

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, June 6, 2022

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Matt Myers

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

- A. **Call to Order by Mayor Craig Newton**
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES
- B. **Invocation**
- C. **Pledge of Allegiance to the Flag of the United States of America**
- D. **Roll Call (recorded)**
- E. **Presentation of previous meetings minutes for acceptance**
[22-6486](#) **Approval of Previous Meeting Minutes**
[Mayor and Council - Regular Meeting - May 2, 2022, 6:30 PM](#)
[Policy Work Session - Policy Work Session - May 16, 2022, 6:30 PM](#)
- F. **Set agenda as presented for scheduled meeting.**
[22-6487](#) **Acceptance of the Agenda**
- G. **Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**
[22-6488](#) **Proclamation Recognizing National Garden Club Week**
A proclamation recognizing National Garden Club Week.
[Proclamation for Garden Club Week](#)

[22-6491](#) **Proclamation Honoring Mary Beth Bender**
Proclamation Honoring Mary Beth Bender for years of service.
[Proclamation for Mary Beth Bender](#)
- H. **Floor Open to Citizens Desiring to Address the Governing Authority**
 - a. **Comments by Citizens**
 - b. **Comments by Council**
 - c. **Comments by City Manager**
 - *Active Shooter Policy and Procedures Update - Bill Grogan
 - *Resolution for 2023 SPLOST Funds (to be added to the agenda)
[Resolution for 2023 SPLOST Funds](#)
- PH. **Public Hearings**

J. Reports of the Mayor and Councilmembers

a. General Announcements

JUNE CALENDAR OF EVENTS

Norcross Community Market

Every Wednesday from May to August | 4:00 p.m. - 7:00 p.m. | Thrasher Park

Summer Concert: Color The Night

Friday, June 10th | 7:30 p.m. - 9:30 p.m. | Thrasher Park

Jazz in the Alley: The Senators featuring Tony Tatum

Saturday, June 11th | 7:30 p.m. - 9:30 p.m. | Betty Mauldin Park

Movie Monday: Spiderman - No Way Home

Monday, June 13th | 1:30 & 6:30 p.m. | Norcross Cultural Arts and Community Center

Coffee With Council

Saturday, June 18th | 8:00 a.m. | 45 South Cafe

Bluesberry Beer & Music Festival

Saturday, June 18th | 3:00 p.m. - 10:00 p.m. | Betty Mauldin Park

Juneteenth Celebration

Sunday, June 19th | 12:00 p.m. - 5:00 p.m. | Thrasher Park

City Closed (Juneteenth Observance)

Monday, June 20th | All Day (Sanitation and Recycling Services will not be affected.)

Policy Work Session

Tuesday, June 21st | 6:30 p.m. | 2nd Floor Conference Room

Summer Concert: PettyBreakers

Friday, June 24th | 7:30 p.m. - 9:30 p.m. | Thrasher Park

Movie Monday: A Journal for Jordan

Monday, June 27th | 1:30 & 6:30 p.m. | Norcross Cultural Arts and Community Center

Coming Up in July:

Norcross Community Market - Every Wednesday

Red, White & Boom - July 3

Summer Concert - July 8

Movie Monday - July 11

Jazz in the Alley - July 16

Summer Concert - July 22

Movie Monday - July 25

K. Board Appointments

[22-6489](#)

Board Appointment - Discovery Garden Park Board

[22-6490](#)

Board Appointment - Parks, Green Spaces and Trails Commission

L. Approval of Consent Agenda**M. Items for Discussion**

1. [22-6477](#) **Position Reclassification for Receptionist/Administrative Coordinator- Public Works**
Approve budgeted position in Public Works, Utilities & Parks Department to Administrative Coordinator II.
[Agenda Report - Position Reclassification](#)
[Job Description- PWUP Receptionist/Administrative Coordinator](#)
[Job Description - PWUP Administrative Coordinator II](#)
2. [22-6479](#) **City Hall Roof Contractor Agreement**
A recommendation to approve a contractor agreement with CGS Waterproofing. CGS Waterproofing was the lowest responsive bidder.
[Agenda Report - City Hall Roof Contractor Agreement](#)
[Contractor Agreement - CGS Waterproofing](#)
[Bid Tabulation](#)
[CGS- Requested Documents](#)
[CGS Company Information](#)
3. [22-6478](#) **Sanitation Services Contract Amendment**
A recommendation to approve a one-year amendment to the exclusive contract with Waste Management for Solid Waste, Recycling, and Yard Waste Services. Consider an option to change residential bulk waste to a fee-based system scheduled and billed through Waste Management at an annual savings of \$13,587 -- \$3.00 annually per residential customer served.
[Agenda Report- Sanitation Services Amendment](#)
[2022 Norcross Addendum # 10](#)

N. Adjourn in memory of**O. Adjourn to Executive Session for Personnel, Real Estate or Legal****P. Signed by _____ Mayor Craig Newton****Q. Attest: _____ Monique Lang, City Clerk**



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6486	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/6/2022 6:30 PM	In Control:	Mayor and Council
Title:	Approval of Previous Meeting Minutes		

Sponsors:

Code Sections:

Title
Approval of Previous Meeting Minutes

Motion
A motion to Approve/Deny the May 2nd Regular Council Meeting Minutes and the May 16th Policy Work Session and Executive Session.

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, May 2, 2022

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Matt Myers

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

Minutes Acceptance: Minutes of May 2, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)

- A. Call to Order by Mayor Craig Newton
- B. Invocation
- C. Pledge of Allegiance to the Flag of the United States of America
- D. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Matt Myers	Mayor Pro Tem	Absent	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	
Arlene Beckles	Councilmember	Present	

Regular Meeting was called to order at 6:34 PM by Mayor Craig Newton

- E. Presentation of previous meetings minutes for acceptance
- 22-6467: Approval of Previous Meeting Minutes**

Motion

A motion to Approve the April 5th Regular Council Meeting Minutes and Executive Session, the April 18th Special Called Meeting, Policy Work Session and Executive Session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
ABSENT:	Matt Myers

Mayor and Council - Regular Meeting - Apr 4, 2022 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
ABSENT:	Matt Myers

Special Called Meeting - Special Meeting - Apr 18, 2022 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
ABSENT:	Matt Myers

Policy Work Session - Policy Work Session - Apr 18, 2022 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
ABSENT:	Matt Myers

Minutes Acceptance: Minutes of May 2, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)

F. Set agenda as presented for scheduled meeting.**1. 22-6468: Acceptance of the Agenda****Motion**

A motion to Accept the Agenda as Presented with the following items being moved to discussion:

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
ABSENT:	Matt Myers

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**22-6469: Proclamation Recognizing Colin Steuterman**

RESULT:	PRESENTED BY MAYOR NEWTON
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22-6470: Proclamation Recognizing Blake Manton

RESULT:	PRESENTED BY MAYOR NEWTON
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22-6471: Proclamation Recognizing Municipal Clerks Week

RESULT:	PRESENTED BY MAYOR NEWTON
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H. Floor Open to Citizens Desiring to Address the Governing Authority

- a. Comments by Citizens
- b. Comments by Council
- c. Comments by City Manager

PH. Public Hearings**J. Reports of the Mayor and Councilmembers**

- a. General Announcements

MAY CALENDAR OF EVENTS**Norcross Community Market**

Every Wednesday from May to August | 4:00 p.m. - 7:00 p.m. | Thrasher Park

Viva Mexico

Saturday, May 7th | 12:00 p.m. - 5:00 p.m. | Thrasher Park

Movie Monday: King Richard

Monday, May 9th | 1:30 & 6:30 p.m. | Norcross Cultural Arts & Community Center

Coffee with Council

Saturday, May 14th | 8:00 a.m. | 45 South

Pedal Norcross

Saturday, May 14th | 12:00 p.m. - 3:00 p.m. | Downtown Norcross

Policy Work Session

Monday, May 16th | 6:30 p.m. | 2nd Floor Conference Room

Movie Monday: Dog

Monday, May 23rd | 1:30 & 6:30 p.m. | Norcross Cultural Arts and Community Center

Summer Concert Series: ATL Pleasure

Friday, May 27th | 7:30 p.m. - 9:30 p.m. | Thrasher Park

Memorial Day Remembrance

Monday, May 30th | 11:30 a.m. - 1:30 p.m. | Thrasher Park

City Closed (Memorial Day Observance)

Monday, May 30th | All Day (Sanitation and Recycling Services will not be affected.)

