-	-	-	Included
• Direct Deposit	-	-	-	Included
• Signed and Sealed Checks	-	-	-	Included
• Tax Filing	-	-	-	Included
• Self Service Portal	-	-	-	Included
• Electronic Garnishments	-	-	-	Included
• Direct Agency Pay	-	-	-	Included
• QuickBooks Online Self-Setup Integration	-	-	-	Included
• New Hire Reporting	-	-	-	Included
• Labor Law Poster with E-Update Service	-	-	-	Included
• Time Off Accruals	-	-	-	Included
• Time & Labor	-	-	-	Included
• Expense	-	-	-	Included
• Benefit Essentials	-	-	-	Included
• HR	-	-	-	Included
• General Ledger Service	-	-	-	Included
• Recruiting	-	-	-	Included
• LMS	-	-	-	Included
• Compliance	-	-	-	Included
• Compensation	-	-	-	Included
A La Carte Services				
• HR Edge	10		\$7.25	\$72.50
Monthly Total				\$266.99

Annual Fees	Qty	Base	Rate	Annual
W2 / 1099	10	\$50.00	\$7.00	\$120.00
Annual Total				\$120.00

Investment Summary

July 31, 2023 | Quote # Q-126127 | Quote valid for 30 days



Usage Based Fees	Base	Rate
Delivery Next Day (UPS)		\$20.00

The fees listed above are invoiced as incurred on per usage basis in accordance with the terms and conditions. Please note these fees are in addition to the ongoing fees stated in the Investment Summary section of the quote.

DRAFT



Created on 08/03/2023. Valid For 30 Days.

Client Signature
Printed Name

Title
Date

Human Capital Management Solution

Solution	Base	Per Check	Per Payroll Fee	Over 20 Checks	
				Base	Per Check
Background Screening			Per Use Fee		
Single Application HCM System			Included		
Dedicated Paycom Specialist			Included		
Analytics Dashboard			Included		
Beti			Included		
- Approve My Check			Included		
- Payroll Automation			Included		
- Payroll Dashboard			Included		
Drug Testing			Per Use Fee		
New Hire Reporting			Included		
Employee Self Service			Included		
- AskHere			Included		
- Manager on-the-Go			Included		
Documents and Checklists			Included		
- Self-Onboarding			Included		
Time and Attendance			Included		
Time Off Accrual Tracking			Included		
Payroll Processing			Included		
- Check Vouchers			Included		
- Federal Electronic Tax Depositing (941,940)			Included		
- Deposit and File State Tax Deposits			Included		
- Deposit and File SUTA (State Unemployment)			Included		
- Quarterly Federal/State Deposit Statements			Included		
- Quarterly 941s Signed and Filed			Included		
- Jurisdiction Filing (\$6 per additional Jurisdiction)		Jurisdictions: 1	-		
- Position Seat Management			Included		
- Direct Data Exchange			Included		
- Employment Predictor			Included		
- Organizational Chart			Included		
- My Analytics/Executive Dashboard			Included		
- Tax Registration Service			Per Use Fee		
Payroll Gross to Net			Included		
General Ledger Concierge			Included		
Advanced Report Center			Included		
Workers Comp Tracking			Included		
401(k) Standard Report			Included		
Expense Management			Included		
Personnel Action Forms			Included		
- Performance Discussions			Included		
Vault			Included		

All monetary values in this document are in (USD)



Total (USD)	1	94.63	6.80	101.43	Over 20 Checks 140.78 7.76
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Pay-Per-Use				
Solution	Quantity	Base	Per Check	Per Payroll Fee
Direct Deposits	0	-	0.00	-
Total (USD)				0.00

Grand Total Per Payroll (USD)	101.43
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One-Time Conversion, Set-Up and Training				
Solution	Option	Quantity	Per Unit Charge	Fee
Client Conversion	Included			263.72
Training	Included			Included
Total Initial Investment (USD)				263.72

Annually				
Solution	Option	Quantity	Per Unit Charge	Annual Fee
940 Filed	Included			Included
2023 W-3 Transmittal	Included			75.00
2023 Employee/Employer W-2s	Included		Per W-2	6.95

All Pricing is subject to change with written or electronic notice. Client acknowledges and agrees that delivery fees and check stuffing fees do not always involve delivery of a physical check, paystub, and/or report to Client. Additional processing fees may apply.
 All applicable taxes, including but not limited to sales or service taxes, are not included in the above proposal (unless specified otherwise). Client is responsible for applicable taxes in addition to the fees outlined in the proposal. Applicable taxes may vary by jurisdiction.

