



Committee of the Whole Regular Meeting

July 11, 2023 | 9:00 AM

City Hall
700 Poplar Street
Macon, GA 31201

Mayor Lester M. Miller
Mayor Pro Tem Seth Clark
Commissioner Valerie Wynn
Commissioner Paul Bronson
Commissioner Elaine Lucas
Commissioner Mallory Jones
Commissioner Raymond Wilder
Commissioner Bill Howell
Commissioner Virgil Watkins
Commissioner Al Tillman

1. Call to Order

Mayor Lester M. Miller

2. Approval of Minutes

- a. Approval of the minutes from the June 13, 2023 meeting (Sponsored by: Lester M. Miller, Mayor)

3. New Alcohol Beverage Licenses

- a. Suraj 2022 d.b.a. Sunoco Food Mart located at 2260 Shurling Drive, Macon GA

Reviewed by Legal. Recommend denial because the landlord has outstanding tax balances owed to Macon-Bibb County in violation of MBC Sec. 26-51: 2022-22442: \$19,563.49, 2021-22390: \$14,521.87, 2020-22117: \$15,739.07, 2022-92662: \$1,138.78, 2021-92584: \$1,688.46. (Sponsored by: Lester M. Miller, Mayor)

- b. SL Sausage Company Macon , LLC d.b.a. Salt Lick Sausage located at 5651 Zebulon Road, Macon, GA

Legal recommends approval (Sponsored by: Lester M. Miller, Mayor)

- c. The Cotton Ranch located at 347 Cotton Avenue, Macon, GA

Legal recommends approval (Sponsored by: Lester M. Miller, Mayor)

4. Acceptance of Grants

- a. A Resolution Of The Macon-Bibb County Commission Authorizing The Acceptance Of A Juvenile Justice Incentive Grant From The State Of Georgia Criminal Justice Coordinating Council For Fiscal Year 2024, In The Amount Of \$326,346.00, With No Local Match, Awarded To The Macon Judicial Circuit Juvenile Court (Sponsored by:)

5. Contracts and Purchase Orders for Approval

- a. A Resolution Of The Macon-Bibb County Commission Authorizing The Mayor To Execute An Agreement With Evidence-Based Associates, LLC For Services Provided To The Macon-Bibb County Juvenile Court In Amount Not To Exceed \$326,346.00 Using Juvenile Justice Incentive Grant Funds; (Sponsored by: Lester M. Miller, Mayor)
- b. A Resolution Of The Macon-Bibb County Commission Authorizing The Mayor To Execute An Agreement With Renfro Construction Company, LLC, In The Amount Of \$431,317.00, For Renovations To The Bibb County Courthouse, To Be Paid From 2018 SPLOST Fund, Judicial, Courthouse (Sponsored by: Lester M. Miller, Mayor)

6. Quitclaim Deed

- a. A Resolution To Authorize The Mayor To Execute A Quitclaim Deed In Favor Of Robert And Adele Reichert, For The Sale Of Property Totaling Eighty-One Hundreths (0.81) Of An Acre More Or Less, Of The Former Unopened Right-Of-Way Of Bonita Place For Its Fair Market Value Of \$32,400.00 (Sponsored by: Lester M. Miller, Mayor)

7. Request for Street Lights

- a. A Resolution Reviewing The Recommendation Of Facilities Management To Deny A Request For The Installation Of Additional Street Lights Along Candlewick Court, Pursuant To Article X Of Chapter 29 Of The Macon-Bibb County Code Of Ordinances (Sponsored by: Lester M. Miller, Mayor)

8. Executive Session

Consultation with the county attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against Macon-Bibb County or any officer or employee or in which the county or any officer or employee may be directly involved as provided in O.C.G.A. § 50-14-2(1); Entering into an option to purchase, dispose of, or lease property as provided in O.C.G.A. § 50-14-3(b)(1)(E); and Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a county officer or employee as provided in O.C.G.A. § 50-14-3(b)(2);

COMMITTEE OF THE WHOLE

MINUTES

June 13, 2023

The Committee of the Whole was called to order by Mayor Lester M. Miller.

COMMISSIONERS PRESENT:

Mayor Lester M. Miller
Mayor Pro Tem Seth Clark
Commissioner Valerie Wynn
Commissioner Paul Bronson
Commissioner Elaine Lucas
Commissioner Raymond Wilder
Commissioner Bill Howell
Commissioner Virgil Watkins
Commissioner Al Tillman

OTHERS PRESENT:

Michael McNeill, Sr. Assistant County Attorney
Adrianna Beavers, Assistant County Attorney
Frank Howard, Assistant County Attorney
Keith Moffett, County Manager
Julie Moore, Assistant County Manager
Janice Ross, Clerk of Commission
Alex Morrison, Director of Planning & Public Spaces
Chris Floore, Communications
Olivia Walter, Communications
Edna Ruiz, Communications

1. APPROVAL OF MINUTES

On motion of Commissioner Wynn, seconded by Commissioner Wilder and carried unanimously, the minutes of the May 9, 2023 meeting were approved.

2. TOUR OF MACON-BIBB COUNTY FACILITIES

A. Tour of Linear Park, Memorial Park, Frank Johnson Recreation Center and Filmore Thomas Park

The meeting recess to travel to Linear Park, Memorial Park, Frank Johnson Recreation Center and Filmore Thomas Park.

After the tour was completed Mayor Miller adjourned the meeting.

Respectfully submitted:

Janice S. Ross, CMC
Clerk of the Macon-Bibb County Commission

Added to the July 11, 2023 Committee of the whole Agenda



Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office PO Box 4503
Macon, GA 31208-4503

License Fees are Prorated by Month that Completed Application is Submitted

2021 LICENSE FEES (Check All That Apply)

*Distilled Spirits Packaged to Go	\$2,900	*Malt Packaged to Go	\$800	Wine Packaged to Go	\$700
*Distilled Spirits C.O.P.	\$2,900	*Malt C.O.P.	\$800	Wine *C.O.P.	\$700
*Distilled Spirits Wholesaler	\$3,600	*Malt Wholesaler	\$1,000	Wine Wholesaler	\$800
*Distilled Spirits Manufacturers	\$4,300	*Malt Manufacturer	\$2,500	Wine Manufacturer	\$1,700
Brewpub	\$2,500	Out-of-Town Wholesaler	\$100	Brown Bag	\$300
Malt Beverage Taproom	\$2,500	Cocktail Room	\$2,500	Alcohol Beverage Caterer	\$600
				Temporary Alcohol License	\$100
Please check here if you are applying for a Business Continuation License.					
Business Continuation License 25% of applicable licensing fees					
*Distilled Spirits (Liquor)		*Malt (Beer)		*C.O.P. (Consumed on Premises)	

A BUSINESS LICENSE IS REQUIRED BEFORE AN ALCOHOL LICENSE MAY BE ISSUED.

\$ _____ Prorated Alcohol License Fees + \$ 400 Application Fee, if applicable = Total \$ _____

Agent Information

1. Agent/Owner(s) must complete and sign the History Record Information Consent Form
2. Provide an Unexpired Identification Card Issued by Any U.S. State or United States government, bearing a current photograph of the applicant.
3. Agent/Owner(s) Must be Fingerprinted once application & fees are completed and paid unless such individuals currently hold one or more categories of alcohol license(s) in good standing.
4. Proof of Alcohol Handler's Permit from Agent and Owners
5. Complete (S.A.V.E.) Systematic Alien Verification for Entitlements O.C.G.A. § 50-36-1 (e) (2) Affidavit

Location/Business Information

6. Affidavit of Intent to Sale Alcohol from the Macon Telegraph Newspaper
7. If any business entity other than Sole Ownership...Must submit copy of GA Secretary of State Business information.
8. If NON-PROFIT entity...Proof on Nonprofit Status
9. Planning and Zoning Compliance form
10. Original Affidavit from the Macon-Bibb County Engineer's Department
11. A legal description (Lease/Deed/etc.) of the property upon which premises are located.

Business Continuation

12. Please provide a list of the current, valid licenses issued to the named business; A record showing that all business license fees owed on the existing business have been fully paid, or a receipt showing payment thereof.
13. A statement, signed by the applicant, swearing, or affirming that the applicant has recently purchased the named business, or has a bona fide expectation of purchasing the named business soon; and
14. A record showing that all property taxes to date owned on the property have been fully paid, or a receipt showing payment thereof.

Rev.07/2021

Select One: ☐ New Business☐ Change of location☒ Change of Business**BUSINESS**Federal Tax ID #: 921040402 State Tax ID #: 20282214229Business Name: Sunoco Food mart Corporate and Trade Name: Svraj 2022 LLCLocal Business Address: 2260 Shuxling Dr Macon, GA 31211
(P.O. Box Not Allowed) City State ZipMailing Address: Same
(P.O. Box Not Allowed) City State Zip**AGENT**Agent's Name: Sitaben patel Agent's Title: owner**INDIVIDUAL/OWNER INFORMATION**

Will the Agent named above also serve as the Applicant of this license?

☒ Yes☐ No If no, complete the following:Owner/Individual's Name: Sitaben patel Title: owner

Rev. 10/2021

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the Bibb County Sheriff's Office to conduct an inquiry and receive any Georgia criminal history record information pertaining to me, which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):	Sitaben XXXXXXXXXX Kantilal Patel
Home Address:	[REDACTED]
Sex	[REDACTED]
	F

☒ This authorization is valid for 90/180 (circle one) days from date of signature.
☐ I, Sitaben Patel, give consent to the above name to perform periodic criminal history background checks for the duration of my employment with this company.

Sita K Patel
Signature

07/09/2023
Date

*****Include a copy of your valid State/Government issued identification*****

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code used: (check one)

☐	Employment (E) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Mentally Disabled (M) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Elder Care (N) - Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Children (W) - Provides <i>Georgia</i> Criminal History Record Information
☐	Public Records (P) – Provides <i>Georgia</i> Felony Convictions Only

The inquiry resulted in the following: (check all that apply)

☐	No Georgia CHRI results available.
☐	Georgia CHRI attached/released

☐	No NCIC/GCIC Warrant results available.
☐	Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title

Date

MACON-BIBB COUNTY, GEORGIA
(S.A.V.E.) SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
O.C.G.A. § 50-36-1 (e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a Macon-Bibb County, Georgia, Occupation Tax Certificate, Alcohol License, or other public benefit as referenced in O.C.G.A. § 50-36-1; the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) ☒ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the attached list.
- 2) ☐ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

Please check only one option above and submit the required documents with your application.
Please note that the failure to do so will result in a processing delay.

The undersigned applicant 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 O.C.G.A. § 50-36-1 (e) (1), with this affidavit.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an 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.

Business Name: Sunoco Food mart

Printed Name of Applicant: Sitaben patel

*Signature of Applicant: Sita K Patel

SUBSCRIBED AND SWORN BEFORE ME ON

THIS 9th DAY OF January, 20 23.

[Signature]

NOTARY PUBLIC

February 1st 2026
MY COMMISSION EXPIRES



MEASUREMENT FORM

**Retail Sales of Wine and Malt Beverages
Packaged to Go
Macon-Bibb County Code, Chapter 4, Article V, Sec. 4-122**

APPLICANT: SITABEN K PATEL

PROPOSED LICENSE: BEER AND WINE PACKAGED TO GO

BUSINESS LOCATION: 2260 SHURLING DR.

BUSINESS NAME: SUNOCO FOOD MART / SURAJ 2022 LLC

To Be Completed by County Engineer

1. Nearest corner of the building housing the place of business to nearest corner of a school ground, school building, college campus, an alcoholic treatment center, a public library or branch thereof, or a Macon-Bibb County Housing Property measured and found to be more than 300 ft.

☒ Comply ☐ Does not Comply

2. An alcoholic beverage license has been previously issued for this location, so the license may be continued to be issued or renewed for the same location despite a nearby property use which does not meet the distance requirements.

☐ Comply ☐ Not Applicable ☒ Unknown

3. This grocery store is exempt from the restriction on sale of wine and malt beverages to go within 300 ft. of a college campus.

☐ Comply ☐ Complies , but does not comply with other restrictions

☒ Not Applicable

By: F. Charles Brooks
F. Charles Brooks, Macon-Bibb County Engineer

Date: 11-30-2022

It is respectfully requested that forms be returned no later than Friday of each week for use by the County Commissioner's Office.

RETAIL SALES of BEER and WINE

Package Sale to Go & consumption on premises

OR

Package Sale to Go

300' from business building corner to nearest corner of school ground, school building, college campus, alcohol treatment center, public library, and Macon-Bibb Housing Authority unit.

If applying location is identified as a "Small Box Retail Store, Small Box Discount Store or Vice mart", it must be 2500' from other similarly classified stores.

Sunoco Food

#2260 Shurling Drive

SCHOOL GROUND property line

500' — Head Start

4700' — Dr. Martin Luther King Jr. Elementary
SCHOOL BUILDING

600' — Head Start

4950' — Dr. Martin Luther King Jr. Elementary ✓
COLLEGE CAMPUS property line

16,450' — Mercer Un. - #433 Cherry St.

ALCOHOL TREATMENT CENTER building

13,350' — River Edge - Emery Hwy.

PUBLIC LIBRARY or BRANCH building

2,450' — Shurling Branch

MHA housing unit property line

8,700' — Davis Homes

Vice Mart – Small Box Retail Store – Small Box Discount store

N/A — Applicant self-identifies as a:
"GAS STATION"

OK!

Paul A. Homowski

November 29, 2022



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
113094	354788	Print Legal Ad-IPL01006550 - IPL0100655		\$25.00	1	30 L

Attention: Sunoco Food

Sunoco Food Mart
2260 Shurling Dr
Macon, GA 31211

NOTICE

GEORGIA, BIBB COUNTY

NOTICE OF INTENT TO FILE REQUEST
FOR BEER, WINE Packaged to go

Pursuant to the ordinance adopted by the Macon-Bibb County Commission, dated December 4, 2018, as now or hereafter amended, notice is hereby given that on or after the 14th day of December, 2022, the undersigned will apply to said Macon-Bibb County Commission for the above-described license(s) at an establishment known as **Sunoco Food Mart** dba Suraj 2022 LLC 2260 Shurling Dr. Macon, Ga 31211. The public is invited to comment on the proposed license by submitting comments in writing to Macon-Bibb County Tax Commissioner's Office, Attn: Alcohol License Comments, 188 Third Street, Macon, GA 31201 within fourteen days of the date shown below."

This 7th day of December, 2022. Sita-ben Patel, Applicant
IPL0100655
Dec 7, 14 2022

To Whom It May Concern:

This is to certify the legal advertisement in the above stated case was published in The Telegraph legal section on:

2 insertion(s) published on:

12/07/22, 12/14/22

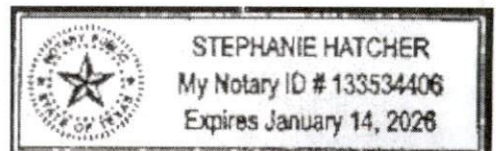
By placing your legal organ advertisement with this newspaper, you agree that your sole remedy if the newspaper should make a mistake in the text or the timing of publication of your advertisement is a refund of the cost you paid for the advertisement or re-advertisement at no additional cost to you.

Willmenta Serrano

Sworn to and subscribed before me this 14th day of December in the year of 2022

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!



MACON-BIBB COUNTY

Planning & Zoning

Macon-Bibb Planning & Zoning Commission
Terminal Station | 200 Cherry Street, Suite 301
Macon, Georgia 31201 | MBPZ.org

Zoning Compliance

PERMIT NO: ZC-2022-1121	PERMIT TYPE: Permitted use	DATE OF ISSUE: 11/28/2022
ISSUED TO NAME:	Sitaben Patel	
	SURAJ 2022 LLC	
OWNER'S NAME:	GOGA 2 LLC	
PROPOSED USE:	Existing: Commercial, Industrial, or Institutional	
	sunoco	
ADDRESS OF PROPOSED USE:	2260 SHURLING DR	
NEW CONSTRUCTION:	No	
MAP/PARCEL:	T062-0189	ZONING DISTRICT: C-1

PERMIT ISSUED SUBJECT TO THE FOLLOWING CONDITIONS

As per application-- to change ownership of an existing convenience store with fuel sales and alcohol packaged to go; No outside storage, sales, or display authorized. No signage authorized by this permit. Signage shall require a separate Zoning permit. Any proposed arcade or gaming machines shall occupy less than thirty (30) percent or more of the gross floor area as utilized by amusement machines or their patrons; should they occupy more than thirty (30) percent, a conditional use for an amusement facility is required. Subject to the requirements of Business Development Services. Subject to the requirements of the Office of Building and Fire Safety, Business License Office, and all other applicable local, state, and federal regulations.