Coming Up in June:

Summer Concert - June 10

Jazz In The Alley - June 11

Bluesberry Beer & Music Festival - June 18

Juneteenth Celebration - June 19

Summer Concert - June 24

K. Board Appointments**A. 22-6472: Board Appointment - Tree Preservation Board**

The following applicant satisfied all the requirements to be considered for appointment to the Tree Preservation Board which currently has one vacancy:

Michelle Osborne

Motion

A motion to Approve the reappointment of the following applicant to the Tree Preservation Board with a term expiration of June 1, 2026

Michelle Osborne

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
ABSENT:	Matt Myers

L. Approval of Consent Agenda

RESULT:	ADOPTED ON CONSENT AGENDA [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
ABSENT:	Matt Myers

1. 22-6455: Norcross Activity Center LCI

Motion

A motion to Approve/Deny a draft update to the attached update to the Norcross Activity Center LCI as proposed by the Norcross Housing Authority and Walton Communities.

2. 22-6456: Affordable Housing Developer Recommendation

Motion

A motion to Approve/Deny authorization for City staff to draft a letter for support for Walton Communities.

3. 22-6457: Position Reclassification

Motion

A motion to Approve/ Deny the reclassification of Master Crafts-worker to Beautification Manager - Landscape Management.

M. Items for Discussion**1. 22-6463: Pedestrian Railroad Crossing Discussion**

RESULT:	REFERRED TO STAFF
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N. Adjourn to Executive Session for Personnel, Real Estate or Leg

The meeting adjourned at 7:33 PM with a motion by Councilmember Gaynor and seconded by Councilmember Beckles.

O. Signed by _____ **Mayor Craig Newton**

P. Attest: _____ **Monique Lang, City Clerk**

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, May 16, 2022

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Matt Myers

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

Minutes Acceptance: Minutes of May 16, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Matt Myers	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	
Arlene Beckles	Councilmember	Remote	

Policy Work Session was called to order at 6:30 PM by Mayor Craig Newton

B. Citizen Input**C. Board Updates****D. General Updates****E. Council- General Discussion****F. Board Appointments**

Mayor and Council will consider appointments to the following board, authority or commission:

Discovery Garden Park Board (2 Vacancies, 1 Appointment)

Parks, Green Spaces, & Trails Commission (1 Vacancy, 1 Appointment)

G. City Manager's Report**H. Items for Discussion**

1. 22-6477: Position Reclassification for Receptionist/Administrative Coordinator- Public Works

RESULT: THIS MATTER WAS REFERRED TO

Next: 6/6/2022 6:30 PM

TO: Mayor and Council

2. 22-6478: Sanitation Services Contract Amendment

RESULT: THIS MATTER WAS REFERRED TO

Next: 6/6/2022 6:30 PM

TO: Mayor and Council

3. 22-6479: City Hall Roof Contractor Agreement

RESULT: THIS MATTER WAS REFERRED TO

Next: 6/6/2022 6:30 PM

TO: Mayor and Council

4. 22-6480: Budget Context and Considerations

RESULT: DISCUSSED

5. 22-6481: Annexation Discussion

RESULT: DISCUSSED

Minutes Acceptance: Minutes of May 16, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)

I. Adjourn to Executive Session for Personnel, Real Estate or Legal

The meeting adjourned to Executive Session for Personnel, Real Estate and Legal at 8:22PM with a motion by Councilmember Bare, seconded by Mayor Pro Tem Myers.

J. Signed by: _____ Mayor Craig Newton

K. Attest: _____ Monique Lang, City Clerk

Minutes Acceptance: Minutes of May 16, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6487	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/6/2022 6:30 PM	In Control:	Mayor and Council
Title:	Acceptance of the Agenda		

Sponsors:

Code Sections:

Title
Acceptance of the Agenda

Motion

A motion to Accept the Agenda as Presented with the following items being moved to discussion:



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6488	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/6/2022 6:30 PM	In Control:	Mayor and Council
Title:	Proclamation Recognizing National Garden Club Week		

Sponsors:

Code Sections:

Attachments:

1. [Proclamation for Garden Club Week](#)

Title
Proclamation Recognizing National Garden Club Week

Presenter
Mayor Craig Newton

Proclamation

Office of the Mayor, City of Norcross, Georgia
In Recognition of National Garden Club Week

- Whereas: the Norcross Garden Club seeks to concentrate its efforts on education, beautification, and conservation; and
- Whereas: the Norcross Garden Club has members who serve our community in the protection, planting, and growing of all types of plants, flowers, trees, and vegetables; and
- Whereas: the Norcross Garden Club continually seeks to educate our youth through activities, programs, and hands-on experience showing the necessity of having balance in our environment; and
- Whereas: the Norcross Garden Club was founded in 1931 and is still growing and is a vibrant, healthy club with 95 members; and
- Whereas: the Norcross Garden Club financially supports youth clubs, various garden clubs throughout the state of Georgia, including the Founders Garden in Athens and the Cherokee Garden Club, and others nationally; and
- Whereas: the Norcross Garden Club has received numerous awards through the years, including for 2022: Perfect Attendance - Fulton Federation; Norcross Earth Team – Standard of Excellence Award; Garden Club of the Year – Fulton Federation; Youth Education Program Award, Most New Members Award, and the Garden Therapy Award working in conjunction with the Norcross (Neighborhood) Meals on Wheels Program; and
- Whereas: the Norcross Garden Club provides scholarships to deserving students through the sale of donated plants from the City of Norcross, with one of the recipients being Shahin Khalili, Norcross Landscape and Beautification Manager; and
- Whereas: the Norcross Garden Club and all Garden Clubs and Gardeners strive to add beauty and promote conservation in the communities where they work and live.

Now, Therefore, I, Craig Newton, Mayor of the City of Norcross, do recognize the week of June 5 through June 11, 2022, as National Garden Club Week, and further extend recognition and appreciation to the members of the Norcross Garden Club for their exemplary dedication to this community and the principles of education, beautification, and conservation.

Dated this 6th day of June 2022

Craig Newton, Mayor

Attest: Monique Lang, City Clerk

Attachment: Proclamation for Garden Club Week (22-6488 : Proclamation Recognizing National Garden Club Week)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6491	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/6/2022 6:30 PM	In Control:	Mayor and Council
Title:	Proclamation Honoring Mary Beth Bender		

Sponsors:

Code Sections:

Title
Proclamation Honoring Mary Beth Bender

Presenter
Mayor Craig Newton

Proclamation

*The City of Norcross, Georgia
Honors and Celebrates
The Retirement of*

Mrs. Mary Beth Bender

Whereas, Assistant City Manager and Director of Public Works, Utilities & Parks, Mary Beth Bender, will be forever honored and respected for her legacy of exemplary service, dedication and for playing a dynamic role in the evolution of the vibrant City of Norcross; and

Whereas, having earned a degree from Madison College, Mary Beth began her government career with the City of Norcross, Georgia where she first started as the city receptionist and earned five promotions within her twenty-two years due to her stellar performance in each role that she worked; and

Whereas, Mary Beth has been an integral part of the City and was appointed to the position of Assistant City Manager and Director of Public Works, Utilities & Parks in November 2016 where she led a team of 32 employees for streets, rights-of-ways, signage, sidewalks, fleet, city buildings, power, storm water, and the city events; and

Whereas, one of Mary Beth’s accomplishments that she is most proud of is that she ensured that ADA components were in every city park and created the Special Needs Easter Egg Hunt, the only one in metro Atlanta that serves children with special needs, including children with autism, hearing and visibility impairments; and

Whereas, a few of Mary Beth’s most outstanding accomplishments include being a graduate of Leadership Gwinnett, earning the Public Works Management Certification, serving as an Executive Board Member of the Southwest Gwinnett Chamber of Commerce, Chair of the Connect Committee and as a member of the Norcross/ Peachtree Corners Rotary. She was also honored as a recipient of the Explore Gwinnett, Friends of Gwinnett Tourism Award in 2017; and

Whereas, after twenty-two years of remarkable service and management, Mary Beth has decided to retire from her position as Assistant City Manager and Director of Public Works, Utilities & Parks to enjoy a well-earned retirement that will be marked by more time spent with her grandchildren, and traveling; and

Whereas, Mary Beth will always be remembered for her outstanding customer service, commitment, dedication, value and impact on our city and we wish her continued health and happiness as she embarks on this new and exciting chapter in her life.