The above signed client has received two alternative pricing rates based on active employee count. In the event the client, including any of the client's affiliated client code entities, increases its collective total active employee count to over twenty employees, the client and any affiliated client code entities will be charged the increased rate provided on its applicable proposal. Further, unless otherwise provided in writing by Paycom, such increased rate will remain in effect, regardless of whether the client, including any of the client's affiliated client code entities, later decreases its total collective active employee count to under twenty employees.

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All monetary values in this document are in (USD)



Local Government Wage & Salary Survey: Search Results

[Table of Contents](#) | [Job Descriptions](#) | [PDF Reports](#) | [Search](#) | [Help](#) | [DCA Main Site](#)

City Information: 234 Records Found

Year	Jurisdiction	Population	Job Title	Starting Salary	Maximum Salary	Pay Basis	Scheduled Hours	Full-Time Employees
2022	Acworth	22,284	Accountant	44,886.40	67,350.40	Annual	40	2
2022	Acworth	22,284	Assistant City Clerk	18.62	27.94	Hourly	40	1
2022	Acworth	22,284	Assistant City Manager	110,718.40	166,088.00	Annual	40	1
2022	Acworth	22,284	Building Inspector	20.54	34.00	Hourly	40	2
2022	Acworth	22,284	Building Inspector Director	62,940.80	94,432.00	Annual	40	1
2022	Acworth	22,284	Cashier/Customer Service Representative	15.30	22.96	Hourly	40	2
2022	Acworth	22,284	City Clerk	76,211.20	114,316.80	Annual	40	1
2022	Acworth	22,284	City Manager/Administrator	121,825.60	182,728.00	Annual	40	1
2022	Acworth	22,284	Downtown/Better Hometown/Main Street Manager	83,844.80	125,777.60	Annual	40	1
2022	Acworth	22,284	Finance Director	92,248.00	138,382.40	Annual	40	1
2022	Acworth	22,284	Information Systems/Technology Director	69,264.00	103,916.80	Annual	40	1
2022	Acworth	22,284	Information Systems/Technology Specialist	51,979.20	77,979.20	Annual	40	2
2022	Acworth	22,284	Municipal Court Clerk	23.80	35.70	Hourly	40	1
2022	Acworth	22,284	Network Administrator	69,264.00	103,916.80	Annual	40	1
2022	Acworth	22,284	Personnel Director	83,844.80	125,777.60	Annual	40	1
2022	Acworth	22,284	Personnel Technician	44,886.40	67,350.40	Annual	40	1
2022	Acworth	22,284	Recreation Director	83,844.80	125,777.60	Annual	40	1
2022	Acworth	22,284	Recreation Maintenance Worker	14.57	21.85	Hourly	40	2
2022	Acworth	22,284	Recreation Specialist	49,504.00	74,256.00	Annual	40	4
2022	Acworth	22,284	Zoning Administrator	44,886.40	67,350.40	Annual	40	0
2022	Acworth	22,284	Economic Development Director	62,940.80	94,432.00	Annual	40	1
2022	Acworth	22,284	Captain, Police Department	77,376.00	116,084.80	Annual	40	2
2022	Acworth	22,284	Chief Jailer/Jail Administrator	22.68	34.05	Hourly	43	1
2022	Acworth	22,284	Chief, Police Department	94,286.40	141,502.40	Annual	40	1
2022	Acworth	22,284	Code Enforcement Officer	18.62	27.94	Hourly	40	1
2022	Acworth	22,284	Corporal, Police Department	22.68	34.05	Hourly	43	5
2022	Acworth	22,284	Detention Officer	19.58	29.39	Hourly	43	9
2022	Acworth	22,284	Investigator/Detective, Police Department	22.68	34.05	Hourly	43	3
2022	Acworth	22,284	Lieutenant, Police Department	30.52	45.78	Hourly	43	4
2022	Acworth	22,284	Patrol Officer, Police Department	20.57	32.43	Hourly	43	16
2022	Acworth	22,284	Records Clerk	15.30	22.96	Hourly	40	1
2022	Acworth	22,284	Sergeant, Police Department	27.64	41.48	Hourly	43	7
2022	Acworth	22,284	Evidence Clerk/Technician	16.88	25.32	Hourly	40	1
2022	Acworth	22,284	Automotive Mechanic (Public Works)	16.88	25.32	Hourly	40	1
2022	Acworth	22,284	Electric Groundworker	19.56	29.34	Hourly	40	2
2022	Acworth	22,284	Electric Lineman	20.54	35.70	Hourly	40	4

