



STATE OF GEORGIA
Georgia Building Authority

Letters of Interest Request

2 Peachtree Office Building Produce Stand

ELECTRONIC RESPONSES DUE: THURSDAY, DECEMBER 21, 2017 AT 4:00 P.M. LOCAL TIME

Date: November 28, 2017
To: Interested Parties
From: Rey Palma, GBA Procurement Services Director/Issuing Officer
E Mail: rey.palma@gba.ga.gov
Subject: 2 Peachtree Office Building Produce Stand - Request for Letters of Interest [900-18-776]

Introduction: Interested parties are asked to submit Letters of Interest in response to this inquiry. Preferred respondents may be asked to submit detailed responses, clarifications, additional information or be asked to interview with GBA principals. All decisions of GBA are final. GBA will select its favored respondent in a manner that protects its best interest and that of the citizens of the State of Georgia.



Summary: The Georgia Building Authority is seeking a company or person(s) to provide, manage and operate a produce stand at the 2 Peachtree building. The 2 Peachtree produce stand will be housed in space located in the basement level of the 2 Peachtree building whose physical address is 2 Peachtree NW, Atlanta GA 30303 (corner of Peachtree and Marietta Streets). Please see Exhibit 6 to this letter showing the area and space schematic. The available space for the produce stand is 706 square feet. The successful respondent will be responsible for all equipment, display units (refrigerated or otherwise), required hours of operation, business requirements (including but not limited to insurance and applicable taxes).

Restrictions on Communications with Staff & Questions Submittal: All questions about this RFP must be directed in writing to the Issuing Officer as designated above. Please submit your questions by the designated date and time for responses.

Contract Term: The contract term will dependent on the solution chosen by GBA.

Respondent Qualification Requirements

- The respondent (firm/company) shall have a minimum of five (5) years verifiable experience providing similar services with comparable requirements as those set forth herein.
- The respondent must demonstrate experience with similar operations within the last five (5) consecutive calendar years.
- The respondent must be currently incorporated in the State of Georgia or provide verifiable proof they are authorized to provide the required services pursuant to all applicable laws and the rules and regulations set forth by the Georgia Secretary of State. Please provide your written proof as an attachment to your response.
- The respondent must be properly licensed in the location of its home office to perform the services required by this solicitation. Respondent must provide written proof or a certificate/license with the response.
- The respondent shall have a verifiable “drug free workplace” program pursuant to all State of Georgia requirements. The Georgia State Board of Workers’ Compensation’s certificate is preferred.
- The respondent will designate a central point of contact for all aspects of this work.
 - The respondent must submit the resume’ for the designated point of contact.
 - Resume must reflect years of experience in the industry and the employer(s).
- Respondent must be financially viable.

Stipulations

- The respondent will designate a single point of contact for all contractual matters.
- The respondent will ensure that the proper inspection agencies perform initial and subsequent inspections of product and shop conditions.
- The respondent will provide hours of operations coordinated with building activity.
- The respondent will ensure all personnel are properly trained and shall emphasize positive customer service.
- The respondent is responsible for maintaining the premises safe and free of debris.
- The proprietor will market his operation in a manner acceptable to the GBA.
- The respondent will only provide produce stand edible items and associated products (e.g., fruit and vegetable drinks).
- The respondent must offer its customers reasonably priced products. The respondent will price its products in such a manner as to be competitive in markets but not excessive or “gouging” in nature.
- The proprietor will endeavor to carry “Georgia Grown” Products.
- To ensure freshness of product, stock will be rotated regularly by the proprietor. No expired products will be sold.
- GBA may unilaterally order the immediate removal of any item should it be determined that the item does not conform to the requirements of the shop.
- The respondent will operate the produce stand in the best interest of the State of Georgia.

Submission Requirements:

- (1) Cover Letter - The response must contain a signed cover response letter on company letterhead identifying the company, its principals, home office physical address/phone and e-mails of the project lead.
 - a. Include a comprehensive business plan for the shop
 - b. Include a financial plan/prospectus for the shop
 - c. Include a staffing plan for the shop
- (2) Financial Response – Respondent is asked to accept the square foot rental price for the space. Exceptions may result in the RFP response rejection. Please execute Exhibit 1 hereto confirming this requirement.
- (3) Please e-mail your response to the following address by the date shown above: rey.palma@gba.ga.gov.

Submittal Validity: All responses submitted in response to this solicitation shall remain valid for a period of sixty (60) consecutive calendar days after the solicitation closing date. GBA reserves the right to request reasonable extension of all Responses received.

Evaluation Process: GBA will review all responses and select the most advantageous one. GBA will look to protect its best interest. The selected firm or firms may be asked to submit a detailed response, interviewed or be subject to full evaluation of principals and company including but not limited to financial condition, credit check, criminal background check, past business and personal history.

EXHIBIT 1: FINANCIAL RESPONSE

Respondent (Company or Individual)	
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LEASE OF 706 SQUARE FEET FOR 2 PEACHTREE FOR PRODUCE STAND			
Item	Term	Description	Amount Accepted
1	Annual	Annual Rent to be Paid by Respondent	\$13,286.92
			Total Annual Amount Accepted in Words:
<i>Thirteen Thousand Two Hundred Eighty Six Dollars and Ninety Two Cents</i>			

By signature below the undersigned as an authorized agent of the respondent does hereby agree to the amount of the rent set forth herein.