Now, Therefore, we, the Mayor and Council of NORCROSS, GEORGIA do hereby wish to honor and thank Mary Beth Bender for her outstanding leadership, commitment and utmost dedication to the City of Norcross and do urge all residents to join us in congratulating her on the occasion of her retirement from the City of Norcross.

Mayor
Craig Newton

Mayor Pro Tem
Matt Myers

Councilmember
Andrew Hixson

Councilmember
Josh Bare

Councilmember
Bruce Gaynor

Councilmember
Arlene Beckles

A RESOLUTION TO APPROVE A LIST OF PROJECTS FOR A 2023 GWINNETT
COUNTY SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST)
REFERENDUM AND TO AUTHORIZE THE MAYOR AND CITY ATTORNEY TO
EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH GWINNETT COUNTY

WHEREAS, Gwinnett County has notified the City that it is considering placing a referendum question before the voters of Gwinnett County to allow continuation of the Special Purpose Local Option Sales Tax (SPLOST) in 2023; and

WHEREAS, Gwinnett County has invited the City to review and identify qualifying projects for such SPLOST; and

WHEREAS, the SPLOST program in Gwinnett County has historically funded a wide variety of public projects for the benefit of the citizens of the City; and

WHEREAS, the City is a "qualified municipality" as defined by O.C.G.A Sec. 48-8-110(4), and as such, is eligible to receive Special Purpose Local Option Sales Tax (SPLOST) proceeds; and

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of the City to designate qualifying projects for consideration by the voters in such referendum and to participate in the negotiation and execution of an appropriate Intergovernmental Agreement for Use and Distribution of any such SPLOST proceeds;

NOW THEREFORE, THE COUNCIL OF THE CITY OF NORCROSS HEREBY RESOLVES, that the qualifying projects listed on Exhibit "A" attached hereto and incorporated herein by reference are approved and ratified for inclusion in the 2023 SPLOST referendum in Gwinnett County. IT IS FURTHER RESOLVED that the Mayor and City Attorney are hereby authorized to execute a negotiated Intergovernmental Agreement with Gwinnett County for Use and Distribution of Proceeds Generated by the 2023 SPLOST Referendum.

SO RESOLVED this 6th day of June, 2022.

CRAIG NEWTON, MAYOR

ATTEST: MONIQUE LANG, CITY CLERK

EXHIBIT “A”

The City of Norcross’ capital outlay projects to be funded from the proceeds of the Special Purpose Local Option Sales Tax (SPLOST) and the estimated dollar amounts allocated for each project category are as follows:

30% Administrative Facilities and Equipment,	\$7,265,185
15% Recreation Facilities and Equipment,	\$3,632,593
55% Transportation (roads, streets, bridges, and related facilities and equipment),	\$13,319,506

Total: \$24,217,284



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6489	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/6/2022 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Discovery Garden Park Board		

Sponsors:

Code Sections:

Title
Board Appointment - Discovery Garden Park Board

The following applicant satisfied all the requirements to be considered for appointment to the Discovery Garden Park Board which currently has two vacancies:

Aaron Zahoran

Motion
A motion to Approve/Deny the appointment of the following applicant to the Discovery Garden Park Board with a term expiration of June 1, 2024:

Aaron Zahoran



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6490	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/6/2022 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Parks, Green Spaces and Trails Commission		

Sponsors:

Code Sections:

Title

Board Appointment - Parks, Green Spaces and Trails Commission

The following applicant satisfied all the requirements to be considered for appointment to the Parks, Green Spaces and Trails Commission which currently has one vacancy:

Scott Leslie

Motion

A motion to Approve/Deny the appointment of the following applicant to the Parks, Green Spaces and Trails Commission with a term expiration of December 1, 2026.

Scott Leslie



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6477	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/6/2022 6:30 PM	In Control:	Mayor and Council
Title:	Position Reclassification for Receptionist/Administrative Coordinator- Public Works		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Position Reclassification](#)
2. [Job Description - PWUP Receptionist/Administrative Coordinator](#)
3. [Job Description - PWUP Administrative Coordinator II](#)

Title

Position Reclassification for Receptionist/Administrative Coordinator- Public Works

Drafter

Camille Washington

Motion

A motion to Approve/Deny the reclassification of the Public Works, Utilities & Parks Department Receptionist/Administrative Coordinator to Administrative Coordinator II.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council

From: Camille Washington

Meeting Date: June 6, 2022 - Mayor and Council

Item No.: 22-6477

Title: Position Reclassification

CC: Eric Johnson

Recommendation: Approve the reclassification of the existing Public Works Receptionist/Administrative Coordinator position to Administrative Coordinator II.

Background: The Receptionist/Administrative Coordinator position job title has changed to Administrative Coordinator II. Several job duties from the former Executive Coordinator/Capital Projects position were reassigned to reflect the current job responsibilities of the Administrative Coordinator II. These responsibilities include purchase order process, Accounts Payable invoices process, Request Tracker ticket responses, and worker orders.

Financial Impact: There will be no financial impact relative to this position reclassification as the position is already budgeted.

Consistent with Comprehensive Plan? Yes, the position reclassification falls under Goal 4 of the Comp Plan to Maintain a Vibrant Economy and Continue to Facilitate Job Growth.

Next Steps: None

Attachments: Job Description- PWUP Receptionist/Administrative Coordinator
Job Description - PWUP Administrative Coordinator II

Update



POSITION DESCRIPTION

Title: Receptionist and Administrative Coordinator – Utilities

Level:

Department: PWUP

Position Summary:

The purpose of this position is to courteously and efficiently operate the switchboard, greet visitors, and answer routine questions and perform a variety of secretarial and clerical tasks.

The incumbent in this position will perform routine clerical and secretarial work such as answering telephones, receiving the general public, providing customer assistance, data processing and recordkeeping. Responsibilities include answering the office telephone system and directing calls accordingly. While working within a fast-paced environment, courteously greets and directs citizens and responds to inquiries from employees.

Reports to: Public Works Superintendent

☒ **Full-time**
☐ **Part-time**

☒ **Nonexempt**
☐ **Exempt**

Essential Duties and Responsibilities:

- Answers City of Norcross telephone system at the Lively location, directs calls efficiently, and delivers messages to the appropriate department.
- Greets and receives visitors, provides general information, and answers general questions. Refers visitors, as needed, to appropriate person, official, or department.
- Composes, types and edits correspondence, reports, memoranda and other documents for office personnel.
- Prepares and meters outgoing mail; sorts and distributes incoming mail.
- Duplicates and distributes materials.
- Operates office machines as required.
- Maintains office supply inventory.
- Enters all work orders associated with Public Works.
- Enters purchase orders into INCODE.
- Reconciles A/P statements with invoices.

Education and/or Work Experience Requirements:

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- 2 years of progressively responsible related experience. Equivalent combination of education and experience.

Additional Duties and Responsibilities:

Any other duties as assigned by the Assistant City Manager or a Division Superintendent.

Scope and Impact:

Position is the first point of contact for visitors and residents when entering the Utilities Office. The position provides secretarial and clerical support to the City by acting as the liaison between the public and staff. Successful performance contributes to the smooth operation of the department and a positive public image for the city.

Communications/Customer Contact:

Contact is typically with the general public, co-workers, and other city employees. The nature of the interaction is generally to give and exchange information and provide customer service.