2022	Acworth	22,284	Electric Superintendent/Manager	76,211.20	114,316.80	Annual	40	1
2022	Acworth	22,284	Electric Technician	16.88	25.32	Hourly	40	1
2022	Acworth	22,284	Heavy Equipment Operator	16.07	24.11	Hourly	40	2
2022	Acworth	22,284	Laborer	14.57	21.85	Hourly	40	2
2022	Acworth	22,284	Meter Reader	17.73	26.59	Hourly	40	1
2022	Acworth	22,284	Public Works Superintendent	62,940.80	94,432.00	Annual	40	1
2022	Acworth	22,284	Refuse/Recycling Collection Supervisor	49,504.00	74,256.00	Annual	40	1
2022	Acworth	22,284	Refuse/Recycling Route Supervisor/Lead Truck Driver	17.73	26.59	Hourly	40	1
2022	Acworth	22,284	Refuse/Recycling Truck Driver	16.07	24.11	Hourly	40	4
2022	Acworth	22,284	Road Crew Supervisor	49,504.00	74,256.00	Annual	40	0
2022	Austell	7,797	Accounting Clerk	16.07	36.35	Hourly	40	5
2022	Austell	7,797	Accounting Technician	16.60	20.98	Hourly	40	2
2022	Austell	7,797	Administrative Secretary	25.70	26.33	Annual	40	2
2022	Austell	7,797	Assistant City Clerk	31.95	41.06	Annual	40	1
2022	Austell	7,797	City Clerk	29.69	44.53	Annual	40	1
2022	Austell	7,797	Custodian (Janitor)	11.19	16.78	Hourly	40	1
2022	Austell	7,797	Finance Director	35.85	53.78	Annual	40	1
2022	Austell	7,797	Municipal Court Clerk	14.27	27.16	Hourly	40	3
2022	Austell	7,797	Economic Development Director	35.08	52.62	Annual	40	1
2022	Austell	7,797	Assistant Chief, Fire Department	32.00	48.00	Annual	40	1
2022	Austell	7,797	Assistant Chief, Police Department	35.08	52.62	Annual	40	1
2022	Austell	7,797	Captain, Fire Officer	31.16	46.74	Hourly	40	3
2022	Austell	7,797	Captain, Police Department	32.43	48.65	Hourly	40	1
2022	Austell	7,797	Chief, Fire Department	38.16	57.24	Annual	40	1
2022	Austell	7,797	Chief, Police Department	38.16	57.24	Annual	40	1
2022	Austell	7,797	Code Enforcement Officer	18.12	27.19	Annual	40	1
2022	Austell	7,797	E-911 Operator	14.70	22.05	Hourly	40	4
2022	Austell	7,797	Firefighter/EMT	14.97	24.64	Hourly	40	11
2022	Austell	7,797	Lieutenant, Fire Officer	21.53	32.30	Hourly	40	3
2022	Austell	7,797	Lieutenant, Police Department	26.54	39.81	Hourly	40	2
2022	Austell	7,797	Patrol Officer, Police Department	16.43	29.70	Hourly	40	15
2022	Austell	7,797	Records Clerk	19.80	29.70	Hourly	40	1
2022	Austell	7,797	Sergeant, Police Department	23.17	34.76	Hourly	40	4
2022	Austell	7,797	E-911 Director	22.23	33.35	Hourly	40	1
2022	Austell	7,797	Automotive Mechanic (Public Works)	18.12	28.34	Hourly	40	2
2022	Austell	7,797	Crew Leader	12.73	19.10	Hourly	40	1
2022	Austell	7,797	Light Equipment Operator	11.19	19.10	Hourly	40	15
2022	Austell	7,797	Maintenance Superintendent	14.27	26.03	Hourly	40	2
2022	Austell	7,797	Road Crew Supervisor	16.58	48.00	Hourly	40	3
2022	Marietta	61,497	Accountant	45,282.00	70,741.00	Annual	40	1
2022	Marietta	61,497	Accounting Clerk	33,717.00	52,603.00	Annual	40	2
2022	Marietta	61,497	Accounting Technician	52,478.00	81,765.00	Annual	40	1
2022	Marietta	61,497	Administrative Secretary	30,618.00	60,986.00	Annual	40	15
2022	Marietta	61,497	Assistant City Clerk	39,104.00	60,986.00	Annual	40	1
2022	Marietta	61,497	Assistant City Manager	83,491.00	133,411.00	Annual	40	0
2022	Marietta	61,497	Budget Analyst	52,478.00	81,765.00	Annual	40	3
2022	Marietta	61,497	Building Inspector	43,160.00	74,298.00	Annual	40	5
2022	Marietta	61,497	Building Inspector Director	83,491.00	133,411.00	Annual	40	1
2022	Marietta	61,497	Cashier/Customer Service Representative	25,251.00	58,053.00	Annual	40	14