NOTE: IF CONSTRUCTION OR USE HAS NOT BEGUN BY 11/28/2023 , THIS PERMIT IS NULL & VOID

APPROVED BY: John Langstaff

NOTICE

This permit or certificate of appropriateness necessary to allow construction or other work on land or a structure shall be displayed at the site of and during such construction or work. Where a use requires a business license, this zoning permit must be displayed on the premises together with the business license. This permit is issued subject to the rules and regulations of the Macon-Bibb County Health Department, the Macon-Bibb County Engineering Department, the Macon-Bibb County Fire Department, the Macon-Bibb County Traffic Engineering Department, the Macon Water Authority, the Office of Building and Fire Safety, and any other governmental agency whose regulations may be applicable. All construction or use relating to this permit must strictly comply with site plans submitted to the Macon-Bibb County Planning and Zoning Commission. Permits are specific to the property for which the permit is issued as well as the person to whom it is issued. Other than permits for single family homes or duplexes, any change in the person engaging in the use allowed by such permit shall require that the new person engaging in such use file a change of ownership form with the Commission, provided that change of ownership forms shall not be required for variances or certificates of appropriateness. The new holder of any permit shall be subject to all conditions attached to the original permit.

Control Number : 22237783

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, **Brad Raffensperger**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

SURAJ 2022 LLC

a Domestic Limited Liability Company

has been duly organized under the laws of the State of Georgia on **11/10/2022** by the filing of articles of organization in the Office of the Secretary of State and by the paying of 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 **11/15/2022**.



Brad Raffensperger

Brad Raffensperger
Secretary of State

ARTICLES OF ORGANIZATION

Electronically Filed

Secretary of State

Filing Date: 11/10/2022 1:37:36 PM

BUSINESS INFORMATION

CONTROL NUMBER	22237783
BUSINESS NAME	SURAJ 2022 LLC
BUSINESS TYPE	Domestic Limited Liability Company
EFFECTIVE DATE	11/10/2022

PRINCIPAL OFFICE ADDRESS

ADDRESS	2260 SHURLING DR, MACON, GA, 31211, USA
----------------	---

REGISTERED AGENT

NAME	ADDRESS	COUNTY
SITABEN PATEL	2260 SHURLING DR, MACON, GA, 31211, USA	Bibb

ORGANIZER(S)

NAME	TITLE	ADDRESS
SITABEN PATEL	ORGANIZER	2260 SHURLING DR, MACON, GA, 31211, USA

OPTIONAL PROVISIONS

N/A

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE	SITABEN PATEL
AUTHORIZER TITLE	Organizer

Ownership Disclosure Form

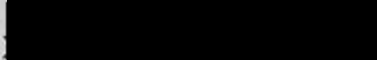
A separate copy of this form must be completed for each individual who has a disclosable interest in the business.

Business:

Trade Name: SUNOCO FOOD MART Name of Corporation: SURAJ 2022 LLC

If publicly traded, Stock Symbol and Name of one Listing Exchange: _____

Individual:

Name and Title: Sitaben Patel (owner) Telephone Number: ()

Type of Entity and Business Interest:

Please check appropriate description and complete as required.

- ☐ Sole Proprietorship
- ☐ General Partnership
 - ☐ General Partner holding _____% of all outstanding general partnership interests.
- ☐ Limited Partnership (LP)
 - ☐ General Partner holding _____% of all outstanding general partnership interests.
 - ☐ Limited Partner holding _____% of all outstanding general partnership interests.
- ☐ Limited Liability Partnership (LLP)
 - ☐ General Partner holding _____% of all outstanding general partnership interests.
- ☐ Limited Liability Limited Partnership (LLLP)
 - ☐ General Partner holding _____% of all outstanding general partnership interests.
 - ☐ Limited Partner holding _____% of all outstanding general partnership interests.
- ☒ Limited Liability Company (LLC)
 - ☐ Managing Member, Total number of Managing Members: 1
 - ☐ Member holdings 100% of all outstanding membership interests
- ☐ Privately Held Corp./Company
 - ☐ Corporate Officer: Yes ___ No ___
 - ☐ Shareholder holding _____% of all outstanding ownership interests.
- ☐ Publicly Traded Company
 - ☐ Corporate Officer: Yes ___ No ___
- ☐ Other
 - ☐ Other person exercising operational authority over the entity: _____



Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office
PO Box 4503
Macon, GA 31208-4503

Alcohol Handler's Beverage License Application

APPLICANT

First Name: Sitaben Last Name: patel

- ☐ A certificate showing completion of an Alcohol Handler's training course taken within the last three years.
- ☐ An unexpired identification card issued by any U.S. State or The United States government, bearing a current photograph of the applicant.
- ☐ Current Color (passport size) photographs of applicant.
- ☐ \$25 cash, money order, cashier's check, or personal check payable to Macon-Bibb County Tax Commissioner

CERTIFICATION

I certify that the information disclosed in this application is true and correct, and I agree to abide by, observe, and conduct business according to the rules and regulations prescribed by Macon-Bibb County, the acts of the Georgia General Assembly, and the State Department of Revenue.

Sitaben K. Patel
Applicant's Signature

01/04/2023
Date

I hereby certify that _____ signed his/her name to the forgoing statement after stating to me under oath administered by me, that all statements and answers are true and correct.

This 9th day of January, 2023

[Signature]
NOTARY PUBLIC



February 1st 2026
MY COMMISSION EXPIRES

Rev. 7/2021



Sitaben Patel



AH000879

ALCOHOL HANDLER

EXP 12/31/2023



Cheers Entertainment Services Bar Training

CERTIFICATE OF COMPLETION

Awarded To

SITABEN PATEL

Course Completion

MACON-BIBB ALCOHOL HANDLER'S PERMIT COURSE

Date: 2023-01-19

Serial No.

cert_1nwprd0j



COMMERCIAL REAL ESTATE LEASE CONTRACT

THIS AGREEMENT, made effective the 1st day of January, 2023, by and between **GOGA 2 LLC**, a Georgia limited liability company with an address of 2260 Shurling Drive, Macon, GA 31211, ("Landlord") and **Suraj 2022 LLC**, a Georgia limited liability company with an address of 2260 Shurling Drive, Macon, GA 31211 ("Tenant").

WITNESSETH:

THAT, in consideration of the mutual covenants contained herein, the parties have agreed as follows:

1. **Premises.** Landlord, for and in consideration of the rents, covenants, agreements and stipulations herein contained, to be paid, kept, and performed by Tenant, has leased and rented, and by these presents does lease and rent unto said Tenant, and said Tenant hereby agrees to lease and take upon the terms and conditions which hereinafter appear, property and improvements located at 2260 Shurling Drive, Macon, GA 31211 and more particularly described in Exhibit "A" (the "Premises").

2. **Term of Lease.** The Term of this Lease shall commence on the 1st day of January 2023 and, unless sooner terminated as hereinafter provided, shall expire on the 28th day of February 2030. This Lease may be renewed, unless terminated sooner as provided hereinafter, for additional one-year term ("Renewal Term") by Tenant provided Tenant is not in default at time of notice and renewal date. Tenant must give written notice of its election to renew, at least One Hundred Twenty (120) days prior to the end of the Term.

3. **Rental.** (a) Tenant agrees to pay Landlord, by payments at Landlord's 423 southern oaks dr macon GA 31216, or at any other address as designated by Landlord, promptly on the first day of each month in advance, during the Term and the Renewal Term of this Lease, rent as follows:

Years 1-5	\$ 8,000.00 per month.
Years 6-10	\$ 8,800.00 per month

An additional sum of ten percent (10%) of any rental payment made subsequent to the grace period after due date shall be paid by Tenant to Landlord. The first month's rent shall due and payable at the execution of this lease.

4. **Utility Bills and Taxes.** Tenant shall bear and pay all utility bills, including, but

not limited to, water charges, sewer, gas, electricity, fuel, telephone, light, and heat for the leased Premises. Tenant shall also bear and pay all charges for garbage collection services or other sanitary services rendered to leased Premises or used by Tenant in connection therewith. Tenant shall bear and pay all ad valorem and other taxes levied against the Premises, fixtures, personal property or the business operated by Tenant. If Tenant fails to pay any of said utility bills, charges for garbage collection or other sanitary services, taxes, or other amounts due, Landlord may pay same and such payment may be added to the rent next due.

5. **Use of Premises.** The Premises shall be used for a convenience store and the retail sale of gasoline and other petroleum products. The Premises shall not be used by Tenant for any other purpose unless Landlord agrees in writing to such additional use. The Premises shall not be used for any illegal purpose, nor in any manner so as to create any nuisance or trespass, nor in any manner to vitiate the insurance or increase the rate of insurance on the Premises. Tenant shall not commit or allow any waste or nuisance upon the leased Premises, and shall maintain the Premises in a clean, neat, orderly, and attractive condition. Landlord shall allow gaming machines for use on the Premises with the Tenant provided they are operated within the appropriate governing laws and Tenant assumes all of the liability associated with any gaming activity on the Premises and Tenant indemnifies Landlord against all claims resulting from any wrong doing related to the gaming machines which indemnity shall survive termination of this Lease.

6. **Operation of the Premises.** Tenant shall (1) keep the Premises, buildings, equipment, fixtures, rest rooms, sidewalks, approaches, and driveways in good condition, properly lighted, clean, safe, sanitary, and free of trash, rubbish, and other debris; (2) keep the approaches, driveways, and service areas uncluttered and free of parked vehicles, trailers, and other obstructions, including ice and snow, at all times; (3) not engage in or permit any improper act or conduct on the Premises detrimental to Tenant, or Landlord, or any member of the public; (4) comply with all laws, ordinances, rules, or regulations of constituted public authority applicable to the use and occupancy of the Premises, use of the equipment and the conduct of the business; (5) keep the business adequately stocked with petroleum products and inventory normally stocked at a convenience store; (6) keep the business open at least 6 a.m. – 9 p.m., seven days per week; and (7) comply with all requests necessary to keep the then existing brand (currently Sunoco) at the location.

Tenant understands that Tenant is required to comply with certain appearance, cleanliness and customer service guidelines of the existing brand or any replacement brand of motor fuel. Tenant shall comply with these guidelines and to provide courteous service to motor fuel customers. Further Tenant agrees to take all action reasonably necessary to maintain the applicable petroleum brand at the location. In the event, Tenant fails to comply with its obligations under this paragraph, Landlord may, in addition to any other rights and remedies available, take such action and/or expend such monies as may be necessary to bring the location into compliance with such guidelines, obligations and any requirements to maintain said brand including those regarding cleanliness. In the event Landlord expends money or resources in this regard, Tenant shall pay to Landlord such money expended and/or the fair market value of the

resources expended with the rent payment next due.

7. **Abandonment of Leased Premises.** Tenant agrees not to abandon or vacate the leased Premises during the period of this Lease and agrees to use said Premises only for purposes herein leased until the expiration or termination hereof. None of the equipment upon the Premises shall be removed from the Premises.

8. **Repairs and Maintenance.** Landlord gives to Tenant exclusive control of Premises and shall be under no obligation to inspect said Premises. Tenant accepts the leased Premises and equipment in their present condition and as suited for the intended use by Tenant. Tenant shall, throughout the Term of this Lease and all renewals thereof, at Tenant's expense, maintain in good order and repair the Premises and all equipment, and all other improvements, and fixtures located on the Premises. Tenant further agrees to care for the grounds around the building, including the mowing of grass, care of shrubs, general landscaping. Tenant agrees to return said Premises and the equipment to Landlord at the expiration or prior to termination of this Lease in as good condition and repair as when first received, natural wear and tear excepted. It is acknowledged that the intent of this paragraph is for the Landlord to have no duty to repair or maintain any portion of the Premises or the equipment.

9. **Environmental.** Tenant shall comply with all environmental laws, rules and regulations pertaining to the operation of the business on the Premises including all of the requirements pertaining to underground storage tanks. Further, without limiting the foregoing, Tenant agrees to the following:

(a) Tenant is involved in the sale of petroleum products upon the Premises. Tenant understands and acknowledges that the leakage of petroleum products from underground tanks and/or other petroleum dispensing equipment is a concern for which Tenant accepts responsibility as the operator of a retail facility. Tenant must take diligent and continual cautions to discover and stop any such leakage through adequate inventory control.

(b) Tenant agrees to notify promptly Landlord of any release or unexplained loss of products. Tenant shall confirm in writing to Landlord any such oral notification within twenty-four (24) hours.

(c) Tenant agrees to retain inventory control compliance records for all underground tanks for a minimum of three (3) years, to make such records available to Landlord for inspection and copying during normal business hours. In no event shall Tenant destroy such inventory control compliance records without making them available to Landlord.

(d) Tenant agrees to inspect the petroleum product storage and handling facility, and surrounding areas at least once a week for indications of possible leakage. This inspection should include, but is not limited to, careful visual review of the following areas: (1) around and under product dispensers; (2) inside remote pump access boxes; (3) inside product full boxes; and (4) low areas, such as pumps, hillsides or culverts. Any indication of leakage

(actual product or odors thereof) should be reported promptly as stated above.

(e) Tenant agrees to indemnify, defend, and hold Landlord harmless from all clean-up costs, personal injury, death or property damage claims, and fines or penalties which arise out of or are related to the leakage of petroleum products during the Term or the Renewal Terms of the Lease as the result of any acts or omissions of Tenant. Further Tenant agrees to participate in the GUST Trust Fund and take all actions necessary to maintain eligibility thereunder. Tenant shall be liable for the deductible under the GUST Trust Fund should a release occur. This indemnity shall survive termination of this Lease.

10. **Destruction of or Damage to Premises.** If Premises are totally or partially destroyed by storm, fire, lightning, earthquake, this Lease shall not terminate, and rental shall not abate and Landlord shall restore Premises to substantially the same condition as existed before damage as speedily as practicable.

11. **Indemnification of Landlord Against Loss or Claim.** Tenant shall protect, indemnify, defend, and save harmless Landlord from and against all claims, demands, liability, losses, or costs, whether from injury to persons or loss of life or damage to property occurring on or within the Premises and arising in any manner, directly or indirectly, out of the use and occupancy of the Premises by Tenant. Tenant shall, at Tenant's expense, provide and keep in force for the benefit of Landlord comprehensive general liability insurance covering the Premises and the business to be operated thereon, in which insurance policy or policies Landlord, as well as Tenant, shall be named as an insured. The said policy or policies of insurance shall provide for limits of liability for bodily injury of not less than \$1,000,000.00 single limit coverage for each accident or occurrence, and not less than \$250,000.00 for property damage. Tenant shall furnish to Landlord evidence of such insurance within fifteen (15) days of the date hereof and at such other times as Landlord may require. Tenant shall defend, indemnify, and save harmless Landlord from and against all claims, demands, liabilities, losses, or costs to which Landlord may be subjected for or by reason of any person, firm, or corporation seeking to hold or holding Landlord liable or in any way responsible for the debts or obligations incurred in any manner in connection with the conduct and operation of the business conducted on the Premises. This indemnity shall survive the termination of this Lease.

12. **Insurance of the Premises.** Tenant shall, at Tenant's sole cost and expense, keep Tenant's property, inventory and equipment insured. Additionally, Tenant must, at Tenant's cost keep the entire building and improvements located on the Premises insured through an insurance company licensed to do business in the State of Georgia and in the amount of one hundred percent (100%) of the insurable value thereof. Such policies shall provide for payment of loss thereunder to Landlord, Tenant, and any mortgagee or mortgagees as their interest may appear and shall be delivered to Landlord, such mortgagee or mortgagees, or any assignee of Landlord or any mortgagee, if so requested. A certificate of insurance shall be delivered to Landlord annually. Such certificate shall provide that Landlord is an additional insured under the policy and that policies may not be cancelled without 30 days prior written notice to Landlord. Such policies shall provide for insurance coverage against such risks as are or shall be customarily

covered with respect to buildings and improvements similar to construction, general location, use, and occupancy to the building then on the Premises, but not less than those which are included in the usual eight point fire insurance policy in the Georgia standard form or extended coverage insurance policy, including fire, windstorm, hail, civil commotion, collapse of building, explosion, riot, damage from aircraft and vehicles, smoke and glass, vandalism, and malicious mischief.

13. **Governmental Orders.** Tenant agrees that, at Tenant's own expense, Tenant will promptly comply with all requirements of any legally constituted public authority made necessary by reason of Tenant's occupancy of said Premises.

14. **Condemnation.** If the whole of the leased Premises, or such portion thereof as will make the Premises unusable for the purposes herein leased, shall be condemned by any legally constituted authority for any public use or purpose, then in either of said events, the Term hereby granted shall cease from the date when possession thereof is taken by public authorities, and rental shall be computed and paid as of said date. Such termination, however, shall be without prejudice to the rights of either Landlord or Tenant to recover compensation and damage caused by condemnation from the condemner. It is further understood and agreed that Tenant waives any and all rights in any award made by any condemnation authority notwithstanding the termination of the Lease as herein provided.

15. **Assignment and Subletting.** Tenant may assign and/or sublet this Lease without the prior written consent of Landlord, but Tenant shall remain liable under this lease and the successor in interest must also sign an assignment and assume all liabilities.