Competencies:

- Software knowledge, including but not limited to: MS Office, the email system and HiperWeb.
- Knowledge of modern office procedures and equipment.
- Knowledge of the basic operations of all city departments.
- Skill in the use of multi-line phone system.
- Skill in organizing work and maintaining reports and files.
- Skill in the use of correct grammar and performing basic mathematical functions.
- Skill in dealing with the public.
- Skill in oral and written communication.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is typically performed with the employee sitting, standing, talking, crouching or stooping, and hearing.
- The employee must occasionally walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The work is typically performed in an office.
- The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually low.



POSITION DESCRIPTION

Limitations and Disclaimer:

The above position description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/ or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Acknowledgement of Receipt and Understanding

Employee (print name):

Employee Signature:

Date:

Approved by Department Head:

Received by Human Resources:



POSITION DESCRIPTION

Title: Administrative Coordinator II – Utilities

Level:

Department: PWUP

Position Summary:

The purpose of this position is to courteously and efficiently operate the switchboard, greet visitors, answer routine questions and perform a variety of secretarial and clerical tasks.

The incumbent in this position will perform routine clerical and secretarial work such as answering telephones, receiving the general public, providing customer assistance, data processing and recordkeeping. Responsibilities include answering the office telephone system and directing calls accordingly. While working within a fast-paced environment, courteously greets and directs citizens and responds to inquiries from employees.

Reports to: Public Works Superintendent

☒ Full-time
☐ Part-time

☒ Nonexempt
☐ Exempt

Essential Duties and Responsibilities:

- Answers City of Norcross telephone system at the Lively location, directs calls efficiently, and delivers messages to the appropriate department.
- Greets and receives visitors, provides general information, and answers general questions. Refers visitors, as needed, to appropriate person, official, or department.
- Supports superintendents with administrative duties such as composing, typing, and editing correspondence, reports, memoranda and other documents.
- Coordinates and collaborates with departments, divisions, and outside agencies. Provides general information on departmental operations and acts as a liaison between the public and department staff.
- Print and analyze monthly budget reports
- Prepares agenda items for public meetings and hearings
- Annual Budget Preparation, including a request for Capital Items
- Responsible for city website Request Tracker ticket response system
- Coordinate emergency weather preparations of PWUP overnight stays.
- Coordination of Department events, meetings, and training, including hotel arrangements.
- Coordinating Community Involvement activities, special events, and meal arrangements.
- Keeps all City employees informed on facility changes/upgrades and announcements.
- Maintains the electronic document storage system for Public Utilities
- Prepares and meters outgoing mail; sorts and distributes incoming mail.
- Duplicates and distributes materials.
- Operates office machines as required.
- Maintains office supply inventory.
- Enters all work orders associated with Public Works.



POSITION DESCRIPTION

- Enters purchase orders into INCODE.
- Ability to use discretion and maintain confidences.
- Coordinates Employee of the Month activities.
- Reconciles A/P statements with invoices.

Education and/or Work Experience Requirements:

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- 2 years of progressively responsible related experience. Equivalent combination of education and experience.

Additional Duties and Responsibilities:

Any other duties as assigned by the Assistant City Manager or a Division Superintendent.

Scope and Impact:

Position is the first point of contact for visitors and residents when entering the Utilities Office. The position provides secretarial and clerical support to the City by acting as the liaison between the public and staff. Successful performance contributes to the smooth operation of the department and a positive public image for the city.

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Competencies:

- Software knowledge, including but not limited to: MS Office, the email system and HiperWeb.
- Knowledge of modern office procedures and equipment.
- Knowledge of the basic operations of all city departments.
- Skill in the use of multi-line phone system.
- Skill in organizing work and maintaining reports and files.
- Skill in the use of correct grammar and performing basic mathematical functions.
- Skill in dealing with the public.
- Skill in oral and written communication.
- INCODE proficient

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is typically performed with the employee sitting, standing, talking, crouching or stooping, and hearing.



POSITION DESCRIPTION

- The employee must occasionally walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.
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Requirements are representative of minimum levels of knowledge, skills and/ or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Acknowledgement of Receipt and Understanding

Employee (print name):

Employee Signature:

Date:

Approved by Department Head:

Received by Human Resources:



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6479	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/6/2022 6:30 PM	In Control:	Mayor and Council
Title:	City Hall Roof Contractor Agreement		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - City Hall Roof Contractor Agreement](#)
2. [Contractor Agreement - CGS Waterproofing](#)
3. [Bid Tabulation](#)
4. [CGS - Requested Documents](#)
5. [CGS Company Information](#)

Title
City Hall Roof Contractor Agreement

Presenter
Matthew Zaki

Motion
A motion to Approve/Deny a contractor agreement between the City of Norcross and CGS Waterproofing for City Hall roofing project.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council

From: Mary Beth Bender

Meeting Date: June 6, 2022 - Mayor and Council

Item No.: 21-6479

Title: City Hall Roof Contractor Agreement

CC: Eric Johnson

Recommendation: To approve contractor agreement with CGS Waterproofing. CGS Waterproofing was the lowest responsive bidder.

Background – The City has spent thousands of dollars patching and repairing the roof at City Hall. There are many cracks which continue to leak. The thickness of the top coating is not consistent and needs to be redone. Leakage has caused damage to equipment, furniture, walls, and carpet throughout the building, including the server room. Immediate action was recommended to prevent further damage. Funds were allotted for the project in our Capital Projects account (2021-2022 Budget).

Financial Impact: Project Award Amount \$78,500.00. Approved Capital Funding Amount \$160,079, 2021-2022 Budget. The project will be funded from remaining SPLOST dollars.

Consistent with Comprehensive Plan? Yes, City Hall provides essential services to the community and falls under SUSTAINABILITY & QUALITY OF LIFE - Public Services & Civic Groups. It is imperative that City Hall is able to function and serve our community. To maintain quality life, safety, & security, City Hall must be operational and not negatively impacted by roof leakage.

Next Steps: City of Norcross & CGS Waterproofing to sign Contractor Agreement and move forward with the roofing project.

Attachments:

Contractor Agreement
Bid Tabulation Sheet
CGS Bid Documents

Contractor Agreement

AGREEMENT BETWEEN CGS WATERPROOFING AND THE CITY OF NORCROSS PROJECT: PWUP 22-03 CITY HALL ROOF REPLACEMENT

Project Description

PROJECT SCOPE

(11,500 Square Feet)

1. Mobilize to the job site and set up safety lines where required.
2. Remove and dispose of all existing single ply roofing, vertical flashings, and roof accessories, to include spray foam installed at penetrations and curbs down to the pre-sloped metal deck.
3. Remove and dispose of existing metal counterflashing.
4. During the removal of counterflashing around the perimeter, the metal wall panels will be left in place.
5. Install 2 layers of 2.2" polyisocyanurate insulation with staggered joints, directly over the pre-sloped metal deck.
6. Both layers of insulation will be "gang fastened" to the metal deck using manufacturer standard fasteners and plates.
7. Install 60mil, White, TPO membrane over insulation. Material must have a specified SRI (solar reflectance index) of 75 and must be an Energy Star Certified product.
8. TPO membrane will be mechanically attached, through all layers of insulation, and down through the metal deck, using manufacturer standard fasteners and plates.
9. Install new TPO penetration and curb flashings. Flashings will be installed per manufacturer specifications.
10. Where the roof meets the metal wall panels, TPO membrane will be terminated at minimum required flashing heights, directly below the metal panels, and shop fabricated surface mounted counterflashing will be installed.
11. Install TPO slip sheets under all pipe support blocking.
12. Full site clean-up of all roofing related materials upon completion.

This AGREEMENT is made this _____ day of _____ in the year two thousand twenty-two (2022) between **The City of Norcross**, hereinafter the “owner”, and CGS Waterproofing (hereinafter the “Contractor”) for the following Project.

The contractor and owner for the consideration named herein agree as follows:

A. SCOPE OF WORK:

CGS Waterproofing shall be expected to meet with Public Works staff prior to the start of construction. This meeting shall serve as an opportunity for both parties to review the specifications and visit the project site.

Project to be completed in accordance with PWUP 22-03 and addendums; the project should begin within ten (30) working days after notification of contract award and notice to proceed.

Other Provisions

All work shall be completed in a workmanship like manner and in compliance with all building codes and other applicable laws.