2022	Marietta	61,497	City Clerk	87,381.00	87,381.00	Annual	40	1
2022	Marietta	61,497	City Manager/Administrator	249,247.00	249,247.00	Annual	40	1
2022	Marietta	61,497	Computer Operator	35,402.00	67,330.00	Annual	40	2
2022	Marietta	61,497	Finance Director	102,835.00	164,216.00	Annual	40	1
2022	Marietta	61,497	Information Systems/Technology Director	102,835.00	164,216.00	Annual	40	1
2022	Marietta	61,497	Information Systems/Technology Specialist	41,226.00	64,002.00	Annual	40	1
2022	Marietta	61,497	Keep Georgia Beautiful (KGB) Executive Director	55,515.00	85,281.00	Annual	40	1
2022	Marietta	61,497	Mapper/Cartographer	47,549.00	74,298.00	Annual	40	2
2022	Marietta	61,497	Municipal Court Clerk	32,178.00	70,741.00	Annual	40	8
2022	Marietta	61,497	Network Administrator	66,165.00	105,830.00	Annual	40	1
2022	Marietta	61,497	Payroll/Insurance Technician	43,160.00	67,330.00	Annual	40	1
2022	Marietta	61,497	Personnel Director	91,853.00	146,702.00	Annual	40	1
2022	Marietta	61,497	Personnel Technician	30,618.00	58,053.00	Annual	40	2
2022	Marietta	61,497	Planner	45,282.00	90,126.00	Annual	40	2
2022	Marietta	61,497	Planning and Development Director	91,853.00	146,702.00	Annual	40	1
2022	Marietta	61,497	Purchasing Director	55,515.00	85,821.00	Annual	40	1
2022	Marietta	61,497	Receptionist	25,251.00	39,333.00	Annual	40	0
2022	Marietta	61,497	Recreation Director	91,853.00	146,702.00	Annual	40	1
2022	Marietta	61,497	Recreation Maintenance Worker	25,251.00	47,798.00	Annual	40	8
2022	Marietta	61,497	Recreation Specialist	35,402.00	64,002.00	Annual	40	5
2022	Marietta	61,497	Zoning Administrator	52,478.00	90,126.00	Annual	40	1
2022	Marietta	61,497	Economic Development Director	70,845.00	113,318.00	Annual	40	1
2022	Marietta	61,497	Marketing Specialist	61,901.00	98,862.00	Annual	40	2
2022	Marietta	61,497	Assistant Chief, Fire Department	75,878.00	121,168.00	Annual	56	3
2022	Marietta	61,497	Assistant Chief, Police Department	83,491.00	133,411.00	Annual	40	2
2022	Marietta	61,497	Captain, Fire Officer	70,820.00	113,335.00	Annual	56	6
2022	Marietta	61,497	Chief, Fire Department	102,835.00	164,216.00	Annual	40	1
2022	Marietta	61,497	Chief, Police Department	102,835.00	164,216.00	Annual	40	0
2022	Marietta	61,497	Code Enforcement Officer	41,226.00	74,298.00	Annual	40	6
2022	Marietta	61,497	Engine Operator/Driver, Fire Department	52,445.00	81,769.00	Annual	56	35
2022	Marietta	61,497	Fire Marshal	75,878.00	121,139.00	Annual	40	1
2022	Marietta	61,497	Firefighter/EMT	41,234.00	74,285.00	Annual	56	52
2022	Marietta	61,497	Lieutenant, Fire Officer	61,909.00	98,862.00	Annual	56	15
2022	Marietta	61,497	Lieutenant, Police Department	61,901.00	98,862.00	Annual	40	8
2022	Marietta	61,497	Major, Police Department	70,845.00	113,318.00	Annual	40	5
2022	Marietta	61,497	Patrol Officer, Police Department	41,226.00	70,741.00	Annual	40	103
2022	Marietta	61,497	Probation Officer	41,226.00	64,002.00	Annual	40	1
2022	Marietta	61,497	Records Clerk	32,178.00	50,107.00	Annual	40	16
2022	Marietta	61,497	Sergeant, Police Department	52,478.00	81,765.00	Annual	40	16
2022	Marietta	61,497	Evidence Clerk/Technician	35,402.00	55,286.00	Annual	40	2
2022	Marietta	61,497	Automotive Mechanic (Public Works)	35,402.00	67,330.00	Annual	40	9
2022	Marietta	61,497	Civil Engineer	61,901.00	133,411.00	Annual	40	4
2022	Marietta	61,497	Electric Groundworker	38,896.00	83,325.00	Annual	40	8
2022	Marietta	61,497	Electric Lineman	38,896.00	83,325.00	Annual	40	30
2022	Marietta	61,497	Electric Superintendent/Manager	66,165.00	105,830.00	Annual	40	1
2022	Marietta	61,497	Heavy Equipment Operator	32,178.00	50,107.00	Annual	40	3
2022	Marietta	61,497	Maintenance Superintendent	61,901.00	98,862.00	Annual	40	1
2022	Marietta	61,497	Maintenance Worker	32,178.00	67,330.00	Annual	40	4
2022	Marietta	61,497	Meter Reader	30,618.00	52,603.00	Annual	40	3