16. **Default.** It is mutually agreed that in the event Tenant shall default in the payment of rent after given 5 days written notice to cure the default, including additional rent, herein reserved, or if Tenant shall be in default in performing any of the terms or provisions of this Lease other than the payment of rent, including but not limited to those enumerated in paragraph 6 and not cleared the default after given twenty day written notice ; **OR IF THE BUSINESS OPERATED UPON THE PROPERTY IS DEBRANDED FROM THE APPLICABLE PETROLEUM BRAND AS THE RESULT OF THE ACTS OR OMISSIONS OF TENANT**; or if a petition for voluntary or involuntary bankruptcy or reorganization under the Bankruptcy Act is filed as to Tenant; or if a receiver is appointed for Tenant's property; or if, whether voluntarily or involuntarily, Tenant takes advantage of any debtor relief proceedings under any present or future law, whereby the rent or any part thereof is, or is proposed to be, reduced or payment thereof deferred; or if Tenant makes an assignment for the benefit of creditors; or if Tenant's effects should be levied upon or attached under process against Tenant; or if Tenant violates or is in default of any other agreements between Landlord and Tenant; or if Tenant breaches or is in default of the Supply Agreement for the Premises or causes through its acts of omissions an actual or threatened debranding of the Premises by the then current supplier or brand, Landlord at its option may (i) terminate this Lease by written

notice to Tenant whereupon this Lease shall terminate immediately and possession of the Premises shall immediately be returned to Landlord; (ii) not terminate this Lease and enter the Premises and take possession thereof and relet the Premises or any portion thereof on such terms as Landlord deems appropriate. Any rent from any reletting shall be applied to any indebtedness other than rent owing to Landlord, second to Landlord's attorneys fees and brokerage fees and other expenses of exercising its rights, and third, to the rent due. Tenant agrees to pay any deficiency within ten (10) days of demand by Landlord therefor; or (iii) pursue separately or concurrently, any and all other remedies allowed by law or in equity.

Any notice provided in this paragraph may be given by Landlord or its attorney. Upon Lease termination by Landlord, Tenant will at once surrender possession of the Premises to Landlord and remove all of Tenant's effects therefrom; and Landlord may forthwith re-enter the Premises and repossess itself thereof, and remove all persons and effects therefrom, using such force as may be necessary without being guilty of trespass, forcible entry, detainer, or other tort. If Tenant refuses to surrender possession immediately, Landlord may institute appropriate legal proceedings and Tenant agrees that Landlord may obtain injunctive relief for removal of Tenant, should Tenant's leasehold become subject to cancellation hereunder.

It is expressly agreed that no termination of this Lease as the result of Tenant's default or breach shall have the effect of releasing Tenant from his obligation to pay the full Rent due for the entire period of the then existing Term or Renewal Term.

17. Entry for Carding, etc. Landlord may card Premises "For Rent" or "For Sale" sixty (60) days before termination of this Lease. Landlord may enter the Premises at reasonable hours to exhibit same to prospective purchasers or tenants and to make repairs required of Landlord under the terms hereof, or to make repairs to Landlord's adjoining property, if any.

18. Mortgagee's Rights. Tenant's rights shall be subject to any bona fide mortgage or deed to secure debt which is now, or may hereafter be, placed upon the Premises by Landlord. Tenant shall execute and deliver (subject to delays caused by Landlord's lender or other third parties), within ten (10) business days after receipt of written request by Landlord an subordination, non-disturbance and attornment agreement ("SNDA") with respect to any such deed to secure debt.

Tenant agrees, from time to time and within 10 business days after written request by Landlord, to deliver to Landlord's lender or prospective purchaser of the Premises, an estoppel certificate stating, to the best of the knowledge of Tenant's manager of the Premises, such factual matters pertaining to this Lease as may be reasonably requested by Landlord. Landlord and Tenant intend that any statement delivered pursuant to this section may be relied upon by any prospective purchaser or mortgagee of the Premises or of any interest therein.

19. No Estate in Land. This contract shall create the relationship of Landlord and Tenant between the parties hereto; no estate shall pass out of Landlord. Tenant's interest in the Premises is possessory only, and personal to Tenant, and is not subject to levy or sale, nor

assignable by Tenant except by Landlord's consent.

20. **Holding Over.** If Tenant remains in possession of the Premises after expiration of the Term hereof, with or without Landlord's acquiescence and without any express agreement of the parties, Tenant shall be a Tenant at will at 150% the rental rate in effect at the end of the Lease. There shall be no renewal of this Lease by operation of law.

21. **Attorney's Fees and Homestead.** If any rent owing under this Lease is collected by or through an attorney at law, Tenant agrees to pay reasonable attorney's fees. Tenant waives all homestead rights and exemptions which it may have under any law against any obligations owing under this Lease. Tenant hereby assigns to Landlord its homestead and exemption.

22. **Security Deposit.** Tenant shall deposit with Landlord one month's rent in the amount of \$8,000.00 at the commencement of this Lease. Upon the expiration of this Lease, at which time there was no default by the Tenant, Landlord shall return the Security Deposit to Tenant. If Tenant fails to timely pay the rental amount as it becomes due, Landlord shall apply the Security deposit towards the rental amount and Tenant must refresh the Security Deposit with Landlord upon request.

23. **Service of Notice.** Tenant hereby appoints as his agent to receive service of all dispossession or distraint proceedings and notices hereunder, and all notices required under this Lease, the person in charge of the leased Premises at the time, or occupying said Premises. If no person is in charge of occupying said Premises, then such service or notice may be made by attaching the same on the main entrance to the Premises. A copy of all notices under this Lease shall also be sent to Tenant's last known address, if different from the Premises.

24. **No Waiver of Rights.** All rights, powers, and privileges conferred hereunder upon parties hereto shall be cumulative, including those rights given by law. No failure of Landlord to exercise any power given Landlord hereunder, or to insist upon strict compliance by Tenant with its obligation hereunder, and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of Landlord's right to demand exact compliance with the terms hereof.

25. **Legality of Agreement.** In the event any portion or portions of this Lease are declared unconstitutional, illegal, void, or of no force and effect, the balance of this Lease shall remain in full force and effect and enforceable as a binding contract.

26. **Time of Essence.** Time is of the essence of this agreement.

27. **Terms Inclusive.** This Lease contains the entire agreement between the parties hereto and no representations, inducements, promises, or agreements, oral or otherwise, between the parties, not embodied herein, shall be of any force or effect. "Landlord" as used in this Lease shall include Landlord, its assigns, and successors. "Tenant" shall include Tenant, his heirs, and

representatives, and if this Lease shall be validly assigned or sublet, shall also include Tenant's assignees or sublessees, as to such assignment or sublease. "Landlord" and "Tenant" include male and female, singular and plural, and shall also include any corporation, partnership, or individual, as may fit the particular parties.

28. Additional Provisions.

28.1. Without limiting the other terms and conditions of this Lease, Tenant specifically acknowledges and further agrees that: a) There are inherent risks in the operation of a business at the Premises and Tenant is willing and able to bear such risks, including, without limitation, the loss of any investment in the Premises or such business upon termination of this Lease; b) upon termination of this Lease for any reason, Landlord shall have the right to use the Premises as it deems appropriate, including, but not limited to, selling the Premises, operating a gas station or convenience store upon the Premises, converting the Premises to any other use Landlord deems appropriate or leasing the Premises to a new lessee; c) Landlord has no obligation to lease the Premises to any new lessee, whether or not prospective lessee is willing to purchase Tenant's inventory, trade fixtures, or equipment; d) Any improvements, fixtures or equipment are not or cannot be removed in accordance with the provisions of the Lease shall become the sole and entire property of Landlord upon termination of this Lease; e) Landlord has no obligation to reimburse Tenant for any losses which Tenant might suffer in the operation of Tenant's business at the Premises or due to the termination of this Lease; and f) Landlord has no obligation to purchase any of Tenant's inventory, equipment or trade fixtures, or to reimburse Tenant for any sums invested by Tenant to improve the Premises or the business operated by Tenant on the Premises.

28.2. Tenant hereby releases and forever discharges Landlord, its affiliates and their respective shareholders, directors, officers, employees and agents (collectively, the "Released Parties") from any and all losses, damages, injuries, claims, demands, rights and causes of action, which may befall or accrue to Tenant arising out of or in any way connected with the following: a) Landlord's exercise of its right to terminate this Lease; b) Landlord's exercise of any other right under this Lease; c) Landlord's refusal to reimburse Tenant for any investment or improvements made by Tenant in the Premises or in Tenant's business; d) Landlord's refusal to approve any subsequent lessee; e) Tenant's inability to sell Tenant's inventory, equipment or trade fixtures; or f) Landlord's refusal to purchase Tenant's inventory equipment or trade fixtures.

28.3 Tenant agrees to be bound by the contract of fuel rights with PetroSouth, Inc. (attached as Exhibit "B"). Tenant shall abide by the terms of said agreement for the duration of its lease term. Landlord has the unilateral right to change brands and Tenant agrees to abide by the terms of any successor agreement.

29. Guaranty. The Lease will be separately guaranteed by Sitaben Kantilal Patel

WITNESS OUR HANDS AND SEALS THE DAY AND YEAR FIRST ABOVE

EXHIBIT "B"

Gasoline Contract

WRITTEN.

LANDLORD:

GOGA 2, LLC

By: Krunal Patel (L.S.)
Krunal Patel, sole member

TENANT:

Suraj 2022 LLC

By: Sitaben K Patel (L.S.)
Sitaben Kantilal Patel, sole member

EXHIBIT "A"

This property is currently designated as 2260 Shurling Drive, Macon, GA
Tax Parcel #T062-0189

Agent Certification

The undersigned certify that the information contained in this application and accompanying documentation is true and correct, and that the Agent named herein has directorial authority over the operations of the business to be licensed. The undersigned further agree to abide by, observe, and conduct the licensed business according to all county ordinances and state laws and regulations in respect thereof, and understand that the Agent named herein may be held personally responsible for violations of County Alcohol Code committed by others at the Agent's direction, or with the Agent's knowledge.

Agent's Signature: Sita K Patel Date: 01/09/2023

Business Name Sunoco Food mart

I hereby certify that Sitaben patel (Agent) signed his/her name to the forgoing statement after stating to me under oath administered by me, that all statements and answers are true and correct.

This 9th day of January, 2023

[Signature]
NOTARY PUBLIC

February 1st 2026

MY COMMISSION EXPIRES



Owner/Individual Certification

I certify that the information disclosed in this application is true and correct, and I agree to abide by, observe, and conduct business according to the rules and regulations prescribed by Macon-Bibb County, the acts of the Georgia General Assembly, and the State Department of Revenue.

Individual/Owner's Signature: Sita K Patel Date: 01/09/2023
(If different from Agent)

Title: owner

Business Name: SUNOCO FOOD MART

I hereby certify that Sitaben patel (Applicant) signed his/her name to the forgoing statement after stating to me under oath administered by me, that all statements and answers are true and correct.

This 9th day of January, 2023

[Signature]
NOTARY PUBLIC

February 1st 2026

MY COMMISSION EXPIRES



PACKAGE TO GO BUSINESS TYPE IDENTIFICATION FORM
--

Business Name: Sunoco Food Mart

Business Address: 2260 Shurling Dr Macon, GA 31211

Instructions:

This form must be completed for each new license or renewal license application for locations selling beer or wine or both, but not distilled spirits, by the package to go.

If you are not selling alcohol by the package to go, or if you are selling distilled spirits by the package to go, simply check the last box on this form for "Exempt" and sign at the bottom.

If you are selling alcohol by the package to go, please read the definitions below and check the box next to the definition which best matches how the business is currently operated or expected to operate under this license. Any intentional failure to identify or misrepresentation on this form may be grounds for denial or revocation of any license issued to you.

Definitions:

- ☐ **Drugstore:** a retail store that provides assorted items including medical or healthcare supplies, that may also provide other items or services such as over-the-counter drugs; processed food and drink items; beauty products; small toys; or photo processing services; and that is licensed by the Georgia State Board of Pharmacy to operate a pharmacy.
- ☐ **Food Mart:** a retail store licensed by the Georgia Commissioner of Agriculture as a food sales establishment, which has a total retail floor space of less than 10,000 square feet, of which at least 85 percent is reserved for the sale of food and other nonalcoholic items, and which regularly sells, at a minimum and among other products: at least five different types of fresh fruits or vegetables; fresh, raw beef, chicken, or pork; fresh chicken eggs; bread; and fresh cow's milk. A Food Mart may or may not be licensed by the Georgia State Board of Pharmacy to operate a pharmacy.
- ☒ **Gas Station:** a Vice Mart that is also licensed by the Georgia Safety Fire Commissioner for the storage and sale of liquefied petroleum gas and that actually regularly sells liquefied petroleum gas.
- ☐ **Grocery Store:** a retail store licensed by the Georgia Commissioner of Agriculture as a food sales establishment, which has a total retail floor space of at least 10,000 square feet, of which at least 85 percent is reserved for the sale of food and other nonalcoholic items, and which sells, at a minimum and among other products at least ten different types of fresh fruits or vegetables; fresh, raw beef, chicken, or pork; fresh chicken eggs; bread; and fresh cow's milk. A Grocery Store may or may not be licensed by the Georgia State Board of Pharmacy to operate a pharmacy.

- ☐ **Small Box Discount Store:** a retail store that provides assorted, inexpensive items that are continuously offered at a discounted price that is usually under \$10 per item. These stores are commonly referred to by names such as "dollar stores," "99 cent stores," "five dollar stores," "discount stores," or "variety stores." Products sold typically include processed food and drink items, personal hygiene products, office supplies and decorations. Retail floor space is typically less than 15,000 square feet.
- ☐ **Specialty Store:** a retail store that derives at least 50% of its annual gross sales from the sale of certain specialized classes or types of food or beverage products, or related accessories or non-food items. Such products are typically of a superior quality or more limited market availability than those general products commonly found in Grocery Stores. This includes brewpubs, malt beverage taprooms, and cocktail rooms. Other examples of Specialty Stores include, without limitation: (a) imported or luxury products; (b) products associated with a particular culture, global region, cuisine, or nationality; (c) products conforming to or supporting the dietary requirements of any sincerely held religious practice or belief; (d) restaurants; (e) organic, vegan, or natural products; (f) meats (e.g., butcher shops, delis, or seafood markets); (g) cheese or dairy products; (h) oils, seasonings, or spices; (i) growlers, craft beers, or wine; (j) breads or baked goods; (k) cigars; (l) honey or beeswax products; (m) products grown or produced within the State of Georgia or any particular location therein; or (n) any similarly specialized products or classes of products.
- ☐ **Vice Mart:** a retail store that provides assorted, inexpensive items for neighborhood residents or travelers, such as processed shelf-stable or refrigerated food and drink items; fountain and brewed drinks; handheld prepared food items; automotive items; tobacco products; family planning products; lottery products; gifts; over-the-counter medications; or similar items. Stores are typically designed for expediency – with customers typically buying few items per transaction and spending only a short time in the store. Retail floor space is typically less than 10,000 square feet.
- ☐ **Other Small Box Retail Store:** a retail store that meets each of the following criteria:
1. the store has a total retail floor space of less than 15,000 square feet; 2. the store does not meet the definition of Drug Store, Food Mart, Gas Station, Grocery Store, Small Box Discount Store, Specialty Store, or Vice Mart; and 3. the store is not licensed or applying for a license for the sale of distilled spirits by the package to go.
- ☐ **Other/None of the Above/Distilled Spirits/Exempt:** Check this box if none of the above definitions apply to your store, or if you are not licensed or applying for a license to sell only beer or wine or both by the package to go.

Sitay K. Patel
Applicant/Agent Signature

07/09/2023
Date

SECURITY CAMERA COMPLIANCE VERIFICATION

Instructions:

This form must be completed for each new license application for locations selling alcohol by the package to go or operating as a bar or nightclub.

Pursuant to Sec. 4-1 of the Macon-Bibb County Code of Ordinances,

1. Bar shall mean any business that derives 75 percent or more total annual gross revenue from the sale of alcoholic beverages for consumption on the premises, in accordance with O.C.G.A. § 3-1-2;
2. Nightclub shall mean any business which:
 - Directly or indirectly charges patrons for admission;
 - Is licensed under this Chapter for the sale of alcoholic beverages for consumption on premises;
 - Provides entertainment using amplified sound, including, without limitation, the playing of pre-recorded music through amplified sound by a DJ or emcee or similar person; the playing of live analog, electronic, or digital musical instruments; the presentation of live human speech or dialogue through amplified sound; or any combination of the above;
 - Which does not provide a number of seats suitable for the viewing of such entertainment greater than or equal to the number of patrons present; and
 - Which does not earn at least fifty percent of its annual gross revenues from the sale of prepared meals or the letting of rooms for overnight stay.