To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work.

Contractor may at its discretion, engage subcontractors to perform work hereunder, provided contractor shall fully pay said subcontractor and in all instances remain responsible for the proper completion of this contract.

All change orders shall be in writing and must be signed by the owner and contractor.

Contractor warrants it is adequately insured for injury to its employees and other incurring loss or injury as a result of the acts of the contractor or its employees and subcontractors. Contractor shall supply current declaration pages for such insurances at the execution of this agreement.

Contractor shall at its own expense obtain all permits necessary for the work to be performed.

Contractor agrees to remove all debris and leave the premises in broom clean condition. The City is contracted with Waste Management; thus the contractor must use their services for waste removal.

In the event owner shall fail to pay any periodic or installment payment due hereunder, contractor may cease work without breach pending payment or resolution of any dispute.

Contractor shall not be liable for any delay due to circumstances beyond its control including strikes, casualty or general unavailability of materials. Notwithstanding anything set forth herein to the contrary, Contractor shall be liable to and pay to owner liquidated damages in the amount of \$500.00 per day for every day after the completion date the project is not completed. Owner shall have the non-exclusive option of deducting the liquidated damages from the contract price through reduction in the installments and or retainage.

The Contractor shall provide to melissa.zeigler@norcrossga.net a schedule of construction activities. The schedule must be presented at least seven (7) days prior to work commencing in order to notify residents and/or businesses.

Contractor warrants all work for a period of twelve (12) months following completion.

The contractor further represents and warrants as follows:

1. Contractor at all times shall inspect and keep the work place safe for contractor's agents, employees and subcontractors and any licensee or invitee and any other third party who might otherwise come onto the work place. The work place shall be defined as that portion of the project which is, from time to time, under the control of Contractor for the purpose of performance of Contractor's work according to the agreement.
2. Contractor agrees to indemnify and hold owners harmless from any and all claims, actions, damages or litigation arising out of contractor's failure to perform under the terms and conditions within the agreement, including the payment of owner's attorney's fees. This indemnification further provides that contractor will be responsible for any cost associated with the completion of the project should such costs of completions (which includes all labor and materials) exceed the initial fee proposal and contract price.

A. ATTACHMENTS:

1. Attachment "A" City of Norcross Request for Proposal and bid specifications – Project Description
2. Attachment "B" Contractors Information

3. Attachment "C" E-Verify Contractor Affidavit
4. Attachment "D" SAVE Affidavit
5. Attachment "E" Performance & Payment Bond

B. FEE PROPOSAL:

1. The owner shall pay the contractor for the material and labor to be performed under the contract, the sum of seventy eight thousand five hundred dollars (\$78,500.00), subject to change-order additions and deductions.
2. Payment Applications will be submitted by the 10th of each month. Payment will be made by the tenth of the following month.
3. Retainage will be held by the owner equal to 10 percent of each pay application, up to 50% of the contract amount. Retainage shall be paid in full upon completion of the work.

C. SCHEDULE:

1. CGS Waterproofing is prepared to begin work upon receipt of a signed contract and notice to proceed.

D. PROJECT INSPECTIONS:

1. The renovation project shall be inspected by the Norcross Department of Public Works or its contract engineering staff. These inspections shall be in addition to required inspection by the Department of Community Development.

E. TERMS AND CONDITIONS:

1. This Agreement shall be administered in accordance with the Terms and Conditions listed in Attachments. This Contract together with the exhibit identified herein, shall constitute the entire agreement between the City of Norcross and CGS Waterproofing in respect to the project and may only be modified in writing signed by both parties. Receipt of the signed agreement will serve as a notice to proceed.
2. This Agreement entered into as of the day and year first written above.

F. INSURANCE REQUIREMENTS

The contractor shall maintain the following insurance: (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per occurrence, and property damage with limits of no less than \$500,000.00 per occurrence; (b) statutory worker's compensation insurance, including employer's liability insurance; and (c) employee dishonesty and/or crimes coverage with respect to personnel of the contractor having access to City buildings, with limits of no less than \$50,000.00 per occurrence. All insurance shall be provided by an insurer(s) acceptable to the City, and shall provide for thirty (30) days prior notice of cancellation to the City. Upon request, the contractor shall deliver to the city a certificate or policy of insurance evidencing the contractor's compliance with this policy. The contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage; (c) employee dishonesty and/or crimes coverage with respect to personnel of the contractor having access to City buildings, with limits of no less than \$50,000.00 per occurrence.

Certificate Holder should read:

City of Norcross, its Elected Officials and
Employees, 65 Lawrenceville Street
Norcross, GA 30071

CGS WATERPROOFING

CITY OF NORCROSS

 (Signature)

 Craig Newton, Mayor
(Signature)

 (Printed name and title)

 Craig Newton, Mayor
(Printed name and title)

 (DATE)

 (DATE)

(SEAL)

(SEAL)

Attest:

Monique Lang, City Clerk

(DATE)

(SEAL)



Department of Public Works, Utilities & Parks

345 Lively Avenue, Norcross GA 30071

Office: 678-421-2069 Fax: 770-255-2335

www.norcrossga.net

Bid Tabulation

City Hall Roof Replacement, PWUP 22-03

Friday, April 29 @ 9:00 AM

Location: 345 Lively Avenue, Norcross, GA 30071

Company Name	Bid Amount	All Requested Documents Submitted
Rycours Construction LLC	\$ 157,695 ⁰⁰	
ACH Commercial Roofing	\$ 118,163 ⁰⁰	
CGS	\$ 78,500 ⁰⁰	
Exterior Solutions LLC	\$ 134,645 ⁰⁰	

Attachment: Bid Tabulation (22-6479 : City Hall Roof Contractor Agreement)



E-Verify Contractor Affidavit O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over \$2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

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

Project Name: City Hall Roof Replacement Date of Project: _____

Legal Name of Contractor: CGS LLC

Address: 6040 Dawson Blvd Suite K City: Norcross State: GA Zip Code: 30093

Federal Work Authorization User Identification Number (E-Verify Number): 1414547 (4-6 digit numeric #)

Date of Authorization: 5-21-2019

EXEMPT: YES OR NO

***If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers' License Number: _____**

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

Signature of Authorized Officer/Agent

Date

Printed Name and Title of Authorized Officer/Agent

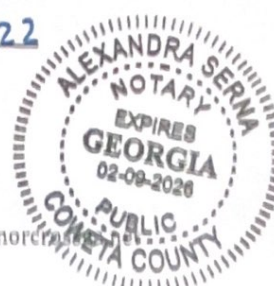
MUST BE COMPLETED BY NOTARY

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 27 DAY OF April, 2022

Executed in Norcross (City), GA (State)

Alexandra Serna
NOTARY PUBLIC Signature

2-9-26
My Commission Expires





Company ID Number: 1414547

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	CGS LLC
Company Facility Address	6040 Dawson Blvd Suite F Norcross, GA 30093
Company Alternate Address	6040 Dawson Blvd Suite F Norcross, GA 30093
County or Parish	GWINNETT
Employer Identification Number	364806618
North American Industry Classification Systems Code	236
Parent Company	CGS Investments LLC
Number of Employees	5 to 9
Number of Sites Verified for	1



SAVE Public Benefit Affidavit O.C.G.A. § 50-36-1

Instructions: As required by Georgia Security and Immigration Compliance Act of 2006, as amended, every agency administering or providing Public Benefits is responsible for requiring that applicants for public benefits execute a sworn affidavit verifying the applicant's lawful presence in the United States (Ga. Code 50-36-1(f)(2)). The applicant shall execute this affidavit in front of a Notary and return it to the city along with the associated application, renewal form, contract, bid packet, or other applicable document.

By executing this affidavit under oath, as an applicant for Joaquin Contreras (Occupational Tax license or Alcoholic Beverage license or any other Public benefit) as referenced in O.C.G.A. § 50-36-1, from the City of Norcross, the undersigned applicant verifies one of the following with respect to my application for public benefit. (Please check one)

- 1) ☒ I am a United States citizen. (REQUIRES VERIFICATION AT SUBMISSION)
- 2) ☐ I am a legal permanent resident of the United States.
- 3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

The undersigned applicant has also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by Georgia Law O.C.G.A § 50-36-1(f) (1) A complete list of secure and verifiable documents on back of this form.