2022	Marietta	61,497	Public Works Superintendent	83,491.00	133,411.00	Annual	40	1
2022	Marietta	61,497	Refuse/Recycling Collector	25,251.00	47,798.00	Annual	40	14
2022	Marietta	61,497	Refuse/Recycling Route Supervisor/Lead Truck Driver	41,226.00	70,741.00	Annual	40	2
2022	Marietta	61,497	Refuse/Recycling Truck Driver	32,178.00	55,286.00	Annual	40	7
2022	Marietta	61,497	Road Crew Supervisor	55,515.00	85,281.00	Annual	40	1
2022	Marietta	61,497	Sanitation Superintendent	55,515.00	85,821.00	Annual	40	1
2022	Marietta	61,497	Sewer System Supervisor	55,515.00	85,281.00	Annual	40	1
2022	Marietta	61,497	Water/Wastewater Superintendent	66,165.00	105,830.00	Annual	40	1
2022	Powder Springs	17,083	Accountant	55,000.00	55,500.00	Annual	40	1
2022	Powder Springs	17,083	Administrative Secretary	18.22	28.24	Hourly	40	3
2022	Powder Springs	17,083	Assistant City Clerk	21.09	32.70	Hourly	40	1
2022	Powder Springs	17,083	Assistant City Manager	77,689.60	120,418.87	Annual	40	2
2022	Powder Springs	17,083	Cashier/Customer Service Representative	15.74	24.40	Hourly	30	1
2022	Powder Springs	17,083	City Clerk	63,417.85	98,297.67	Annual	40	1
2022	Powder Springs	17,083	City Manager/Administrator	83,127.87	128,848.19	Annual	40	1
2022	Powder Springs	17,083	Finance Director	72,607.10	112,541.00	Annual	40	1
2022	Powder Springs	17,083	Information Systems/Technology Specialist	55,391.61	85,856.99	Annual	40	1
2022	Powder Springs	17,083	Municipal Court Clerk	63,417.85	98,297.67	Annual	40	1
2022	Powder Springs	17,083	Personnel Director	63,417.85	98,297.67	Annual	40	1
2022	Powder Springs	17,083	Planning and Development Director	63,417.85	98,297.67	Annual	40	1
2022	Powder Springs	17,083	Receptionist	12.95	20.07	Hourly	40	1
2022	Powder Springs	17,083	Zoning Administrator	22.15	34.33	Annual	40	1
2022	Powder Springs	17,083	Economic Development Director	63,417.85	98,297.67	Annual	40	1
2022	Powder Springs	17,083	Chief, Police Department	72,607.10	112,541.00	Annual	40	1
2022	Powder Springs	17,083	Lieutenant, Police Department	25.49	39.31	Hourly	42	2
2022	Powder Springs	17,083	Patrol Officer, Police Department	21.09	32.70	Hourly	42	18
2022	Powder Springs	17,083	Sergeant, Police Department	23.26	36.05	Hourly	42	3
2022	Powder Springs	17,083	Heavy Equipment Operator	16.53	25.62	Hourly	40	2
2022	Powder Springs	17,083	Maintenance Superintendent	22.15	34.33	Hourly	40	1
2022	Powder Springs	17,083	Maintenance Worker	14.95	22.79	Hourly	40	1
2022	Powder Springs	17,083	Refuse/Recycling Collector	14.95	22.79	Hourly	40	6
2022	Powder Springs	17,083	Sanitation Superintendent	22.15	34.33	Hourly	40	1
2022	Powder Springs	17,083	Truck Driver	17.35	26.90	Hourly	40	3
2022	Smyrna	55,685	Accountant	46,121.00	69,182.00	Annual	40	1
2022	Smyrna	55,685	Accounting Technician	18.52	27.77	Hourly	40	1
2022	Smyrna	55,685	Administrative Secretary	17.78	31.07	Hourly	40	4