If you are selling alcohol by the package to go or operating a bar or nightclub you must:

1. *install security cameras in your business that meet the requirements below;*
2. *call the Macon-Bibb County Sheriff's Outreach Section at (478) 803-2710 to schedule an appointment to have a member of the Sheriff's Office inspect the security camera system;*
3. *show the inspector that the security camera system meets the requirements below; and*
4. *have the inspector sign this form approving the security camera system.*

If you are not operating as a bar or nightclub or selling alcohol by the package to go, simply check the box on this form for "Exempt" and sign at the bottom.

Pursuant to Sec. 4-40 of the Macon-Bibb County Code of Ordinances,

1. Any establishment selling alcoholic beverages by the package to go must install security cameras, which are, at a minimum, of sufficient quantity, quality, and positioning so as to capture the face and clothing of any person entering into the establishment through any public entrance; or making any purchase from the establishment.
2. Any establishment licensed to sell any alcoholic beverage for consumption on premises, which is operating as a bar or nightclub, is hereby required to install security cameras, which must, at a minimum, be of sufficient quantity, quality, and positioning so as to capture the face and clothing of persons entering into said establishment through any public entrance

Security Camera Compliance Verification
Form
Page 1 of 2

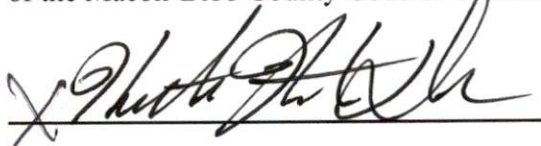
thereof; standing outside of the establishment but within fifty feet of any entrance to said establishment; making any purchase from a fixed point of sale within said establishment; or standing within any dance floor or similar area designated within said establishment.

3. A digital security camera system shall be deemed to be "of sufficient quality" of and only if each camera required under this Section meets the following criteria:
 - It is capable of producing an image with a 1080p High Definition (1920 x 1080 pixels) resolution or greater at a minimum frame rate of 15 frames per second;
 - It is maintained in a state of being free of dust or debris that would interfere with the quality of the image being produced; and
 - It is capable of operating in the actual interior or exterior lighting conditions that are present during all operations and times of operation for the establishment, and of producing a clear image of the face and clothing of the persons described in this Section in all such lighting conditions.
4. Such cameras meeting the requirements of this Section must be capable of producing a retrievable image on film, tape, or other suitable digital format that can be made a permanent record and that can be enlarged through projection or other means. Cameras meeting the requirements of this Section shall be maintained in proper working order at all times and shall be subject to periodic inspection by the Sheriff.
5. Establishments required under this Section to install security cameras shall maintain all video images captured thereby for a period of at least thirty days from the date of image capture.
6. The failure to have or maintain security cameras in good working condition, with sufficient backup storage as to permit the retrieval of images as required by this Section shall be a violation of this Section and shall be punishable in accordance with the general provisions of Section 1-6 of this Code, as well as by any adverse action against the alcohol licensure of such business, up to and including the revocation or denial of all existing alcohol licenses held by such licensee.

Business Name: Sunoco Food MART

Business Address: 2260 Shurling Dr Macon, GA 31211

I hereby certify that on this date, I have inspected the security camera and image retrieval system located at the above business and found it to be in compliance with the requirements of Sec. 4-40 of the Macon-Bibb County Code of Ordinances, as stated hereon.



Bibb County Sheriff's Designee

#7210

Badge No.

01/13/2023

Date

☐ **Exempt:** Check this box if you are not licensed, not applying for package to go license, or not operating as a bar or nightclub.



Applicant/Agent Signature

01/09/2023

Date

Applicant Privacy Rights Notification Signature Form

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 – 16.33 or go to the FBI website at <http://fbi.gov/about-us/cjis/background-checks>.

<u>Sita K. Patel</u>	<u>Sitaben Patel</u>	<u>02/09/2023</u>
Signature	Print Name	Date



Alcohol License Questionnaire

Name of Business: SUNOCO FOOD MART
 Owner's Name: Sitaben patel
 Address: ~~226~~ 2260 Shuxling Dr macon
GA 31211

1. Do you own or are you leasing your business location? ☐ Own ☒ Lease
2. If you purchased the building, what was the final sale price as reflected in public records? \$ _____
3. If you are leasing the building, what relation, if any, is there between the building owner and the owner(s) of your business?
- Please circle one: Relation, see below No Relation
-
4. If you are leasing the building, will your landlord be involved in the day to day business operations? ☐ Yes ☒ No
5. Was the previous operator at this location in any legal or regulatory trouble with local government, state government, law enforcement, or the Georgia lottery in the year prior to the transfer to your business? ☐ Yes ☒ No
6. Will the previous operator or any family member of the previous operator remain involved in the day to day business operations? ☐ Yes ☒ No
7. Was the sale of the building, business, or lease an "arms length" or "fair market value" transaction? ☐ Yes ☒ No

Sitaben patel
 Printed Name of person completing form

Sita K Patel
 Signature of person completing form

01/09/2023
 Date

ARMED SECURITY PERSONNEL REQUIRED TRAINING COMPLIANCE FORM

Instructions:

This form must be completed by any bar or nightclub operating with an alcohol license which allows or requires security personnel to carry firearms while working. The form shall be submitted upon applying or renewing any license to sell alcohol on the premises. This form is not required for businesses employing certified peace officers in good standing with the Georgia Peace Officer Standards and Training Counsel. Applicants applying for special events which employ armed security personnel are required to submit this form.

Pursuant to the licensing requirements of Sec. 4-550 of the Macon-Bibb County Code of Ordinances, attach the following documentation to this form prior to submission:

1. A copy of the applicant's valid private security business license, issued by the Georgia Board of Private Detective and Security Agencies.
2. A list containing the names and dates of birth of all persons who will be working as armed security personnel at the applicant's place of business or special event location. Use the attached form.

NOTE: IT IS A VIOLATION TO ALLOW ANY PERSON NOT LISTED TO WORK AS AN ARMED SECURITY PERSONNEL WITHOUT FIRST SUBMITTING AN UPDATED COPY OF THIS FORM TO THE TAX COMMISSIONER'S OFFICE. PENALTIES FOR VIOLATING THIS RULE MAY INCLUDE THE LOSS OF YOUR ALCOHOL LICENSES.

3. A copy of a valid private security license from the Georgia Board of Private Detective and Security Agencies for each person named who will be working as armed security personnel at the applicant's place of business or special event location.

If you are not operating as a bar or nightclub with armed security personnel, simply check the box on this form for "Exempt" and sign at the bottom.

Business Name: Synoco Food mart

Business Address: 2260 Shurling Dr macon, GA 31211

☒ **Exempt:** Check this box if you certify that you will not hire any armed security personnel, or that you are not operating as a bar or nightclub.

Does your business derive 75% or more total annual gross revenue from the sale of alcoholic beverages for consumption on the premises? ☐ YES ☒ NO

Sity K Patel
Applicant/Agent Signature

02/09/2023
Date

Armed Security Personnel Required Training Compliance Form
Rev. July 2021
Page 1 of 2

Macon-Bibb County Certificate of Good Standing

1. Name and Title of the applicant: Krunal Patel (Landlord)
2. Name of the subject of this Certificate, if different from the applicant: Goga 2 LLC
3. Benefit or privilege for which the applicant is applying (mark one):

☐ Building Permit	☐ Plat Approval	☐ Building Inspection Report	☐ Certificate of Occupancy
☐ Alcohol License (Any)	☐ Privilege License (Any other than alcohol)	☐ Political Appointment	☐ Competitive Contract Bid or Proposal
☐ Non-Competitive Contract over \$50,000	☐ Registering to Bid on Real Property	☐ Other: _____	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.
- _____
- _____
- _____

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

Krunal Patel
Print and Sign Name

Sworn to and subscribed before me this
12TH day of February, 2023

06-23-24
Notary Public
My commission expires:



Macon-Bibb County Certificate of Good Standing

1. Name and Title of the applicant: Sitaben Patel (owner)
 2. Name of the subject of this Certificate, if different from the applicant:
Suraj 2022 LLC
 3. Benefit or privilege for which the applicant is applying (mark one):

☐ Building Permit	☐ Plat Approval	☐ Building Inspection Report	☐ Certificate of Occupancy
☒ Alcohol License (Any)	☐ Privilege License (Any other than alcohol)	☐ Political Appointment	☐ Competitive Contract Bid or Proposal
☐ Non-Competitive Contract over \$50,000	☐ Registering to Bid on Real Property	☐ Other: <u>Beer and wine</u>	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.
- _____
- _____
- _____

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.


 Print and Sign Name

Sworn to and subscribed before me this
13th day of February, 2022

06-23-24
 Notary Public
 My commission expires:





Tax Commissioner's Office
188 Third Street
Macon, Georgia 31201

Reviewed By: _____

OFFICE USE ONLY
ALCOHOL APPLICATION

Applicant Name: Sitaben Patel fingerprinted 02/10/23

Business Name: Suraj 2022 LLC dba Sunoco Food Mart

Business Address: 2260 Shurling Drive, Macon, GA 31211

DocuSigned by:		
After investigation, I recommend that the license requested herein be:		
Granted	<u>David J. Davis</u> Sheriff, Macon-Bibb County, Georgia 1C561778CDEE414...	6/20/2023 Date
Denied	_____ Sheriff, Macon-Bibb County, Georgia	_____ Date

After investigation, I recommend that the license requested herein be:		
Granted	_____ Mayor, Macon-Bibb County, Georgia	_____ Date
Denied	_____ Mayor, Macon-Bibb County, Georgia	_____ Date

After investigation, I recommend that the license requested herein be:		
Granted	 _____ Clerk of the Macon-Bibb County Commission, Georgia	_____ Date
Denied	 _____ Clerk of the Macon-Bibb County Commission, Georgia	_____ Date



Tax Commissioner's Office
188 Third Street
Macon, GA 31201

Review Form

The attached application is a petition to Macon-Bibb County for an Alcoholic Beverage License.

The following required documents are included in the application:

- ☐ Signature form
- ☐ BSO Recommendation letter
- ☐ Proof of Planning and Zoning compliance
- ☐ Affidavit from the Macon-Bibb County Engineer's Department
- ☐ Affidavit from the Macon Telegraph Newspaper

Legal Review 7/5/2023(Date)  (Initials)

Comments

Reviewed by Legal. Recommend denial because the landlord has outstanding tax balances owed to Macon-Bibb County in violation of MBC Sec. 26-51: 2022-22442: \$19,563.49, 2021-22390: \$14,521.87, 2020-22117: \$15,739.07, 2022-92662: \$1,138.78, 2021-92584: \$1,688.46.

Initials

 Stephanie Freeman, Administrative Office Specialist

Added to the July 11, 2023 Committee of the Whole Agenda

Introductory Text

All current Alcohol Licenses expire December 31.

There is no grace period.

Alcohol License Renewal applications must be submitted annually on or before November 15th to receive your alcohol license by the January 1st deadline. Renewal applications will be accepted until 12/31. After this date a new Alcohol License Application will have to be submitted.

Accepted Methods of Payment: **Credit, Debit, and eCheck.**

Please proceed to the Application Questions for steps to renew or apply for initial licensure.

Application Questions

Are you submitting an Initial Application or a Renewal for an existing license?

Application Type : Initial Application

Are you submitting a Business Continuation application?

Business Continuation : No

Are you submitting an application for a non-profit business?

Non-Profit Business : No

Required Attachments

 Please note: You will be required to complete the Alcohol Beverage Supplemental Packet as a part of this application.

You will need to complete and upload the supplemental packet. This can be found [here](#)

You must complete and upload the Alcohol Beverage Supplemental Packet here.

Alcohol Beverage Supplemental Packet:

Scan 17.jpeg

Scan 3.jpeg

Scan 20.jpeg

Scan 2.jpeg

Scan 16.jpeg

Scan 9.jpeg

Scan 11.jpeg

Scan 5.jpeg

Scan 4.jpeg

Scan 10.jpeg

Scan 8.jpeg

Scan 7.jpeg

Scan.jpeg

Scan 13.jpeg

Scan 12.jpeg

Scan 6.jpeg

Scan 1.jpeg

Scan 15.jpeg

Scan 19.jpeg

Scan 18.jpeg

Scan 14.jpeg

image.png

Business Information



For Business Name and Corporation Name, do not include commas or periods.

This is an example of what you SHOULD do: "John Doe's Services Inc"



For Business Name and Corporation Name, do not include commas or periods.

This is an example of what you SHOULD NOT do: "John Does Services, Inc."

Business Name (DBA) : SL Sausage Company Macon LLC

Corporation Name : SL Sausage Company Macon LLC

Business Address : 5615 Zebulon Rd

City : Macon

State : GA

Zip : 31210

Mailing Address : 5615 Zebulon RD

City : Macon

State : GA

Zip : 31210

Local Business Phone # : (478) 952-1763

Email : info@slmacon.com

Owner Name : [REDACTED]

Owner Phone # : [REDACTED]

Are you selling alcohol by the package to go? : Yes

Drugstore : ☐

Food Mart : ☐

Gas Station : ☐

Grocery Store : ☒

Small Box Discount Store : ☐

Specialty Store : ☐

Vice Mart : ☐

Other Small Box Retail Store : ☐

Other/None of the Above/Distilled Spirits/Exempt : ☐

Agent Information

Agent Information

Please provide the Alcohol Handler License Number for your Agent.

Alcohol Handler License Number : cert_3rnnhj00

Agent's First Name : Elizabeth

Agent's Last Name : Martin

Agent's Home Phone # : [REDACTED]

Job Title : Manager

Agent's Home Address : [REDACTED]

City : [REDACTED]

State : [REDACTED]

Zip : [REDACTED]

Social Security Number [REDACTED]

License Fees

License Fees (ADD All that Apply)

Add the applicable License Fees by clicking the **ADD** button below and selecting the appropriate options.

License Fees:

License Fee : Wine Packaged to Go - \$700

License Fee : Malt Packaged to Go - \$800

License Fee : Temporary Alcohol - \$100

Armed Security Personel

Are you a bar/nightclub that derives 75% or more total annual gross revenue from the sale of alcoholic beverages for consumption on the premises?

Yes/No : No

Certification and Attestation

I certify that the information disclosed in this application is true and correct, and I agree to abide by, observe, and conduct business according to the rules and regulations prescribed by Macon-Bibb County, the acts of the Georgia General Assembly, and the State Department of Revenue.

By checking this box and entering your name below, you are agreeing to the terms and conditions and consenting to the use of your electronic signature in lieu of an original signature on paper. : ☒

As a part of this application, please read the relevant code sections and requirements that are listed [here](#). Please note accessing the code here will save the information you entered and redirect you to the beginning of the application. Simply, move through the application to digitally sign and date.

By checking this box I am affirming that I have read the relevant code sections and am familiar with the requirements of licensure. : ☒

Digital Signature

Your Name Here : Elizabeth Kay Martin

Date

Today's Date : 06/12/2023

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the **Bibb County Sheriff's Office** to conduct an inquiry and receive any Georgia criminal history record information pertaining to me, which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):	<u>Benjamin Sheppard McLeod Jr</u>



This authorization is valid for 90/180/ 365 (circle one) days from date of signature.



I, Benjamin McLeod, give consent to the above name to perform periodic criminal history background checks for the duration of my employment with this company.

Signature *Benjamin McLeod*

Date 6/13/23

*****Include a copy of your valid State/Government issued identification*****

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code used: (check one)

☐	Employment (E) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Mentally Disabled (M) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Elder Care (N) - Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Children (W) - Provides <i>Georgia</i> Criminal History Record Information
☐	Public Records (P) – Provides <i>Georgia Felony Convictions</i> Only

The inquiry resulted in the following: (check all that apply)

☐	No Georgia CHRI results available.
☐	Georgia CHRI attached/released

☐	No NCIC/GCIC Warrant results available.
☐	Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title _____

Date _____

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the **Bibb County Sheriff's Office** to conduct an inquiry and receive any Georgia criminal history record information pertaining to me, which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):	Joshua David Pitts
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

☒

This authorization is valid for 90/180/365 (circle one) days from date of signature.

I, Joshua Pitts, give consent to the above name to perform periodic criminal history background checks for the duration of my employment with this company.

Signature

Date

6/13/23

*****Include a copy of your valid State/Government issued identification*****

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code used: (check one)

☐	Employment (E) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Mentally Disabled (M) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Elder Care (N) - Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Children (W) - Provides <i>Georgia</i> Criminal History Record Information
☐	Public Records (P) – Provides <i>Georgia Felony Convictions</i> Only

The inquiry resulted in the following: (check all that apply)

☐	No Georgia CHRI results available.
☐	Georgia CHRI attached/released

☐	No NCIC/GCIC Warrant results available.
☐	Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title

Date

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the **Bibb County Sheriff's Office** to conduct an inquiry and receive any Georgia criminal history record information pertaining to me, which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):	Elizabeth Kay Martin		
Home Address:	[REDACTED]		
	Race	Date of Birth	Social Security Number
F	W	[REDACTED]	[REDACTED]

☒ This authorization is valid for 90/180/ 365 (circle one) days from date of signature.
☐ I, Elizabeth Kay Martin, give consent to the above name to perform periodic criminal history background checks for the duration of my employment with this company.