REQUIRES VERIFICATION AT SUBMISSION - Which type of secure and verifiable document was provided with this affidavit? passport

In making the above representation under oath, I understand that any person who knowingly and willfully who makes a false, fictitious, or fraudulent statement or representation in this affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

MUST BE COMPLETED BY NOTARY

I, Joaquin Contreras (representative for) CGS
(Printed NAME of individual and natural person) (Name of BUSINESS, corporation, partnership, etc.)

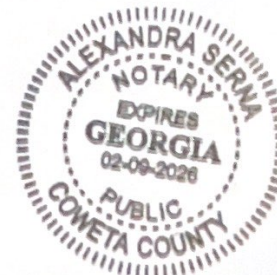
[Signature] 4-27-22
Signature of Applicant Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 27 DAY OF April, 2022

Executed in Norcross (City), GA (State)

Alexandra Serna
NOTARY PUBLIC Signature

2-9-26
My Commission Expires



References for CGS LLC

The Contractor must provide at the time of bid opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: City Schools of Decatur
 Description of Project: 6 Schools Re-Roof
 Completion Date: 2021-2022
 Contact Person: Sergio Perez
 Telephone: 404-683-3919 Fax: _____
 Email address: sperez@csdecatur.net

2. Company Name: City of Augusta
 Description of Project: Install roofing and gutter system on Appleby Library
 Completion Date: 8/18/2021
 Contact Person: Rick Acree
 Telephone: 706-821-1595 Fax: _____
 Email address: racree@augustaga.gov

3. Company Name: Felix Floyd
 Description of Project: Re-Roof of 3 facilities
 Completion Date: 10/8/2021
 Contact Person: Felix Floyd
 Telephone: 404-597-3217 Fax: _____
 Email address: felix.floyd@decaturga.com

City of Norcross
Department of Public Works, Utilities & Parks

BID FORM

PWUP 22-03

This form is mandatory, and must be included in your bid, addressed to:

City of Norcross
Attn: Melissa Zeigler
345 Lively Avenue
Norcross, GA 30071

1. LUMP SUM BASE BID \$ 78,500.00
2. WET INSULATION UNIT PRICE - 440 sq. feet \$ 5.00 per sq. ft

Proof of product material pricing must be attached. The City of Norcross will allow up to \$20,000 contingency amount for product material increases. Contractor must show proof of product increase.

Please note lead time on material. 15-30 DAYS (we have enough material in our warehouse as of 4/28/22)

Please note expected completion date of project if awarded. 30 -45 DAYS AFTER AWARDED

Written Amount: Seventy-eight thousand five hundred

Company: CGS

Authorized Signature/Date:

 4-27-22

Printed Name: Joaquin Contreras

Email: Joaquin@cgswaterproofing.com

Attachment: CGS - Requested Documents (22-6479 : City Hall Roof Contractor Agreement)





Attachment: CGS Company Information (22-6479 : City Hall Roof Contractor Agreement)





CGS Waterproofing
6040 Dawson Blvd. Suite K
Norcross GA 30093
404-234-0248
www.cgswaterproofing.com

Cover Letter & Statement of Interest

Dear Members of the selection committee,

I write to you in response to the Request for Proposal PWUP 22-3 City Hall Roof Replacement. As a highly competent family-owned, minority certified and 'Contractor of the Year' awardee, CGS is the company that City of Norcross needs to successfully, and efficiently complete this project.

The Team -- With more than 10 years in the market, CGS has a team of over 60 construction professionals, engineers, architects, designers and equipment operators. In every project, CGS has readily available Certified Waterproofing Specialists (CWS), Certified Structural Repair Specialists (CSRS), Master Roofer by GAF, Elite Roofer by IKO, Certified Installer by TREMCO Commercial Sealant and Waterproofing, Certified Applicator by POLYGLASS Roofing and Waterproofing systems, and Master Shingle Applicator through a CertainTeed. Being a certified installers gives our clients the peace of mind that not only we stand behind our warranty, but the product manufacturer does as well with a NDL warranty on every job completed by CGS.

Our Promise -- As a team, we make sure to deliver state of the art services while, simultaneously, offering affordable prices. We offer quality materials, efficient use of our and our clients' time, sustainable practices and the minimization of the impact to the operating facilities. To achieve this level of excellency, CGS went through an array of training and experiences that led the team to form the perfect equation. Keeping change orders to the minimum is one of our goals, as well as delivering on time. Our specific plan of action considers every possible case scenario in order to be prepared for the unexpected. When presenting our response, please know that even the wildest situation has been considered and added to this pristine formula. We are always prepared; stayed in budget and delivered within the recommended timeframe. Most importantly, we pridefully take ownership of the success of your project and deliver a comprehensive solution that provides you with confidence along the way. Previously completed successful jobs in various municipalities and educational facilities are a litmus test of CGS workmanship.

The Right Fit -- Each professional brings relevant experience from former large to mid-size occupied buildings. From the beginning to the end of the of each project, every members in CGS plays a key role in the delivery of our services. Our team leads site investigation, schedule, manage and evaluate accordingly, thus creating a cohesive environment where all the parties involved work in a synchronized way to deliver a successful end-result.

Awards/Acknowledgements -- CGS was awarded contractor of the year 2021 by the Georgia Hispanic Construction Association. We strive to be the best choice for our clients. Keeping 5 starts rating on many rating platforms such as HomeAdvisor, Yelp, Google Reviews, Angie's List, Thumbtack and many more. As well as keeping an A+ rating from the Better Business Bureau.

As a family-owned business based on Norcross, we are excited to bid for the opportunity to share our passion for improving facilities.

Respectfully,

Joaquin Contreras

Joaquin Contreras,
CEO & Founder of CGS LLC



Business Information

CGS is a minority-certified, family-owned construction company with over ten years of experience in the construction world. For the past ten years, we have been the “go-to” contractors for governmental agencies, private and public sector across Georgia. Founder and CEO, Joaquin Contreras envisioned the growth of CGS while he attended Georgia State University. As a business undergrad, Joaquin worked night and weekends in order to build his rolodex by providing quality workmanship. Nowadays, CGS does not only deliver state of the art services which encompasses quality materials, efficient use of time, sustainable practices and fair pricing but also an unbeatable experience. Rest assured that we are streamlined, informed and efficient in every step of the way.

Point of Contact: Joaquin Contreras
Contractor of the Year
 12 Years of Construction Experience
 10 Years with CGS

Certifications: Certified Waterproofing Specialists (CWS), Certified Structural Repair Specialists (CSRS), Master Roofer by GAF, IKO, Certified Installer TREMCO Commercial Sealant and Waterproofing, Certified Applicator by POLYGLASS Roofing and Waterproofing systems, and Master Shingle Applicator through a CertainTeed

E-mail: joaquin@cgswaterproofing.com

Telephone: 404-234-0248

Address: 6040 Dawson Blvd Suite K
 Norcross, GA 30093

Number of years in business: 10

D-U-N-S® Number: 106601835

State: Georgia

Ownership: Domestic Limited Liability Company

Control No.: 15015533

STATE OF GEORGIA

Secretary of State
 Corporations Division
 313 West Tower
 #2 Martin Luther King, Jr. Dr.
 Atlanta, Georgia 30334-1530

CERTIFICATE OF ORGANIZATION

I, Brian P. Kemp, The Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

CGS LLC
 a Domestic Limited Liability Company

is hereby issued a CERTIFICATE OF ORGANIZATION under the laws of the State of Georgia on January 30, 2015 by the filing of all documents in the Office of the Secretary of State and by the paying of all fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta and the State of Georgia on February 13, 2015



B. P. Kemp
 Brian P. Kemp
 Secretary of State

	Gwinnett County Licensing and Revenue 446 W. Crogan Street Lawrenceville, GA 30046		2022 NOT TRANSFERABLE
	DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW		
Date Issued: February 9, 2022 Expires: March 31, 2023	Certificate Number: 2022190190 Fee: \$488.40		
Business Name: CGS LLC Description: All Other Specialty Trade Contractors			
MAIL TO: CGS LLC 6040 DAWSON BLVD K NORCROSS, GA 30093-1249	Business Location: 6040 DAWSON BLVD STE F NORCROSS, GA 30093-1258		
Only valid at this location and when location conforms to Gwinnett County Ordinance			



Project Team and Personnel Capabilities

Joaquin Contreras - CEO / Founder

Certifications: GAF, IKO and Master Shingle Applicator through a CertainTeed

•Joaquin Contreras is a Georgia State University graduate with a decade worth of construction experience up his sleeve. From residential to commercial projects, Joaquin has seamlessly transitioned to contracting with governmental agencies, such as projects with City School of Decatur, Fulton County, DeKalb County and also many in the private sector.