2022	Smyrna	55,685	Assistant City Clerk	18.52	27.77	Hourly	40	1
2022	Smyrna	55,685	Assistant City Manager	97,104.00	145,655.00	Annual	40	2
2022	Smyrna	55,685	Budget Analyst	50,686.00	76,030.00	Annual	40	1
2022	Smyrna	55,685	Building Inspector	19.98	29.97	Hourly	40	2
2022	Smyrna	55,685	Building Inspector Director	65,145.00	97,716.00	Annual	40	1
2022	Smyrna	55,685	Cashier/Customer Service Representative	14.86	22.29	Hourly	40	3
2022	Smyrna	55,685	City Clerk	78,841.00	118,262.00	Annual	40	1
2022	Smyrna	55,685	City Manager/Administrator	190,444.00	190,444.00	Annual	40	1
2022	Smyrna	55,685	Information Systems/Technology Director	84,928.00	127,393.00	Annual	40	1
2022	Smyrna	55,685	Information Systems/Technology Specialist	22.91	34.36	Annual	40	1
2022	Smyrna	55,685	Keep Georgia Beautiful (KGB) Executive Director	71,232.00	106,848.00	Annual	40	1
2022	Smyrna	55,685	Librarian	44,599.00	71,465.00	Annual	40	3
2022	Smyrna	55,685	Municipal Court Clerk	15.59	23.38	Hourly	40	2
2022	Smyrna	55,685	Municipal Court Judge (Appointed)	90,000.00	90,000.00	Annual	40	1
2022	Smyrna	55,685	Municipal Court Solicitor	96,000.00	96,000.00	Annual	40	1
2022	Smyrna	55,685	Payroll/Insurance Technician	46,121.00	69,182.00	Annual	40	2
2022	Smyrna	55,685	Personnel Analyst	56,013.00	84,020.00	Annual	40	1
2022	Smyrna	55,685	Personnel Director	84,928.00	127,392.00	Annual	40	1
2022	Smyrna	55,685	Personnel Technician	18.52	27.77	Hourly	40	1
2022	Smyrna	55,685	Planner	43,077.00	69,182.00	Annual	40	2
2022	Smyrna	55,685	Planning and Development Director	91,016.00	136,524.00	Annual	40	1
2022	Smyrna	55,685	Purchasing Director	56,013.00	84,020.00	Annual	40	1
2022	Smyrna	55,685	Receptionist	12.66	18.99	Hourly	40	1
2022	Smyrna	55,685	Recreation Director	84,928.00	127,393.00	Annual	40	1
2022	Smyrna	55,685	Recreation Maintenance Worker	12.66	18.99	Hourly	40	2
2022	Smyrna	55,685	Recreation Specialist	17.05	25.58	Hourly	40	2
2022	Smyrna	55,685	Secretary	14.13	21.19	Hourly	40	2
2022	Smyrna	55,685	Economic Development Director	78,841.00	118,262.00	Annual	40	1
2022	Smyrna	55,685	Assistant Chief, Fire Department	74,276.00	111,413.00	Annual	40	1
2022	Smyrna	55,685	Assistant Chief, Police Department	89,435.00	138,625.00	Annual	40	1
2022	Smyrna	55,685	Captain, Fire Officer	50,056.00	88,585.00	Annual	40	2
2022	Smyrna	55,685	Chief Jailer/Jail Administrator	22.17	33.26	Hourly	40	1
2022	Smyrna	55,685	Chief, Fire Department	91,016.00	136,524.00	Annual	40	1
2022	Smyrna	55,685	Chief, Police Department	102,437.00	158,778.00	Annual	40	1
2022	Smyrna	55,685	Code Enforcement Officer	18.52	32.16	Hourly	40	3
2022	Smyrna	55,685	Detention Officer	17.05	25.58	Hourly	40	11
2022	Smyrna	55,685	E-911 Operator	17.05	28.87	Hourly	40	14
2022	Smyrna	55,685	Engine Operator/Driver, Fire Department	16.36	24.54	Hourly	53	18
2022	Smyrna	55,685	Fire Marshal	65,145.00	97,716.00	Annual	40	1
2022	Smyrna	55,685	Firefighter	13.75	20.62	Hourly	53	17
2022	Smyrna	55,685	Firefighter/EMT	14.79	22.97	Hourly	53	13
2022	Smyrna	55,685	Lieutenant, Fire Officer	18.19	27.29	Hourly	53	19
2022	Smyrna	55,685	Lieutenant, Police Department	32.27	50.02	Annual	40	8
2022	Smyrna	55,685	Major, Police Department	76,839.00	119,101.00	Annual	40	5
2022	Smyrna	55,685	Patrol Officer, Police Department	20.77	38.56	Hourly	40	58
2022	Smyrna	55,685	Records Clerk	14.86	22.29	Hourly	40	3
2022	Smyrna	55,685	Sergeant, Police Department	27.60	42.79	Hourly	40	8
2022	Smyrna	55,685	Evidence Clerk/Technician	17.78	26.68	Hourly	40	2
2022	Smyrna	55,685	Automotive Mechanic (Public Works)	16.32	25.58	Hourly	40	4