Signature

Date

*****Include a copy of your valid State/Government issued identification*****

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code used: (check one)

☐	Employment (E) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Mentally Disabled (M) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Elder Care (N) - Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Children (W) - Provides <i>Georgia</i> Criminal History Record Information
☐	Public Records (P) – Provides <i>Georgia Felony Convictions</i> Only

The inquiry resulted in the following: (check all that apply)

☐	No Georgia CHRI results available.
☐	Georgia CHRI attached/released

☐	No NCIC/GCIC Warrant results available.
☐	Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title

Date

Rev. 9/2020

MACON-BIBB COUNTY, GEORGIA
(S.A.V.E.) SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
O.C.G.A. § 50-36-1 (e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a Macon-Bibb County, Georgia, Occupation Tax Certificate, Alcohol License, or other public benefit as referenced in O.C.G.A. § 50-36-1; the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) BSM I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the attached list.
- 2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

Please check only one option above and submit the required documents with your application.
Please note that the failure to do so will result in a processing delay.

The undersigned applicant 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 O.C.G.A. § 50-36-1 (e) (1), with this affidavit.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an 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.

Business Name: SL Sausage Macon

Printed Name of Applicant: Benjamin S McLeod Jr

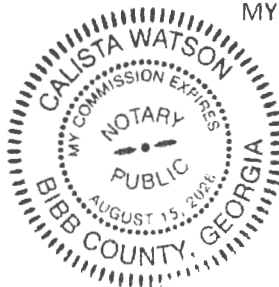
*Signature of Applicant: Benjamin S McLeod Jr

SUBSCRIBED AND SWORN BEFORE ME ON

THIS 13 DAY OF June, 2023

Calista Watson
 NOTARY PUBLIC

8/15/26
 MY COMMISSION EXPIRES



Rev. 7/2021

MACON-BIBB COUNTY, GEORGIA
(S.A.V.E.) SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
O.C.G.A. § 50-36-1 (e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a Macon-Bibb County, Georgia, Occupation Tax Certificate, Alcohol License, or other public benefit as referenced in O.C.G.A. § 50-36-1; the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) ☒ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the attached list.
- 2) ☐ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

Please check only one option above and submit the required documents with your application.
Please note that the failure to do so will result in a processing delay.

The undersigned applicant 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 O.C.G.A. § 50-36-1 (e) (1), with this affidavit.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an 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.

Business Name: SL Sausage Company Macon

Printed Name of Applicant: Joshua Pitts

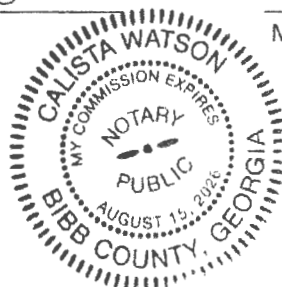
*Signature of Applicant: [Signature]

SUBSCRIBED AND SWORN BEFORE ME ON

THIS 1st DAY OF June, 2023

[Signature]
 NOTARY PUBLIC

8/15/26
 MY COMMISSION EXPIRES



Rev. 7/2021

MACON-BIBB COUNTY, GEORGIA
(S.A.V.E.) SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
O.C.G.A. § 50-36-1 (a) (2) Affidavit

By executing this affidavit under oath, as an applicant for a Macon-Bibb County, Georgia, Occupation Tax Certificate, Alcohol License, or other public benefit as referenced in O.C.G.A. § 50-36-1; the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) Yes I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the attached list.
- 2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current Immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

Please check only one option above and submit the required documents with your application.
 Please note that the failure to do so will result in a processing delay.

The undersigned applicant 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 O.C.G.A. § 50-36-1 (a) (1), with this affidavit.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an 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.

Business Name: SL Sausage Company Macon LLC

Printed Name of Applicant: Elizabeth Martin

*Signature of Applicant: _____

SUBSCRIBED AND SWORN BEFORE ME ON

THIS 6th DAY OF June, 2013

Christina Watson
 NOTARY PUBLIC

8/15/21
 MY COMMISSION EXPIRES



Rev. 9/2020

MEASUREMENT FORM

Retail Sales of Wine and Malt Beverages
 Packaged to Go
 Macon-Bibb County Code, Chapter 4, Article V, Sec. 4-122

APPLICANT: BENJAMIN MCLEOD
 PROPOSED LICENSE: BEER AND WINE PACKAGED TO GO
 BUSINESS LOCATION: 5615 ZEBULON RD.
 BUSINESS NAME: SL SAUSAGE COMPANY MACON LLC.

To Be Completed by County Engineer

1. Nearest corner of the building housing the place of business to nearest corner of a school ground, school building, college campus, an alcoholic treatment center, a public library or branch thereof, or a Macon-Bibb County Housing Property measured and found to be more than 100 ft.

☒ Comply ☐ Does not Comply

2. An alcoholic beverage license has been previously issued for this location, so the license may be continued to be issued or renewed for the same location despite a nearby property use which does not meet the distance requirements.

☐ Comply ☐ Not Applicable ☒ Unknown

3. This grocery store is exempt from the restriction on sale of wine and malt beverages to go within 100 ft. of a college campus.

☐ Comply ☐ Complies, but does not comply with other restrictions

☒ Not Applicable

By: John W. Hughes for
 F. Charles Brooks, Macon-Bibb County Engineer

Date: 4/8/23

It is respectfully requested that forms be returned no later than Friday of each week for use by the County Commissioner's Office.

RETAIL SALES of BEER and WINE

Package Sale to Go & consumption on premises

OR

Package Sale to Go
(Convenience Store)

300' from business building corner to nearest corner of school ground, school building, college campus, alcohol treatment center, public library, and Macon-Bibb Housing Authority unit.
If applying location is identified as a "Small Box Retail Store, Small Box Discount Store or Vice mart", it must be 2500' from other similarly classified stores.

SL Sausage Company Macon LLC
#5615 Zebulon Road
2,850' — SCHOOL GROUND property line

Sonny Carter Elementary
3,000' — SCHOOL BUILDING

Sonny Carter Elementary
23,500' — COLLEGE CAMPUS property line

Middle Georgia State University
26,350' — ALCOHOL TREATMENT CENTER building

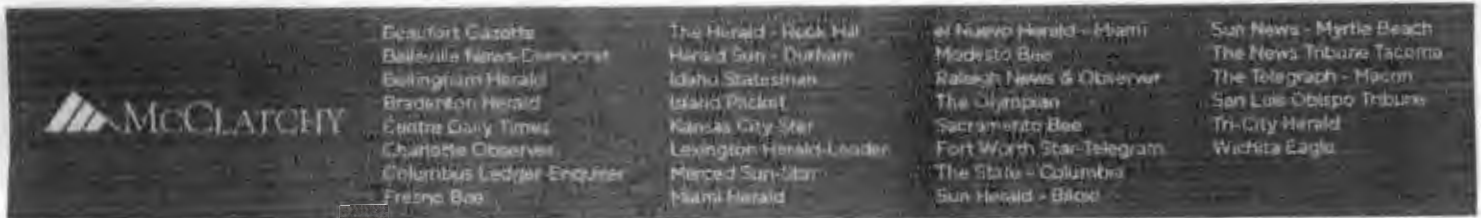
River Edge - Fulton Mill Road OK!
19,450' — PUBLIC LIBRARY or BRANCH building

Riverside Branch
2,1700' — MHA housing unit property line.

Martin Place

N/A — Vice Mart - Small Box Retail Store - Small Box Discount store
Applicant self-identifies as a:
"Grocery Store"

Paul A. Hornowski
June 7, 2023



AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
126651	428471	Print Legal Ad-IPL01253990 - IPL0125399		\$45.00	1	28 L

Attention: Benji McLeod

Salt Lick Sausage Macon
5615 Zebulon Rd
Macon, GA 31210

info@slmacon.com

GEORGIA, BIBB COUNTY

NOTICE OF INTENT TO FILE RE-
QUEST FOR Beer and Wine

Pursuant to the ordinance adopted by the Macon-Bibb County Commission, dated December 4, 2018, as now or hereafter amended, notice is hereby given that on or after the June 18, 2023, the undersigned will apply to said Macon-Bibb County Commission for the above-described license(s) at an establishment known as Salt Lick Sausage Macon, 5615 Zebulon Rd Macon, Ga 31210. The public is invited to comment on the proposed license by submitting comments in writing to Macon-Bibb County Tax Commissioner's Office, Attn: Alcohol License Comments, 188 Third Street, Macon, GA 31201 within fourteen days of the date shown below.

This June 8, 2023. Benji McLeod, Applicant
IPL0125399
Jun 2,9 2023

To Whom It May Concern:

This is to certify the legal advertisement in the above stated case was published in The Telegraph legal section on:

2 insertion(s) published on:

06/02/23, 06/09/23

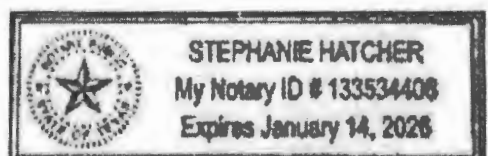
By placing your legal organ advertisement with this newspaper, you agree that your sole remedy if the newspaper should make a mistake in the text or the timing of publication of your advertisement is a refund of the cost you paid for the advertisement or re-advertisement at no additional cost to you.

Willmenta Lemoine

Sworn to and subscribed before me this 12th day of June in the year of 2023

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!



MACON-BIBB COUNTY

Planning & Zoning

Macon-Bibb Planning & Zoning Commission
Terminal Station | 200 Cherry Street, Suite 301
Macon, Georgia 31201 | MBPZ.org

Zoning Compliance

PERMIT NO: ZC-2022-56	PERMIT TYPE: CU	DATE OF ISSUE: 07/06/2022
ISSUED TO NAME: Kathryn Willis		
OWNER'S NAME: J Milton Heard III		
PROPOSED USE: Conditional Use to allow a grocery store and alcohol packaged to go		
ADDRESS OF PROPOSED USE: 5615 ZEBULON RD		
NEW CONSTRUCTION: Yes		
STRUCTURE TYPE: Interior and exterior		
MAP/PARCEL: J005-0012	ZONING DISTRICT: PDC	

PERMIT ISSUED SUBJECT TO THE FOLLOWING CONDITIONS

As per application, plans submitted, department approvals on file and MBPZ Commission approval of a rezoning and conditional use at the 12.13.2021 hearing, approval is granted to construct and operate a SL Sausage Company with alcohol sale on premise. No outside storage or sales authorized. No signage authorized by this permit, signage shall require a separate zoning permit. As per commission decision - landscape and lighting plan if proposed shall be approved by zoning staff. Subject to the requirements of the Office of Building and Fire Safety, Business License Office, and all other applicable local, state, and federal regulations.

NOTE: IF CONSTRUCTION OR USE HAS NOT BEGUN BY 07/06/2023, THIS PERMIT IS NULL & VOID

APPROVED BY: Margaret Peth

NOTICE

This permit is issued subject to the rules and regulations of the Macon-Bibb County Health Department, Macon-Bibb Business Development Services, and any other governmental agency whose regulations may be applicable. Care should be given to comply with any deed restrictions applicable to the above-referenced property as the Macon-Bibb Planning and Zoning Commission does not authorize the violation thereof, nor can it be held responsible for said violation. The Macon-Bibb Planning and Zoning Commission assumes no responsibility for correct location of property lines; it is the responsibility of the applicant to insure proper placement of any structure on the premises. All construction or use relating to this permit must strictly comply with site plans submitted to the Macon-Bibb Planning and Zoning Commission and on file in its office. This permit expires six (6) months from date issued unless construction or use is begun.

Control Number : 21198441

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, **Brad Raffensperger**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

SL Sausage Company Macon, LLC
a Domestic Limited Liability Company

has been duly organized under the laws of the State of Georgia on **07/15/2021** by the filing of articles of organization in the Office of the Secretary of State and by the paying of 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 **07/21/2021**.



Brad Raffensperger

Brad Raffensperger
Secretary of State

STATE OF GEORGIA

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

ANNUAL REGISTRATION

Electronically Filed
Secretary of State
Filing Date: 1/25/2022 4:42:00 PM

CONTROL NUMBER 21198441
BUSINESS NAME SL Sausage Company Macon, LLC
BUSINESS TYPE Domestic Limited Liability Company
EFFECTIVE DATE 01/25/2022
ANNUAL REGISTRATION PERIOD 2022, 2023, 2024

ADDRESS

REGISTERED AGENT

NAME	ADDRESS	COUNTY
Benji McLeod		Houston

AUTHORIZER SIGNATURE Joshua Pitts
AUTHORIZER TITLE Manager

ARTICLES OF ORGANIZATION

Electronically Filed

Secretary of State

Filing Date: 7/15/2021 7:44:46 PM

BUSINESS INFORMATION

CONTROL NUMBER 21198441
BUSINESS NAME SL Sausage Company Macon, LLC
BUSINESS TYPE Domestic Limited Liability Company
EFFECTIVE DATE 07/15/2021

PRINCIPAL OFFICE ADDRESS**ADDRESS** [REDACTED]**REGISTERED AGENT**

NAME	ADDRESS	COUNTY
Benji McLeod	[REDACTED]	Houston

ORGANIZER(S)

	ADDRESS
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED] ORGANIZER	[REDACTED]

OPTIONAL PROVISIONS

N/A

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE Joshua Pitts
AUTHORIZER TITLE Organizer



**GEORGIA
CORPORATIONS
DIVISION**

GEORGIA SECRETARY OF STATE

**BRAD
RAFFENSPERGER**

[HOME \(/\)](#)

BUSINESS SEARCH

BUSINESS INFORMATION

Business Name:	SL Sausage Company Macon, LLC	Control Number:	21198441
Business Type:	Domestic Limited Liability Company	Business Status:	Active/Compliance
NAICS Code:	Retail Trade	NAICS Sub Code:	Meat Markets
Principal Office Address:		Date of Formation / Registration Date:	7/15/2021
State of Formation:	Georgia	Last Annual Registration Year:	2024

REGISTERED AGENT INFORMATION

Registered Agent Name: **Benji McLeod**

Physical Address:

County: **Houston**

[Back](#)

[Filing History](#)

[Name History](#)

[Return to Business Search](#)

Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530, Phone:
(404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <https://sos.ga.gov/>

© 2015 PCC Technology Group. All Rights Reserved. Version 6.2.19

[Report a Problem?](#)

Ownership Disclosure Form

A separate copy of this form must be completed for each individual who has a disclosable interest in the business.

Business:

Trade Name: SL Sausage Name of Corporation: SL Sausage Macon LLC

If publicly traded, Stock Symbol and Name of one Listing Exchange: _____

Individual:

Name and Title: Benjamin S Meland Jr [REDACTED]

Type of Entity and Business Interest:

Please check appropriate description and complete as required.

☐ Sole Proprietorship

☐ General Partnership

o General Partner holding _____% of all outstanding general partnership interests.

☒ Limited Partnership (LP)

o General Partner holding _____% of all outstanding general partnership interests.

o Limited Partner holding _____% of all outstanding general partnership interests.

☒ Limited Liability Partnership (LLP)

o General Partner holding _____% of all outstanding general partnership interests.

☒ Limited Liability Limited Partnership (LLLP)

o General Partner holding _____% of all outstanding general partnership interests.

o Limited Partner holding _____% of all outstanding general partnership interests.

☒ Limited Liability Company (LLC)

o Managing Member, Total number of Managing Members: 2

☒ Member holdings 25% of all outstanding membership interests

☒ Privately Held Corp./Company

o Corporate Officer: Yes ___ No ___

o Shareholder holding _____% of all outstanding ownership interests.

☒ Publicly Traded Company

o Corporate Officer: Yes ___ No ___

☒ Other

o Other person exercising operational authority over the entity: _____

Ownership Disclosure Form

A separate copy of this form must be completed for each individual who has a disclosable interest in the business.

Business:

Trade Name: SL Sausage Company Name of Corporation: SL Sausage Co LLC

If publicly traded, Stock Symbol and Name of one Listing Exchange: _____

Individual:

Name and Title: Josh Pitts / owner Telephone Number: () _____

Mailing Address: _____

Type of Entity and Business Interest:

Please check appropriate description and complete as required.