Authorized Signature	Date
Typed/Printed Name	
Title of Authorized Signatory	

EXHIBIT 2: CERTIFICATION

[Respondent to sign below and return with Response response]

We propose to furnish and deliver any and all of the deliverables and services named in this Letter of Interest pursuant to the Georgia Building Authority Procurement Policy and Procedures located at:

<http://gba.georgia.gov/>

(or) as modified by special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with the response. It is understood and agreed that the response may be an offer to perform, which when accepted in writing by the Georgia Building Authority and subject to the terms and conditions of such acceptance, may constitute a valid and binding contract between the undersigned and GBA.

It is understood and agreed that the Respondent has read the specifications shown or referenced in the RFP and that this Response is made in accordance with the provisions of such specifications. By written signature on this sheet, Respondent guarantees and certifies that all items included in the Response meet or exceed any and all specifications.

I certify that this Response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the response and certify that I am authorized to sign this response for the Respondent. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect. The Vendor further certifies that the Vendor and its Lobbyists have complied with the Lobbyist Registration Requirements in accordance with Georgia State Law.

Authorized Signature _____ Date _____

Print/Type Name _____

Company Name _____

Address: _____

Phone Number: _____ Email: _____

EXHIBIT 3: SALES AND USE TAX REGISTRATION

Section 50-5-82, of the Official Code Georgia Annotated (OCGA) prohibits the Georgia Building Authority from awarding a contract to an Respondent in violation of Section 48-8-59 of the OCGA. The following information is required prior to award:

OFFICIAL REGISTERED COMPANY NAME	
Corporate Principal Name & Title (Parent Company)	
Corporate FEIN/TIN	
Affiliate Name (Distributor):	
Affiliate FEIN/TIN:	
Vendor Sales Tax Number:	
Type of Product or Service:	
Type of service your company will be performing?	
Will your company sell any tangible personal property?	
<i>COMPANY ADDRESS</i>	
<i>BUSINESS ADDRESS IF DIFFERENT FROM COMPANY ADDRESS</i>	
<i>PHONE</i>	
<i>FAX</i>	
<i>E MAIL ADDRESS OF AUTHORIZED REPRESENTATIVE(S)</i>	
<i>COMPANY WEBSITE (URL)</i>	
<i>CONTRACTOR LICENSE (IF APPLICABLE)</i>	
<i>OCCUPATIONAL LICENSE NUMBER</i>	
<i>DUNS NUMBER</i>	
<i>E VERIFY NUMBER – FEDERAL</i>	

EXHIBIT 4: ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011 AFFIDAVIT

LOI No. and Name:
STATE OF GEORGIA

COUNTY OF _____

AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies:

- 1) Contractor is in compliance with the Illegal Immigration Reform and Enforcement Act of 2011 and specifically the provisions codified at O.C.G.A. §13-10-91;
- 2) Contractor is engaged in the physical performances of services on behalf of the Georgia Building Authority, and Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as "E-Verify", or any subsequent replacement program in accordance with the provisions of O.C.G.A. § 13-10-91;
- 3) Contractor will continue to use the federal work authorization program throughout the contract period;
- 4) Contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the same information required by O.C.G.A. § 13-10-91(b); and
- 5) If Contractor is not registered and participating in the E-Verify Program, or any subsequent replacement program, Contractor affirms that he has no employees, does not intend to hire employees for purposes of satisfying the terms of the contract, and has provided a copy of a state issued driver's license or state issued identification card issued by a state within the United States that verifies lawful immigration status prior to issuing a driver's license or identification card.

Federal Work Authorization/ E-Verify™ Number:

Authorization Date:

Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Driver's License #
(Applicable only if Contractor is not
Participating in E-Verify pursuant to
paragraph 5 above)

Printed Name of Authorized Officer or Agent

Name of Contractor/Contracting Entity

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE...

____ DAY OF _____, 20__

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

(End of Form)

EXHIBIT 5: CONFLICT OF INTEREST FORM

STATE OF _____)

COUNTY OF _____)

Before me the undersigned authority personally appeared _____, who was duly sworn, deposes and states:

- (a) I am the _____ [OFFICIAL TITLE] of _____ [COMPANY/ENTITY NAME] with a local office in _____ [CITY AND STATE] and principal office in _____ [CITY AND STATE].
- (b) Said entity is submitting this response to Letter of Interest [900-18-776] 2 Peachtree Produce Stand.
- (c) The RESPONDENT has made diligent inquiry and provided the information in this statement affidavit based upon his full knowledge.
- (d) The RESPONDENT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a response for the work contemplated hereby.
- (e) Neither the RESPONDENT nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restrict or restraint the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation.
- (f) Neither the entity nor its affiliates nor anyone associated with the Respondent is presently suspended or otherwise prohibited from participation in this solicitation or any contracting to follow thereafter by any government.
- (g) Neither the entity nor its affiliates nor anyone associated with them have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
- (h) It is agreed that this affidavit is an attestation that no any conflict of interest or potential conflict of interest as defined i.e., whereby any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated has been violated.
- (i) I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any State Agency, Division, Department or Office.
- (j) I certify that no member of the entity's ownership or management is presently applying, actively seeking or has been selected for an elected position within Georgia State Government.
- (k) In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the GBA in writing.
- (l) If applicable, we have attached on company letterhead the description of any business transactions outside the normal course of business occurring within the prior two years between our firm and GBA.**
- (m) If applicable, we have provided on company letterhead the description of any gift, hospitality, or benefit of any sort that our firm has provided to GBA.**
- (n) If applicable, we have provided on company letterhead statements declaring any conflict of interest or potential conflict of interest that our firm has with GBA as it relates to this solicitation.**

SIGNATURE OF AUTHORIZED RESPONDENT REPRESENTATIVE:	DATE
TITLE OF RESPONDENT REPRESENTATIVE	

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE...

_____ DAY OF _____, 20__

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

EXHIBIT 6: 2 PEACHTREE FLOOR PLAN