2022	Smyrna	55,685	Civil Engineer	78,841.00	118,262.00	Annual	40	1
2022	Smyrna	55,685	Crew Leader	14.13	21.19	Hourly	40	1
2022	Smyrna	55,685	Heavy Equipment Operator	17.78	26.68	Hourly	40	5
2022	Smyrna	55,685	Laborer	12.66	18.99	Hourly	40	5
2022	Smyrna	55,685	Light Equipment Operator	14.86	23.38	Hourly	40	4
2022	Smyrna	55,685	Maintenance Superintendent	52,969.00	79,454.00	Annual	40	1
2022	Smyrna	55,685	Maintenance Worker	14.13	23.38	Hourly	40	3
2022	Smyrna	55,685	Public Works Superintendent	91,016.00	136,524.00	Annual	40	1
2022	Smyrna	55,685	Refuse/Recycling Collection Supervisor	18.52	27.77	Hourly	40	1
2022	Smyrna	55,685	Refuse/Recycling Collector	12.66	18.99	Hourly	40	14
2022	Smyrna	55,685	Refuse/Recycling Route Supervisor/Lead Truck Driver	16.32	24.48	Hourly	40	1
2022	Smyrna	55,685	Refuse/Recycling Truck Driver	15.59	23.38	Hourly	40	11
2022	Smyrna	55,685	Roads and Bridges Superintendent	52,969.00	79,454.00	Annual	40	1
2022	Smyrna	55,685	Sanitation Superintendent	52,969.00	79,454.00	Annual	40	1
2022	Smyrna	55,685	Water/Wastewater Superintendent	52,969.00	79,454.00	Annual	40	1