- ☐ Sole Proprietorship
- ☐ General Partnership
 - ☐ General Partner holding ____% of all outstanding general partnership interests.
- ☐ Limited Partnership (LP)
 - ☐ General Partner holding ____% of all outstanding general partnership interests.
 - ☐ Limited Partner holding ____% of all outstanding general partnership interests.
- ☐ Limited Liability Partnership (LLP)
 - ☐ General Partner holding ____% of all outstanding general partnership interests.
- ☐ Limited Liability Limited Partnership (LLLP)
 - ☐ General Partner holding ____% of all outstanding general partnership interests.
 - ☐ Limited Partner holding ____% of all outstanding general partnership interests.
- ☒ Limited Liability Company (LLC)
 - ☐ Managing Member, Total number of Managing Members: 2
 - ☐ Member holdings 15% of all outstanding membership interests
- ☐ Privately Held Corp./Company
 - ☐ Corporate Officer: Yes ___ No ___
 - ☐ Shareholder holding ____% of all outstanding ownership interests.
- ☐ Publicly Traded Company
 - ☐ Corporate Officer: Yes ___ No ___
- ☐ Other
 - ☐ Other person exercising operational authority over the entity: _____

Introductory Text

All current Alcohol Handler Licenses expire December 31st.

There is no grace period.

Alcohol License Handler Renewal applications must be submitted annually on or before November 15th to receive your license by the January 1st. Renewal applications will be accepted until 12/31. After this date a new Alcohol Handler License Application will have to be submitted.

Alcohol License Process:

The following is required to renew your insert handler:

- A certificate showing completion of an Alcohol Handler's training course taken within the last three years.
- An unexpired identification card issued by any U.S. State or The United States government, bearing a current photograph of the applicant.
- Current Color (passport size) photographs of applicant.
- Payment of the \$25 fee for application or renewal of the Alcohol Handler license.

Accepted Methods of Payment: **Credit** and **Debit**.

Applicant Information

Information about your application:

Are you submitting an Initial Application or a Renewal for an existing license?

Application Type : Initial Application

Demographic Information:

First Name : Benjamin

Last Name : McLeod

Home Address : [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

Mailing Address : 5615 Zebulon Rd

City : Macon

State : GA

Zip : 31210

U.S. Citizenship

Are you a United States citizen?

UScitizen : Yes

Upload a copy of the Secure and Verifiable document here.

SecureAndVerifiableUpload:

Scan_20230613_4.png

Upload a copy of the S.A.V.E. Affidavit here.

saveAffidavit:

Scan_20230613_13.png

Required Attachments

-  This application requires you to fill out the Alcohol Handler Supplemental Packet and also submit two current color passport size photographs of the applicant.

The Alcohol Handler Supplemental Packet can be found [here](#).

Upload certificate showing completion of an alcohol handler's training course, approved by Macon-Bibb County, within the last three years. A separate fee may apply. See below for a list of approved courses.

supplementPacket:

certificate-of-completion-for-alcohol-handler-s-permit-course.pdf

-  Please Note: The passport photos uploaded must be in color.

Upload a current color passport size photo of applicant here.

photoUpload:

IMG_5759.jpg

IMG_5760.jpg

Certification and Attestation

I certify that the information disclosed in this application is true and correct, and I agree to abide by, observe, and conduct business according to the rules and regulations prescribed by Macon-Bibb County, the acts of the Georgia General Assembly, and the State Department of Revenue.

By checking this box and entering your name below, you are agreeing to the terms and conditions and consenting to the use of your electronic signature in lieu of an original signature on paper. : ☒

As a part of this application, please read the relevant code sections and requirements that are listed [here](#). Please note accessing the code here will save the information you entered and redirect you to the beginning of the application. Simply, move through the application to digitally sign and date.

By checking this box I am affirming that I have read the relevant code sections and am familiar with the requirements of licensure. : ☒

Digital Signature

Enter Name Here : Benjamin Sheppard McLeod

Date

Enter Today's Date : 06/13/2023



Cheers Entertainment Services Bar Training

CERTIFICATE OF COMPLETION

Awarded To

BENJAMIN SHEPPARD MCLEOD

Course Completion

MACON-BIBB ALCOHOL HANDLER'S PERMIT COURSE

Date: 2023-06-13

Serial No.

cert_my1q7k24





Benjamin McLeod Jr



AH001021

ALCOHOL HANDLER

EXP: 12/31/2023

Introductory Text

All current Alcohol Handler Licenses expire December 31st.

There is no grace period.

Alcohol License Handler Renewal applications must be submitted annually on or before November 15th to receive your license by the January 1st. Renewal applications will be accepted until 12/31. After this date a new Alcohol Handler License Application will have to be submitted.

Alcohol License Process:

The following is required to renew your insert handler:

- A certificate showing completion of an Alcohol Handler's training course taken within the last three years.
- An unexpired identification card issued by any U.S. State or The United States government, bearing a current photograph of the applicant.
- Current Color (passport size) photographs of applicant.
- Payment of the \$25 fee for application or renewal of the Alcohol Handler license.

Accepted Methods of Payment: **Credit** and **Debit**.

Applicant Information

Information about your application:

Are you submitting an Initial Application or a Renewal for an existing license?

Application Type : Initial Application

Demographic Information:

First Name : Josh

Last Name : Pitts

Home Address : [REDACTED]

City : [REDACTED]

State : [REDACTED]

Zip : [REDACTED]

Home Phone # : [REDACTED]

Email [REDACTED]

[REDACTED]

[REDACTED] : [REDACTED]

Mailing Address : 56215 Zebulon Rd

City : Macon

State : Ga

Zip : 31210

U.S. Citizenship

Are you a United States citizen?

UScitizen : Yes

Upload a copy of the Secure and Verifiable document here.

SecureAndVerifiableUpload:

Scan_20230613 (4).png

Upload a copy of the S.A.V.E. Affidavit here.

saveAffidavit:

Scan_20230613_6.png

Required Attachments

 This application requires you to fill out the Alcohol Handler Supplemental Packet and also submit two current color passport size photographs of the applicant.

The Alcohol Handler Supplemental Packet can be found [here](#).

Upload certificate showing completion of an alcohol handler's training course, approved by Macon-Bibb County, within the last three years. A separate fee may apply. See below for a list of approved courses.

supplementPacket:

Scan_20230613.png

 Please Note: The passport photos uploaded must be in color.

Upload a current color passport size photo of applicant here.

photoUpload:

IMG_5758.jpg

IMG_5757.jpg

Certification and Attestation

I certify that the information disclosed in this application is true and correct, and I agree to abide by, observe, and conduct business according to the rules and regulations prescribed by Macon-Bibb County, the acts of the Georgia General Assembly, and the State Department of Revenue.

By checking this box and entering your name below, you are agreeing to the terms and conditions and consenting to the use of your electronic signature in lieu of an original signature on paper. : ☒

As a part of this application, please read the relevant code sections and requirements that are listed [here](#). Please note accessing the code here will save the information you entered and redirect you to the beginning of the application. Simply, move through the application to digitally sign and date.

By checking this box I am affirming that I have read the relevant code sections and am familiar with the requirements of licensure. : ☒

Digital Signature

Enter Name Here : Joshua Pitts

Date

Enter Today's Date : 06/13/2023



Cheers Entertainment Services Bar Training
CERTIFICATE OF COMPLETION

Awarded To

JOSH PITTS

Course Completion

MACON-BIBB ALCOHOL HANDLER'S PERMIT COURSE

Date: 2023-06-01

Serial No.

cert_yn2p8c3j





Joshua Pitts



AH001020

ALCOHOL HANDLER

EXP: 12/31/2023

MARTIN

Introductory Text

All current Alcohol Handler Licenses expire December 31st.

There is no grace period.

Alcohol License Handler Renewal applications must be submitted annually on or before November 15th to receive your license by the January 1st. Renewal applications will be accepted until 12/31. After this date a new Alcohol Handler License Application will have to be submitted.

Alcohol License Process:

The following is required to renew your insert handler:

- A certificate showing completion of an Alcohol Handler's training course taken within the last three years.
- An unexpired identification card issued by any U.S. State or The United States government, bearing a current photograph of the applicant.
- Current Color (passport size) photographs of applicant.
- Payment of the \$25 fee for application or renewal of the Alcohol Handler license.

Accepted Methods of Payment: **Credit** and **Debit**.

Applicant Information

Information about your application:

Are you submitting an Initial Application or a Renewal for an existing license?

Application Type : Initial Application

Demographic Information:

First Name : Elizabeth

Last Name : Martin

Home Address : [REDACTED]

City : [REDACTED]

State : [REDACTED]

Zip : [REDACTED]

Home Phone # : [REDACTED]

Email : [REDACTED]

Date of Birth : [REDACTED]

Social Security # : [REDACTED]

Mailing Address : 5615 Zebulon Rd

City : Macon

State : Ga

Zip : 31210

U.S. Citizenship

Are you a United States citizen?

UScitizen : Yes

Upload a copy of the Secure and Verifiable document here.

SecureAndVerifiableUpload:

Scan 13.jpeg

Upload a copy of the S.A.V.E. Affidavit here.

saveAffidavit:

Scan 20.jpeg

Required Attachments

 This application requires you to fill out the Alcohol Handler Supplemental Packet and also submit two current color passport size photographs of the applicant.

The Alcohol Handler Supplemental Packet can be found [here](#).

Upload certificate showing completion of an alcohol handler's training course, approved by Macon-Bibb County, within the last three years. A separate fee may apply. See below for a list of approved courses.

supplementPacket:

Scan 9.jpeg

 Please Note: The passport photos uploaded must be in color.

Upload a current color passport size photo of applicant here.

photoUpload:

IMG_5597.JPG

Certification and Attestation

I certify that the information disclosed in this application is true and correct, and I agree to abide by, observe, and conduct business according to the rules and regulations prescribed by Macon-Bibb County, the acts of the Georgia General Assembly, and the State Department of Revenue.

By checking this box and entering your name below, you are agreeing to the terms and conditions and consenting to the use of your electronic signature in lieu of an original signature on paper. : ☒

As a part of this application, please read the relevant code sections and requirements that are listed [here](#). Please note accessing the code here will save the information you entered and redirect you to the beginning of the application. Simply, move through the application to digitally sign and date.

By checking this box I am affirming that I have read the relevant code sections and am familiar with the requirements of licensure. : ☒

Digital Signature

Enter Name Here : Elizabeth Kay Martin

Date

Enter Today's Date : 06/12/2023



Cheers Entertainment Services Bar Training

CERTIFICATE OF COMPLETION

Awarded To

ELIZABETH KAY MARTIN

Course Completion

MACON-BIBB ALCOHOL HANDLER'S PERMIT COURSE

Date: 2023-06-01

Serial No.

cert_3mstfj00





Elizabeth Martin



AH001019

ALCOHOL HANDLER

EXP: 12/31/2023

Type: GEORGIA LAND RECORDS
Recorded: 1/17/2022 8:19:00 AM
Fee Amt: \$925.00 Page 1 of 4
Transfer Tax: \$900.00
Bibb County Superior Court
Erica Woodford Clerk

Participant ID: 3173495256

BK 11122 PG 140 - 143

Return to: J. MITCHELL GIBBS, Rainwater, Gibbs & Wright, LLP, P. O. Box 1096, Cordele, GA 31010

LIMITED WARRANTY DEED

STATE OF GEORGIA

COUNTY OF CRISP

THIS DEED, made this the 14th day of January, 2022, between J. MILTON HEARD, III, of the County of Bibb, in the State of Georgia, party of the first part, hereinafter called "Grantor," and M & P PROVISIONS, LLC, a Georgia limited liability company, party of the second part, hereinafter called "Grantee":

WITNESSETH, that the said Grantor, for and in consideration of the sum of TEN (\$10.00) DOLLARS and other valuable consideration, to Grantor in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantee, its successors and assigns forever, the following described land, to-wit:

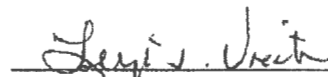
SEE EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property, unto the said Grantee, its successors and assigns, against the claims of all persons owning, holding or claiming by, through or under the said Grantor.

IN WITNESS WHEREOF, the said Grantor has hereto set his hand and seal on the day and year first above written.

 [SEAL]
J. MILTON HEARD, III

Carla M. Cleveland
WITNESS


NOTARY PUBLIC

Date Notarized 1/11/22

My Commission Expires 10/7/25

[NOTARIAL SEAL]

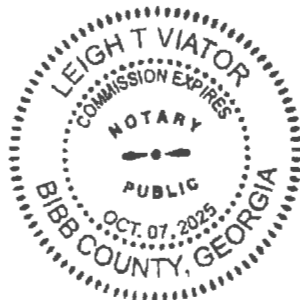


EXHIBIT "A"

All that tract or parcel of land lying and being in Land Lot 243 of the 13th District, Bibb County, Georgia, being Lots 41, 42, 43, and 44, Stone Edge Subdivision, as per Plat recorded in Plat Book 87, Page 434, Bibb County, Georgia, which plat is incorporated herein and made a part hereof.

LESS AND EXCEPT:

The portion of the above tract condemned by Bibb County, Georgia, Civil Action File No. 97CV14396 filed February 12, 1997 in Bibb County, Georgia Superior Court, a description of the same being shown in Deed Book 3097, Page 212, aforesaid records.

Subject Property Address: 5615 Zebulon Road, GA
Parcel ID: J005-0012

Agent Certification

The undersigned certify that the information contained in this application and accompanying documentation is true and correct, and that the Agent named herein has directorial authority over the operations of the business to be licensed. The undersigned further agree to abide by, observe, and conduct the licensed business according to all county ordinances and state laws and regulations in respect thereof, and understand that the Agent named herein may be held personally responsible for violations of County Alcohol Code committed by others at the Agent's direction, or with the Agent's knowledge.

Agent's Signature: _____

Date: _____

6/6/23

Business Name _____

SL Sausage Company Macon, LLC

I hereby certify that Elizabeth Kay Martin (Agent) signed his/her name forgoing statement after stating to me under oath administered by me, that all statements and answers are true and correct.

This 6th day of June, 2023

NOTARY PUBLIC

MY COMMISSION EXPIRES

8/15/26

**Owner/Individual Certification**

I certify that the information disclosed in this application is true and correct, and I agree to abide by, observe, and conduct business according to the rules and regulations prescribed by Macon-Bibb County, the acts of the Georgia General Assembly, and the State Department of Revenue.

Individual/Owner's Signature: _____

Date: _____

(If different from Agent)

Title: _____

Business Name: _____

I hereby certify that _____ (Applicant) signed his/her name to the forgoing statement after stating to me under oath administered by me, that all statements and answers are true and correct.

This _____ day of _____, 20____

NOTARY PUBLIC

MY COMMISSION EXPIRES

PACKAGE TO GO BUSINESS TYPE IDENTIFICATION FORM

Business Name: SL Sausage Company Macon LLC
Business Address: 5615 Zebulon Rd Macon Ga 31210

Instructions:

This form must be completed for each new license or renewal license application for locations selling beer or wine or both, but not distilled spirits, by the package to go.

If you are not selling alcohol by the package to go, or if you are selling distilled spirits by the package to go, simply check the last box on this form for "Exempt" and sign at the bottom.

If you are selling alcohol by the package to go, please read the definitions below and check the box next to the definition which best matches how the business is currently operated or expected to operate under this license. Any intentional failure to identify or misrepresentation on this form may be grounds for denial or revocation of any license issued to you.

Definitions:

- ☐ **Drugstore:** a retail store that provides assorted items including medical or healthcare supplies, that may also provide other items or services such as over-the-counter drugs; processed food and drink items; beauty products; small toys; or photo processing services; and that is licensed by the Georgia State Board of Pharmacy to operate a pharmacy.
- ☐ **Food Mart:** a retail store licensed by the Georgia Commissioner of Agriculture as a food sales establishment, which has a total retail floor space of less than 10,000 square feet, of which at least 85 percent is reserved for the sale of food and other nonalcoholic items, and which regularly sells, at a minimum and among other products; at least five different types of fresh fruits or vegetables; fresh, raw beef, chicken, or pork; fresh chicken eggs; bread; and fresh cow's milk. A Food Mart may or may not be licensed by the Georgia State Board of Pharmacy to operate a pharmacy.
- ☐ **Gas Station:** a Vice Mart that is also licensed by the Georgia Safety Fire Commissioner for the storage and sale of liquefied petroleum gas and that actually regularly sells liquefied petroleum gas.
- ☒ **Grocery Store:** a retail store licensed by the Georgia Commissioner of Agriculture as a food sales establishment, which has a total retail floor space of at least 10,000 square feet, of which at least 85 percent is reserved for the sale of food and other nonalcoholic items, and which sells, at a minimum and among other products at least ten different types of fresh fruits or vegetables; fresh, raw beef, chicken, or pork; fresh chicken eggs; bread; and fresh cow's milk. A Grocery Store may or may not be licensed by the Georgia State Board of Pharmacy to operate a pharmacy.