• With such a diverse portfolio and a decade of experience, Joaquin can foresee the unexpected thus allowing him to be an avid problem-solver and a hands-on leader at CGS.

•He manages the project managers and ,at times, the superintendents on site, oversees pricing and strategy development.

•Joaquin has an ongoing presence during projects therefore, when it comes to mid-size and large projects, he will ultimately be the point of contact. Specially if we were to be awarded the CSD project.



Attachment: CGS Company Information (22-6479 : City Hall Roof Contractor Agreement)

Humberto Contreras- Vice- President/ Co-Founder

GAF, CertainTeed and IKO certified

•Humberto Contreras obtained a bachelor's degree in Industrial Engineering. Possessing an engineering background has allowed Humberto to play a key role in crew operations and system development.

•As a project manager, Humberto oversees the project superintendents implementing projects throughout different locations

•Humberto's role with the company/project will be to coordinate between superintendent and crews to ensure daily operations run smoothly. He handles operations with our clients and assigns projects and routes to our crews.

•Humberto runs individual daily inspections, and as requested, jointly with the client



Project Team and Personnel Capabilities



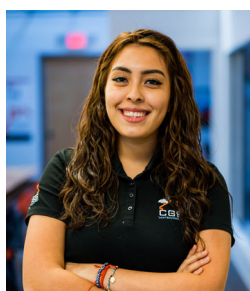
Edward Bakhos- Project Superintendent

Edward Bakhos is a Business management major with a focus on construction management. His journey began as a field worker and soon progressed to project superintendent. In CGS consist of delivering materials, communication with the crew and project managers, and ensuring day-to-day operations run as smooth as possible.



Carlos Martinez- Project Superintendent & Roof specialist

Carlos Martinez is our GAF certified roof specialist. After working in labor for five years, Carlos specializes in not only residential, but also commercial roofing. He has replaced roofs of multiple Home Depots nationwide, factories, hospitals all over the Southeast. After countless successful commercial projects, Carlos now specializes in commercial roofing. He is responsible for communicating any issues, accommodating plans due to weather, and managing our teams.



Valeria Contreras- Office Manager/ Data Analyst

Valeria Contreras is our office manager. She deals with all administrative duties such as receivables, accounts payable, and coordinates with all project managers on scheduling projects. She specializes in customer service and makes it her mission to make all processes run smoothly. Valeria also is in charge of choosing the best software available in the market. She is involved with all the technological aspects of the company.

Dexter Jerome Brantley - General Contractor – Over two decades of GC experience. Dexter has been a key piece in CGS's success. He oversees building projects from initiation to completion. He has an innate ability to lead diverse teams. He is hands-on and works on the project to ensure that it is completed per specifications.

Mia Castillo- Accountant/Bookkeeper : Mia is our bookkeeper and expeditor. She has proficient knowledge on Quickbook, Microsoft Office and Buildertrend. She has been working with CGS for half a decade to help CGS with its administrative needs.

Diego Contreras- OSHA certified inspector: Diego Contreras is the OSHA certified project manager. He has worked with CGS since it first opened and has made it his mission to ensure all projects are completed efficiently and safely. His role is to make sure that all workers are safe when they complete any projects. She has done a diligent job since our workers have not suffered any work-related injuries.

Fiorella Dimeceli- Architect : Fiorella is a Kennesaw State University graduate with a bachelor in Architecture. She has close to a decade in experience and will be contacted when any architectural services are needed.

Reference Projects

Cobb County School District

RFP PO822

\$800,00

CGS recently got awarded RFP PO822 Roofing Time and Material to perform all coming roof leak repairs for all of Cobb County School District Facilities. CGS is the contractor in charge to perform all roof repairs, emergency roof leaks, and any roof maintenance needed by the county. CGS takes all safety measurements needed when it comes to working on schools with students in campus.

Chattooga County School District

Summerville Middle School (December 2021)

\$375,000

Recently awarded roof replacement and gutters system. Safety measurement had to be taken to be able to work while school was in session. CGS's point of contact, Joaquin Contreras, and the project manager, Carlos Martines, encouraged discussion from the outset. By having an open discussion, we were able to determine the standards or issues to resolve; the statement of work was an excellent starting point providing the basis for both parties to identify the gaps, conditions, and expectations that needed to be addressed.

City School of Decatur

RFP 21-002 Roofing Repair/ Replacement

\$1,400,000

CGS was awarded the replacement of 6 schools for City Schools of Decatur. CGS had to deal with a material shortage in the middle of COVID Pandemic, able to obtaining material within the time frame expected. Work was carefully coordinated with each school principal since the roofs had to be completed while student attended. The safety of our team and the students is number one priority for us. Roofs were completed with no incident and keeping change orders to the minimum.

Augusta Richmond County

Appleby Roof and Gutter Replacement

\$83,000

CGS replaced the roofing system and gutters in this historic and very important building for Augusta Richmond County. Working hand to hand with the history committee to install a new roof while following all the historic regulations. New TPO and shingle roof was installed, all gutters and downspouts were replaced. No change orders were needed, and project was completed way ahead of the deadline



Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
01/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Global Ins - Duluth 3940 Peachtree Industrial Blvd Suite A Duluth GA 30096		CONTACT NAME: DAHIANA PEREZ PHONE (A/C, No, Ext): (770) 622-3966 FAX (A/C, No): (770) 622-3968 E-MAIL ADDRESS: info@victoriains.net	
INSURED CGS WATERPROOFING LLC 6040 DAWSON BLVD STE K NORCROSS GA 30093		INSURER(S) AFFORDING COVERAGE INSURER A: Crum & Foster Specialty Ins Co INSURER B: PROGRESSIVE INSURER C: Appalachian INSURER D: Travelers Property Casualty Company of America INSURER E: INSURER F:	
		NAIC # 21792 13579	

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BAK-63551-1	06/11/2021	06/11/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY			949153745	05/14/2021	05/14/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			IMS6788123	01/19/2022	01/19/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	4N303	06/07/2021	06/07/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
waterproofing services

CERTIFICATE HOLDER
CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Dahiana Perez</i>

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ACORD 25 (2016/03)

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Bond Letter



22601 N 19th Avenue
Phoenix, AZ 85027
888-2-SURETY (888-278-7389)
Phone: 623-933-9334
Fax: 623-933-9376
www.vikingbondservice.com

Re: CGS Waterproofing LLC
6040 Dawson Blvd., Suite K
Norcross, GA 30093

To Whom It May Concern,

We are pleased to advise that CGS Waterproofing LLC, through Philadelphia Insurance Companies, that we have agreed to provide CGS Waterproofing LLC with bonding limits of \$500,000.00 for single bonds and an aggregate limit of \$500,000.00. Philadelphia Insurance Companies is Rated "A++" (Superior) by the A.M. Best Company, and is also listed in the U.S. Treasury's Circular 570 of approved sureties to provide bonding on Federal projects.

Naturally, we reserve the right to review all requests for bonds on a case by case basis, and all bonds are subject to our normal underwriting guidelines, including but not limited to, acceptable contract terms, conditions, documentation, bond forms, and verification of financing at the time of the request.

Please understand that the purpose of this letter is to advise that CGS Waterproofing LLC qualifies to obtain bonding, but this letter is not acknowledgment or confirmation that any specific request or need for a bond has been reviewed or approved.

Respectfully,

Elliot M. Storch
Contract and Commercial Bond Specialist

Viking Bond Service, Inc.
1902 W. Union Hills Dr., #41460
Phoenix, AZ 85027

Phone: (623) 933-9334 ext.7254
Toll Free: (888) 278-7389 ext.7254
Fax: (623) 933-9376
elliots@vbsbond.com

License & Permit ♦ Contract Surety ♦ Fidelity

Attachment: CGS Company Information (22-6479 : City Hall Roof Contractor Agreement)



Contractor of the Year



JOAQUIN CONTRERAS

Attachment: CGS Company Information (22-6479 : City Hall Roof Contractor Agreement)



Certifications



CGS Waterproofing LLC

is a Master Commercial Roofing Contractor for GAF

As a GAF Master, this contractor has demonstrated a commitment to installation excellence and continuous education. They have pledged to ensure that each customer receives their best choice in roofing.

GAF ID: 1131775

Valid Through: 02/2022

Member Since: 02/2021


Jim Schnepfer
President and CEO, GAF


Bobby Fischer
VP, Contractor Programs, GAF

Guarantees offered



Certifications

Tremco Incorporated

TREMCO
Commercial Sealants & Waterproofing

Local Office: 292 Old Rosser Rd, Stone Mountain, GA 30087

www.tremcosealants.com

Joaquin Contreras
CGS Waterproofing
6040 Dawson Blvd, Suite K
Norcross, GA 30093

Chris Mayhew
Senior Technical Sales Rep
P 800.551.9680
M 404.805.2739
cmayhew@tremcoinc.com

March 8, 2022

RE: Approved Applicator – Tremco Willseal 600

Dear Joaquin,
CGS is an approved applicator of Tremco's Willseal 600 product. Please feel free to contact me with any questions or concerns.

Sincerely,
Chris Mayhew, CDT, ABAA Certified
Senior Technical Sales
Tremco CPG



Attachment: CGS Company Information (22-6479 : City Hall Roof Contractor Agreement)



Certifications



THIS CERTIFIES THAT

CGS LLC

* Nationally certified by the: **GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 236220; 238170; 238130; 238160; 238190; 238990; 238140; 238310; 238340

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

04/06/2021

Issued Date

AT241525

Certificate Number

Joe Turkmenly

NMSDC Board Chair

Stacey Key

Stacey Key, President and CEO

04/30/2022

Expiration Date

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

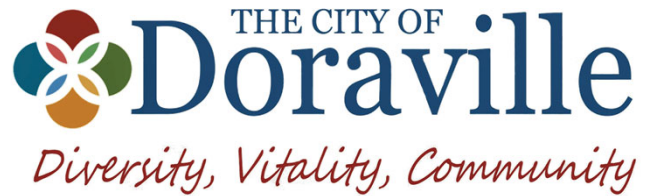
* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®



Some of our clients



Chattooga County
School District
Expect Success





MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6478	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/6/2022 6:30 PM	In Control:	Mayor and Council
Title:	Sanitation Services Contract Amendment		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report- Sanitation Services Amendment](#)
2. [2022 Norcross Addendum # 10](#)

Title
Sanitation Services Contract Amendment

Presenter
Matthew Zaki

Motion
A motion to Approve/Deny a one-year amendment to the exclusive contract with Waste Management for Solid Waste, Recycling, and Yard Waste Services.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council
From: Mary Beth Bender
Meeting Date: June 6, 2022 - Mayor and Council
Item No.: 22-6478
Title: Sanitation Services Contract Amendment
CC: Eric Johnson

Recommendation – Approve a one-year amendment to the exclusive contract with Waste Management for Solid Waste, Recycling, and Yard Waste Services. Consider an option to change residential bulk waste to a fee-based system scheduled and billed through Waste Management at an annual savings of \$13,587 -- \$3.00 annually per residential customer served.

Background – The current contract for waste services between Waste Management and the City of Norcross will expire on August 31st, 2022. Mayor and Council previously voted to extend the contract rather than initiate a request for proposals (RFP) due to existing market conditions that reflect higher wages, fuel costs, disposal/landfilling costs, and equipment costs, as well as supply chain disruptions. The City bills residential customers annually on their tax bill, while offering an exemption to those aged 62 and older. The City bills commercial customers monthly.

Financial Impact – Based on current customer counts, the annual cost to the City would increase from \$4.0 million to \$4.9 million – an increase of \$0.9 million or 21.9%. Of that, the cost of residential service would increase \$597,828 (69.9%) and the cost of front load service would increase \$279,168 (22.5%). There is no increase in the City's current cost for roll off services, commercial hand pick up, and Skin Alley compactor billing. Actual charges to be billed to City customers will be determined by the City Council as part of the FY 23 budget process and include City administrative costs .

Consistent with Comprehensive Plan? Yes, Consistent with Goal 6: Further the City's Tradition of Strong Leadership and High Level of Quality Services.

Next Steps – Consider rates to be billed to residential and commercial customers as part of the FY 23 budget process.

Attachments – Fifth Addendum to the Exclusive Contract for Solid Waste, Recycling, and Yard Waste Services.

**Fifth Addendum to the Exclusive Contact for
Solid Waste, Recycling, and Yard Waste Services**

WHEREAS on September 1, 2004, the City of Norcross, Georgia acting by and through its duly elected Mayor and Council (hereinafter referred to as “the City”) and Waste Management, which has merged into Georgia Waste Systems, LLC, (hereinafter referred to as “the Contractor”) entered into that certain Exclusive Agreement (“the Agreement”) for Services pertaining to the collection of residential and commercial solid waste and recycling in the City, and

WHEREAS, on July 6, 2009, the City acting by and through its duly elected Mayor and Council agreed to the First Amendment to said contract extending the term until August 31, 2012, and modifying and amending the Agreement to include unlimited collection of yard waste among other improvements, and

WHEREAS, on August 1, 2011, the City acting by and through its duly elected Mayor and Council agreed to the Second Amendment to extend the contract terms until August 31, 2017, modifying and amending the Agreement to enhance the City’s recycling program and include other improvements, and

WHEREAS, on June 5th, 2017, the City and Contractor agreed to a Third Amendment extending the term to expire August 31, 2022, modifying and improving the City’s overall program to achieve maximum sustainability and to add yard waste service once a week instead of twice a week.

WHEREAS, on March 2nd, 2018, Mayor and Council voted to accept Contractor’s offer to enhance the City’s residential recycling program to once per week instead of once every other week starting June 1, 2018.

WHEREAS, on April 4th, 2022, Mayor and Council agreed to extend the terms for an additional year with this Fifth Amendment through August 31, 2023, with a rate adjustment effective September 1, 2022. Based on events beyond Contractor’s and City’s control, contract may be negotiated for additional terms upon mutual consent.

NOW THEREFORE, in consideration of the mutual covenants and agreement herein set forth, the City and Contractor hereby agree to the terms of this Amendment as follows:

1. Ratification The City and Contractor agree that all other terms and conditions of the Agreement and First, Second, Third, and Fourth Amendment shall remain unchanged and in full force and effect other than as modified. Upon execution of the parties, this Amendment shall be attached to and form a part of the said Agreement.
2. Compensation Effective September 1, 2022, the Base Rate for Residential Service is \$26.73 per month and the commercial rates are as follows:

Size	1 x week	2 x week	3 x week	4 x week	5 x week	6 x week
2 yard	\$68.98	\$115.08	\$161.13	\$213.43	\$260.48	\$309.20

4 yard	\$90.37	\$155.89	\$219.86	\$361.49	\$383.37	\$420.24
6 yard	\$114.07	\$200.60	\$287.09	\$375.27	\$460.14	\$554.76
8 yard	\$137.84	\$248.12	\$358.18	\$468.46	\$578.65	\$688.75

3. All other rates and scope of services are unchanged except for the option of changing bulk waste to a fee system directly to residents of \$25 per item for two items once per week on a pre-paid call in basis. If this option is selected, base rate changes to \$26.48 per month.

Unofficial Witness

Waste Management

Unofficial Witness

By: _____

Mayor

Attest: _____

By: _____

City Manager