- ☐ **Small Box Discount Store:** a retail store that provides assorted, inexpensive items that are continuously offered at a discounted price that is usually under \$10 per item. These stores are commonly referred to by names such as "dollar stores," "99 cent stores," "five dollar stores," "discount stores," or "variety stores." Products sold typically include processed food and drink items, personal hygiene products, office supplies and decorations. Retail floor space is typically less than 15,000 square feet.
- ☐ **Specialty Store:** a retail store that derives at least 50% of its annual gross sales from the sale of certain specialized classes or types of food or beverage products, or related accessories or non-food items. Such products are typically of a superior quality or more limited market availability than those general products commonly found in Grocery Stores. This includes brewpubs, malt beverage taprooms, and cocktail rooms. Other examples of Specialty Stores include, without limitation: (a) imported or luxury products; (b) products associated with a particular culture, global region, cuisine, or nationality; (c) products conforming to or supporting the dietary requirements of any sincerely held religious practice or belief; (d) restaurants; (e) organic, vegan, or natural products; (f) meats (e.g., butcher shops, delis, or seafood markets); (g) cheese or dairy products; (h) oils, seasonings, or spices; (i) growlers, craft beers, or wine; (j) breads or baked goods; (k) cigars; (l) honey or beeswax products; (m) products grown or produced within the State of Georgia or any particular location therein; or (n) any similarly specialized products or classes of products.
- ☐ **Vice Mart:** a retail store that provides assorted, inexpensive items for neighborhood residents or travelers, such as processed shelf-stable or refrigerated food and drink items; fountain and brewed drinks; handheld prepared food items; automotive items; tobacco products; family planning products; lottery products; gifts; over-the-counter medications; or similar items. Stores are typically designed for expediency – with customers typically buying few items per transaction and spending only a short time in the store. Retail floor space is typically less than 10,000 square feet.
- ☐ **Other Small Box Retail Store:** a retail store that meets each of the following criteria: 1. the store has a total retail floor space of less than 15,000 square feet; 2. the store does not meet the definition of Drug Store, Food Mart, Gas Station, Grocery Store, Small Box Discount Store, Specialty Store, or Vice Mart; and 3. the store is not licensed or applying for a license for the sale of distilled spirits by the package to go.
- ☐ **Other/None of the Above/Distilled Spirits/Exempt:** Check this box if none of the above definitions apply to your store, or if you are not licensed or applying for a license to sell only beer or wine or both by the package to go.


Applicant/Agent Signature

6/6/23
Date

SECURITY CAMERA COMPLIANCE VERIFICATION

Instructions:

This form must be completed for each new license application for locations selling alcohol by the package to go or operating as a bar or nightclub.

Pursuant to Sec. 4-1 of the Macon-Bibb County Code of Ordinances,

1. Bar shall mean any business that derives 75 percent or more total annual gross revenue from the sale of alcoholic beverages for consumption on the premises, in accordance with O.C.G.A. § 3-1-2;
2. Nightclub shall mean any business which:
 - Directly or indirectly charges patrons for admission;
 - Is licensed under this Chapter for the sale of alcoholic beverages for consumption on premises;
 - Provides entertainment using amplified sound, including, without limitation, the playing of pre-recorded music through amplified sound by a DJ or emcee or similar person; the playing of live analog, electronic, or digital musical instruments; the presentation of live human speech or dialogue through amplified sound; or any combination of the above;
 - Which does not provide a number of seats suitable for the viewing of such entertainment greater than or equal to the number of patrons present; and
 - Which does not earn at least fifty percent of its annual gross revenues from the sale of prepared meals or the letting of rooms for overnight stay.

If you are selling alcohol by the package to go or operating a bar or nightclub you must:

1. *install security cameras in your business that meet the requirements below;*
2. *call the Code Enforcement Department Office at 478-803-0470 to schedule an appointment to have an inspection of the security camera system;*
3. *show the inspector that the security camera system meets the requirements below; and*
4. *have the inspector sign this form approving the security camera system.*

If you are not operating as a bar or nightclub or selling alcohol by the package to go, simply check the box on this form for "Exempt" and sign at the bottom.

Pursuant to Sec. 4-40 of the Macon-Bibb County Code of Ordinances,

1. Any establishment selling alcoholic beverages by the package to go must install security cameras, which are, at a minimum, of sufficient quantity, quality, and positioning so as to capture the face and clothing of any person entering into the establishment through any public entrance; or making any purchase from the establishment.
2. Any establishment licensed to sell any alcoholic beverage for consumption on premises, which is operating as a bar or nightclub, is hereby required to install security cameras, which must, at a minimum, be of sufficient quantity, quality, and positioning so as to capture the face and clothing of persons entering into said establishment through any public entrance

*Security Camera Compliance Verification Form
Rev. March 2021
Page 1 of 2*

thereof; standing outside of the establishment but within fifty feet of any entrance to said establishment; making any purchase from a fixed point of sale within said establishment; or standing within any dance floor or similar area designated within said establishment.

3. A digital security camera system shall be deemed to be "of sufficient quality" of and only if each camera required under this Section meets the following criteria:
- It is capable of producing an image with a 1080p High Definition (1920 x 1080 pixels) resolution or greater at a minimum frame rate of 15 frames per second;
 - It is maintained in a state of being free of dust or debris that would interfere with the quality of the image being produced; and
 - It is capable of operating in the actual interior or exterior lighting conditions that are present during all operations and times of operation for the establishment, and of producing a clear image of the face and clothing of the persons described in this Section in all such lighting conditions.
4. Such cameras meeting the requirements of this Section must be capable of producing a retrievable image on film, tape, or other suitable digital format that can be made a permanent record and that can be enlarged through projection or other means. Cameras meeting the requirements of this Section shall be maintained in proper working order at all times and shall be subject to periodic inspection by the Sheriff.
5. Establishments required under this Section to install security cameras shall maintain all video images captured thereby for a period of at least thirty days from the date of image capture.
6. The failure to have or maintain security cameras in good working condition, with sufficient backup storage as to permit the retrieval of images as required by this Section shall be a violation of this Section and shall be punishable in accordance with the general provisions of Section 1-6 of this Code, as well as by any adverse action against the alcohol licensure of such business, up to and including the revocation or denial of all existing alcohol licenses held by such licensee.

Business Name: Salt Lick Sausage Company Macon LLC

Business Address: 5615 Zebulon Rd Macon Ga 31210

I hereby certify that on this date, I have inspected the security camera and image retrieval system located at the above business and found it to be in compliance with the requirements of Sec. 4-40 of the Macon-Bibb County Code of Ordinances, as stated hereon.


Code Enforcement Department Designee

6/16/23
Date

☐ **Exempt:** Check this box if you are not licensed, not applying for package to go license, or not operating as a bar or nightclub.


Applicant/Agent Signature

6/16/23
Date

Applicant Privacy Rights Notification Signature Form

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 – 16.33 or go to the FBI website at <http://fbi.gov/about-us/cjis/background-checks>.

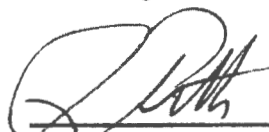
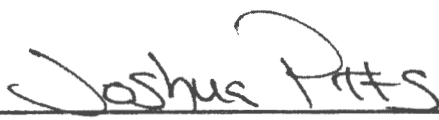
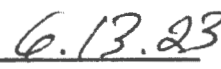
<u>Benjamin S. Mulead Jr</u>	<u>Benjamin S Mulead Jr</u>	<u>6/13/23</u>
Signature	Print Name	Date

Applicant Privacy Rights Notification Signature Form

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 – 16.33 or go to the FBI website at <http://fbi.gov/about-us/cjis/background-checks>.


Signature
Print Name
Date

Applicant Privacy Rights Notification Signature Form

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34.

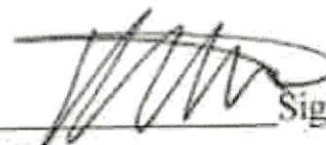
Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 – 16.33 or go to the FBI website at <http://fbi.gov/about-us/cjis/background-checks>.

Elizabeth Kay Martin

Print Name

6/6/23

Date



Signature



Alcohol License Questionnaire

Name of Business: SL Sausage Macon
 Owner's Name: Benjamin S McLeod Jr
 Address: 5615 Zebulon Rd
Macon, GA 31210

1. Do you own or are you leasing your business location? ☒ Own ☐ Lease

2. If you purchased the building, what was the final sale price as reflected in public records? \$ 900,000

3. If you are leasing the building, what relation, if any, is there between the building owner and the owner(s) of your business?

Please circle one: Relation, see below No Relation

4. If you are leasing the building, will your landlord be involved in the day to day business operations? ☐ Yes ☒ No

5. Was the previous operator at this location in any legal or regulatory trouble with local government, state government, law enforcement, or the Georgia lottery in the year prior to the transfer to your business? ☐ Yes ☒ No

6. Will the previous operator or any family member of the previous operator remain involved in the day to day business operations? ☐ Yes ☒ No

7. Was the sale of the building, business, or lease an "arms length" or "fair market value" transaction? ☐ Yes ☒ No

Benjamin S McLeod Jr
 Printed Name of person completing form

Benjamin S McLeod Jr
 Signature of person completing form

6/13/23

Date

ARMED SECURITY PERSONNEL REQUIRED TRAINING COMPLIANCE FORM

Instructions:

This form must be completed by any bar or nightclub operating with an alcohol license which allows or requires security personnel to carry firearms while working. The form shall be submitted upon applying or renewing any license to sell alcohol on the premises. This form is not required for businesses employing certified peace officers in good standing with the Georgia Peace Officer Standards and Training Counsel. Applicants applying for special events which employ armed security personnel are required to submit this form.

Pursuant to the licensing requirements of Sec. 4-550 of the Macon-Bibb County Code of Ordinances, attach the following documentation to this form prior to submission:

1. A copy of the applicant's valid private security business license, issued by the Georgia Board of Private Detective and Security Agencies.
2. A list containing the names and dates of birth of all persons who will be working as armed security personnel at the applicant's place of business or special event location. Use the attached form.

NOTE: IT IS A VIOLATION TO ALLOW ANY PERSON NOT LISTED TO WORK AS AN ARMED SECURITY PERSONNEL WITHOUT FIRST SUBMITTING AN UPDATED COPY OF THIS FORM TO THE TAX COMMISSIONER'S OFFICE. PENALTIES FOR VIOLATING THIS RULE MAY INCLUDE THE LOSS OF YOUR ALCOHOL LICENSES.

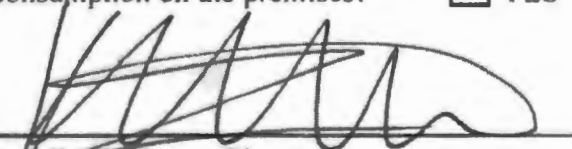
3. A copy of a valid private security license from the Georgia Board of Private Detective and Security Agencies for each person named who will be working as armed security personnel at the applicant's place of business or special event location.

If you are not operating as a bar or nightclub with armed security personnel, simply check the box on this form for "Exempt" and sign at the bottom.

Business Name: SL Sausage Company Macon LLC
Business Address: 5615 Zebulon Rd Macon Ga 312

☒ **Exempt:** Check this box if you certify that you will not hire any armed security personnel, or that you are not operating as a bar or nightclub.

Does your business derive 75% or more total annual gross revenue from the sale of alcoholic beverages for consumption on the premises? ☐ YES ☒ NO


 Applicant/Agent Signature

6/14/23
 Date

ARMED SECURITY PERSONNEL IDENTIFICATION FORM

Instructions:

*Please list every individual who may be working as armed security personnel at your bar or nightclub. Certified peace officers do not need to be listed and may be added in the future without updating this list. If you hire anybody in the future to work as armed security personnel at your bar or nightclub, this list **MUST** be updated to include that person before they are allowed to carry a firearm while working at your business. Use additional copies of this sheet if necessary.*

IF ANY PERSON NOT ON THIS LIST IS FOUND TO BE WORKING AS ARMED SECURITY PERSONNEL AT YOUR BAR OR NIGHTCLUB, THEN YOU MAY BE SUBJECT TO PENALTIES OF UP TO \$1000 PER VIOLATION AND UP TO 6 MONTHS IN JAIL, AS WELL AS THE LOSS OF ALL ALCOHOL LICENSES ISSUED TO YOU WITHIN MACON-BIBB COUNTY.

1.			
	Name	Date of Birth	GBPDSA Private Security License #
2.			
	Name	Date of Birth	GBPDSA Private Security License #
3.			
	Name	Date of Birth	GBPDSA Private Security License #
4.			
	Name	Date of Birth	GBPDSA Private Security License #
5.			
	Name	Date of Birth	GBPDSA Private Security License #
6.			
	Name	Date of Birth	GBPDSA Private Security License #
7.			
	Name	Date of Birth	GBPDSA Private Security License #
8.			
	Name	Date of Birth	GBPDSA Private Security License #
9.			
	Name	Date of Birth	GBPDSA Private Security License #

Macon-Bibb County

Certificate of Good Standing

1. Name and Title of the applicant: Elizabeth Kay Martin
2. Name of the subject of this Certificate, if different from the applicant:
SL Sausage Company Macon LLC
3. Benefit or privilege for which the applicant is applying (mark one):

☐ Building Permit	☐ Plat Approval	☐ Building Inspection Report	☐ Certificate of Occupancy
☒ Alcohol License (Any)	☐ Privilege License (Any other than alcohol)	☐ Political Appointment	☐ Competitive Contract Bid or Proposal
☐ Non-Competitive Contract over \$50,000	☐ Registering to Bid on Real Property	☐ Other: _____	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.
- _____
- _____
- _____

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

Elizabeth Martin 
Print and Sign Name

Sworn to and subscribed before me this
14th day of June, 2023

Calista Watson
Notary Public
My commission expires: 8/15/26



Macon-Bibb County Certificate of Good Standing

1. Name and Title of the applicant: M&P Provisions
2. Name of the subject of this Certificate, if different from the applicant:
3. Benefit or privilege for which the applicant is applying (mark one):

☐ Building Permit	☐ Plat Approval	☐ Building Inspection Report	☐ Certificate of Occupancy
☒ Alcohol License (Any)	☐ Privilege License (Any other than alcohol)	☐ Political Appointment	☐ Competitive Contract Bid or Proposal
☐ Non-Competitive Contract over \$50,000	☐ Registering to Bid on Real Property	☐ Other: _____	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.

Lily One LLC Marshall One LLC
McLeod Brothers LLC McLeod Farms LLC
St Sausage Macon LLC

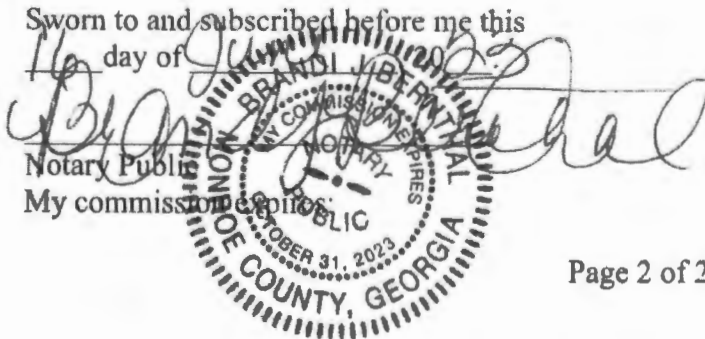
5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

X Benjamin McLeod
 Print and Sign Name

Sworn to and subscribed before me this
16 day of June

Notary Public

My commission expires



Macon-Bibb County Certificate of Good Standing

1. Name and Title of the applicant: Benjamin S McLeod Jr owner

2. Name of the subject of this Certificate, if different from the applicant:

3. Benefit or privilege for which the applicant is applying (mark one):

☐ Building Permit	☐ Plat Approval	☐ Building Inspection Report	☐ Certificate of Occupancy
☒ Alcohol License (Any)	☐ Privilege License (Any other than alcohol)	☐ Political Appointment	☐ Competitive Contract Bid or Proposal
☐ Non-Competitive Contract over \$50,000	☐ Registering to Bid on Real Property	☐ Other: _____	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.

Lily One LLC Canton Wealth Partners LLC
McLeod Farms LLC
McLeod Brothers LLC
Marshall One LLC

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

Benjamin S McLeod Jr
[Signature]
 Print and Sign Name

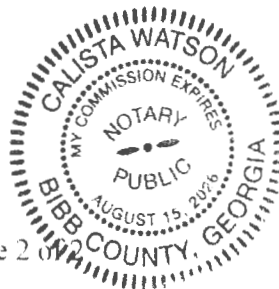
Sworn to and subscribed before me this

13th day of June, 2023

[Signature]

Notary Public

My commission expires: 8/15/26



Page 2 of 2

Rev. April 2022
See O-22-0011

Macon-Bibb County

Certificate of Good Standing

1. Name and Title of the applicant: Joshua David Pitts

2. Name of the subject of this Certificate, if different from the applicant:

3. Benefit or privilege for which the applicant is applying (mark one):

☐ Building Permit	☐ Plat Approval	☐ Building Inspection Report	☐ Certificate of Occupancy
☒ Alcohol License (Any)	☐ Privilege License (Any other than alcohol)	☐ Political Appointment	☐ Competitive Contract Bid or Proposal
☐ Non-Competitive Contract over \$50,000	☐ Registering to Bid on Real Property	☐ Other: _____	

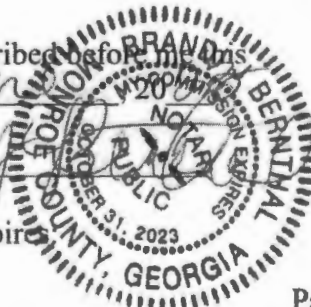
4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

Joshua Pitts
Print and Sign Name

Sworn to and subscribed before me on this 15 day of June, 2020.

Brenda
Notary Public
My commission expires October 31, 2023





Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office PO Box 4503
Macon, GA 31208-4503

OFFICE USE ONLY

ALCOHOL APPLICATION

Applicant Name: Benjamin McLeod Jr – Fingerprints Completed: 6/16/2023
 Joshua Pitts – Fingerprints Completed: 6/16/2023
 Elizabeth Martin – Fingerprints Completed: 6/16/2023

Business Name: SL Sausage Company Macon LLC dba Salt Lick Sausage Macon

Business Address: 5615 Zebulon Road, Macon, GA 31210

DocuSigned by:		
After investigation, I recommend that the license requested herein be:		
Granted	 Sheriff, Macon-Bibb County, Georgia	Date 6/20/2023
Denied	1C561778CDEE414... Sheriff, Macon-Bibb County, Georgia	Date

After investigation, I recommend that the license requested herein be:		
Granted	_____ Mayor, Macon-Bibb County, Georgia	Date
Denied	_____ Mayor, Macon-Bibb County, Georgia	Date

After investigation, I recommend that the license requested herein be:		
Granted	 Clerk of the Macon-Bibb County Commission, Georgia	Date
Denied	 Clerk of the Macon-Bibb County Commission, Georgia	Date



Tax Commissioner's Office
188 Third Street
Macon, GA 31201

Review Form

The attached application is a petition to Macon-Bibb County for an Alcoholic Beverage License.

The following required documents are included in the application:

- ___ Signature form
- ___ BSO Recommendation letter
- ___ Proof of Planning and Zoning compliance
- ___ Affidavit from the Macon-Bibb County Engineer's Department
- ___ Affidavit from the Macon Telegraph Newspaper

Legal Review 7/5/2023(Date) ^{DS}
FH (Initials)

Comments

Reviewed by Legal. Recommend approval.

Initials

^{DS}
SF

Stephanie Freeman, Administrative Office Specialist

Added to the July 11, 2023 Committee of the whole Agenda



Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office PO Box 4503
Macon, GA 31208-4503

License Fees are Prorated by Month that Completed Application is Submitted

2021 LICENSE FEES (Check All That Apply)

☒ *Distilled Spirits Packaged to Go	\$2,900	☐ *Malt Packaged to Go	\$800	☐ Wine Packaged to Go	\$700
☒ *Distilled Spirits C.O.P.	\$2,900	☒ *Malt C.O.P	\$800	☒ Wine *C.O.P.	\$700
☐ *Distilled Spirits Wholesaler	\$3,600	☐ *Malt Wholesaler	\$1,000	☐ Wine Wholesaler	\$800
☐ *Distilled Spirits Manufacturers	\$4,300	☐ *Malt Manufacturer	\$2,500	☐ Wine Manufacturer	\$1,700
☐ Brewpub	\$2,500	☐ Out-of-Town Wholesaler	\$100	☐ Brown Bag	\$300
☐ Malt Beverage Taproom	\$2,500	☐ Cocktail Room	\$2,500	☐ Alcohol Beverage Caterer	\$600
				☒ Temporary Alcohol License	\$100
Please check here if you are applying for a Business Continuation License.					
Business Continuation License 25% of applicable licensing fees					
*Distilled Spirits (Liquor)		*Malt (Beer)		*C.O.P. (Consumed on Premises)	

A BUSINESS LICENSE IS REQUIRED BEFORE AN ALCOHOL LICENSE MAY BE ISSUED.

\$ _____ Prorated Alcohol License Fees + \$ 400 Application Fee, if applicable = Total \$ _____

Agent Information

1. Agent/Owner(s) must complete and sign the History Record Information Consent Form
2. Provide an Unexpired Identification Card Issued by Any U.S. State or United States government, bearing a current photograph of the applicant.
3. Agent/Owner(s) Must be Fingerprinted once application & fees are completed and paid unless such individuals currently hold one or more categories of alcohol license(s) in good standing.
4. Proof of Alcohol Handler's Permit from Agent and Owners
5. Complete (S.A.V.E.) Systematic Alien Verification for Entitlements O.C.G.A. § 50-36-1 (e) (2) Affidavit

Location/Business Information

6. Affidavit of Intent to Sale Alcohol from the Macon Telegraph Newspaper
7. If any business entity other than Sole Ownership...Must submit copy of GA Secretary of State Business information.
8. If NON-PROFIT entity...Proof on Nonprofit Status
9. Planning and Zoning Compliance form
10. Original Affidavit from the Macon-Bibb County Engineer's Department
11. A legal description (Lease/Deed/etc.) of the property upon which premises are located.

Business Continuation

12. Please provide a list of the current, valid licenses issued to the named business; A record showing that all business license fees owed on the existing business have been fully paid, or a receipt showing payment thereof.
13. A statement, signed by the applicant, swearing, or affirming that the applicant has recently purchased the named business, or has a bona fide expectation of purchasing the named business soon; and
14. A record showing that all property taxes to date owned on the property have been fully paid, or a receipt showing payment thereof.

Rev.07/2021

Select One: ☒ New Business ☐ Change of location ☐ Change of Business

BUSINESS

Federal Tax ID #: 85-2809284 State Tax ID #: 85-2809284
Business Name: The Cotton Ranch Corporate and Trade Name: Todd D Miles LLC
Local Business Address: 347 Cotton Ave Macon GA 3021
Mailing Address: [REDACTED]
(P.O. Box Not Allowed) City State Zip
Local Business Phone #: () Email Address: [REDACTED]
Contact Person: [REDACTED]

AGENT

Agent's Name: Todd D Miles Agent's Title: CEO

[REDACTED]

INDIVIDUAL/OWNER INFORMATION

Will the Agent named above also serve as the Applicant of this license? ☒ Yes ☐ No If no, complete the following:

Owner/Individual's Name: _____ Title: _____
Home Address: _____ City: _____ State: _____ Zip: _____
Home Phone #: _____ Email: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

Rev. 10/2021

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the Bibb County Sheriff's Office to conduct an inquiry and receive any Georgia criminal history record information pertaining to me, which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):	<u>Todd Dewane Miles</u>

☒ This authorization is valid for 90/180 (circle one) days from date of signature.
☐ Todd D Miles, give consent to the above name to perform periodic criminal history background checks for the duration of my employment with this company.

Signature

Date

*****Include a copy of your valid State/Government issued identification*****

Date of Inquiry: Feb-8-23 Time of Inquiry: _____ Operator's Initials: _____

Purpose Code used: (check one)

☐	Employment (E) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Mentally Disabled (M) – Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Elder Care (N) - Provides <i>Georgia</i> Criminal History Record Information
☐	Employment with Children (W) - Provides <i>Georgia</i> Criminal History Record Information
☐	Public Records (P) – Provides <i>Georgia Felony Convictions</i> Only

The inquiry resulted in the following: (check all that apply)

☐	No Georgia CHRI results available.
☐	Georgia CHRI attached/released

☐	No NCIC/GCIC Warrant results available.
☐	Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title

Date

MACON-BIBB COUNTY, GEORGIA
(S.A.V.E.) SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
O.C.G.A. § 50-36-1 (e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a Macon-Bibb County, Georgia, Occupation Tax Certificate, Alcohol License, or other public benefit as referenced in O.C.G.A. § 50-36-1; the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) ☒ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the attached list.
- 2) ☐ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

Please check only one option above and submit the required documents with your application.
Please note that the failure to do so will result in a processing delay.

The undersigned applicant 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 O.C.G.A. § 50-36-1 (e) (1), with this affidavit.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an 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.

Business Name: The Cotton Ranch

Printed Name of Applicant: Todd D Miles

*Signature of Applicant: [Signature]

SUBSCRIBED AND SWORN BEFORE ME ON

THIS 15 DAY OF May, 2024.

[Signature]
NOTARY PUBLIC



June 11, 2024
MY COMMISSION EXPIRES

MEASUREMENT FORM

Retail Sales of Distilled Spirits for Consumption on the Premises Macon-Bibb County Code Chapter 4, Alcoholic Beverages

APPLICANT: TODD D MILES
PROPOSED LICENSE: BEER, WINE, AND LIQUOR CONSUMED ON PREMISES
BUSINESS LOCATION: 347 COTTON AVE.
BUSINESS NAME: THE COTTON RANCH

To Be Completed by County Engineer

1. Nearest property line of the place of business to the nearest property line of a state or county owned and operated alcoholic treatment center, or housing authority property measured and found to be more than 300 ft (4-142)

☒ X Comply ☐ Does not comply

Licenses for a private club or for a bona fide restaurant, hotel or motel or other bona fide food service establishment is exempt.

2. We are unable to determine if this is a bona fide restaurant or bona fide food service establishment that qualifies for the exceptions or exemptions.

☐ Yes ☐ No ☒ X Not Applicable

By: F. Charles Brooks
F. Charles Brooks - Macon-Bibb County Engineer

Date: 5-11-2023

It is respectfully requested that forms be returned no later than Friday of each week for use by the County Commissioner's Office

CONSUMPTION ON PREMISES

(Bar – Restaurant)

BEER, WINE & LIQUOR

Or

BEER & WINE

300' from nearest PL to property line of Alcohol Treatment Center or MHA project.

The Cotton Ranch

#347 Cotton Avenue

3,150' — ALCOHOLIC TREATMENT CENTER property line

River Edge - Emery Hwy.

3,750' — MHA housing unit property line

Mounts Homes

OK!

Paul J. Homowski
May 9, 2023



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
116696	381394	Print Legal Ad-IPL01092340 - IPL0109234	THE COTTON RANCH	\$25.00	1	31 L

Attention: Todd D

Todd D MILES

NOTICE

GEORGIA, BIBB COUNTY

NOTICE OF INTENT TO FILE REQUEST FOR BEER, WINE, LIQUOR On Premises

Pursuant to the ordinance adopted by the Macon-Bibb County Commission, dated December 4, 2018, as now or hereafter amended, notice is hereby given that on or after the 17th day of February, 2023, the undersigned will apply to said Macon-Bibb County Commission for the above-described license(s) at an establishment known as **THE COTTON RANCH LLC** 347 Cotton Ave. Macon, GA 31201. The public is invited to comment on the proposed license by submitting comments in writing to Macon-Bibb County Tax Commissioner's Office. Attn: Alcohol License Comments, 188 Third Street, Macon, GA 31201 within fourteen days of the date shown below."

This 10th day of February, 2023. Todd D Miles., Applicant
IPL0109234
Feb 10, 17 2023

To Whom It May Concern:

This is to certify the legal advertisement in the above stated case was published in The Telegraph legal section on:

2 insertion(s) published on:

02/10/23, 02/17/23

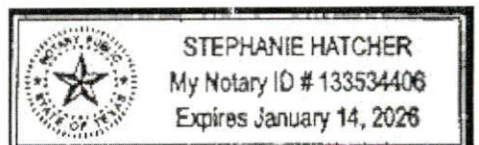
By placing your legal organ advertisement with this newspaper, you agree that your sole remedy if the newspaper should make a mistake in the text or the timing of publication of your advertisement is a refund of the cost you paid for the advertisement or re-advertisement at no additional cost to you.

Willmenta Serrano

Sworn to and subscribed before me this 17th day of February in the year of 2023

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!



MACON-BIBB COUNTY
Planning & Zoning

Macon-Bibb Planning & Zoning Commission
Terminal Station | 200 Cherry Street, Suite 301
Macon, Georgia 31201 | MBPZ.org

Zoning Compliance

PERMIT NO: ZC-2023-1121	PERMIT TYPE: Permitted Use	DATE OF ISSUE: 05/16/2023
ISSUED TO NAME:	Todd D Miles	
	The Cotton Ranch	
PROPERTY OWNER'S NAME:	GRIFFITH DOWNTOWN INVESTMENT	
PROPOSED USE:	New Business Application Restaurant with alcohol cop	
ADDRESS OF PROPOSED USE:	347 COTTON AVE	
NEW CONSTRUCTION:	No	
MAP/PARCEL:	R073-0237	ZONING DISTRICT: CBD-1

PERMIT ISSUED SUBJECT TO THE FOLLOWING CONDITIONS

As per application, health department approval and subject to MWA approval; The Cotton Ranch is granted approval to operate a restaurant with alcohol sales consumed on premise in a commercial building. No live entertainment allowed at this location. No outside storage or sales authorized. No signage authorized by this permit; signage shall require an application for certificate of appropriateness and separate signage zoning permit. Please review the NOTICE information below for additional instruction.

NOTE: THIS PERMIT IS NULL & VOID IF CONSTRUCTION OR USE HAS NOT BEGUN BY 05/16/2024

APPROVED BY: Butch Sementilli

NOTICE

This permit or certificate of appropriateness necessary to allow construction or other work on land or a structure shall be displayed at the site of and during such construction or work. Where a use requires a business license, this zoning permit must be displayed on the premises together with the business license. This permit is issued subject to the rules and regulations of the Macon-Bibb County Health Department, the Macon-Bibb County Engineering Department, the Macon-Bibb County Fire Department, the Macon-Bibb County Traffic Engineering Department, the Macon Water Authority, the Office of Building and Fire Safety, and any other governmental agency whose regulations may be applicable. All construction or use relating to this permit must strictly comply with site plans submitted to the Macon-Bibb County Planning and Zoning Commission. Permits are specific to the property for which the permit is issued as well as the person to whom it is issued. Other than permits for single family homes or duplexes, any change in the person engaging in the use allowed by such permit shall require that the new person engaging in such use file a change of ownership form with the Commission, provided that change of ownership forms shall not be required for variances or certificates of appropriateness. The new holder of any permit shall be subject to all conditions attached to the original permit.

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, **Brad Raffensperger**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

Todd D Miles LLC
a Domestic Limited Liability Company

has been duly organized under the laws of the State of Georgia on **07/07/2020** by the filing of articles of organization in the Office of the Secretary of State and by the paying of 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 **07/21/2020**.



Brad Raffensperger

Brad Raffensperger
Secretary of State

ARTICLES OF ORGANIZATION

Electronically Filed

Secretary of State

Filing Date: 7/7/2020 1:04:46 PM

BUSINESS INFORMATION

CONTROL NUMBER	20115550
BUSINESS NAME	Todd D Miles LLC
BUSINESS TYPE	Domestic Limited Liability Company
EFFECTIVE DATE	07/07/2020

PRINCIPAL OFFICE ADDRESS**ADDRESS****REGISTERED AGENT**

NAME	ADDRESS	COUNTY
Todd Dewayne Miles		Jones

ORGANIZER(S)

NAME	TITLE	ADDRESS
Todd Dewayne Miles	ORGANIZER	

OPTIONAL PROVISIONS

N/A

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE	Todd D Miles
AUTHORIZER TITLE	Organizer

Ownership Disclosure Form

A separate copy of this form must be completed for each individual who has a disclosable interest in the business.

Business:

Trade Name: The Cotton Ranch Name of Corporation: The Cotton Ranch LLC

If publicly traded, Stock Symbol and Name of one Listing Exchange: _____

Individual:

Name and Title: Todd D Miles Telephone Number: 

Type of Entity and Business Interest:

Please check appropriate description and complete as required.

- ☐ Sole Proprietorship
- ☐ General Partnership
 - ☐ General Partner holding ____% of all outstanding general partnership interests.
- ☐ Limited Partnership (LP)
 - ☐ General Partner holding ____% of all outstanding general partnership interests.
 - ☐ Limited Partner holding ____% of all outstanding general partnership interests.
- ☐ Limited Liability Partnership (LLP)
 - ☐ General Partner holding ____% of all outstanding general partnership interests.
- ☐ Limited Liability Limited Partnership (LLLP)
 - ☐ General Partner holding ____% of all outstanding general partnership interests.
 - ☐ Limited Partner holding ____% of all outstanding general partnership interests.
- ☐ Limited Liability Company (LLC)
 - ☐ Managing Member, Total number of Managing Members: 1
 - ☐ Member holdings 100% of all outstanding membership interests
- ☐ Privately Held Corp./Company
 - ☐ Corporate Officer: Yes ___ No ___
 - ☐ Shareholder holding ____% of all outstanding ownership interests.
- ☐ Publicly Traded Company
 - ☐ Corporate Officer: Yes ___ No ___
- ☐ Other
 - ☐ Other person exercising operational authority over the entity: _____



Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office
PO Box 4503
Macon, GA 31208-4503

Alcohol Handler's Beverage License Application

APPLICANT

First Name: Todd D Miles Last Name: Miles

- ☐ A certificate showing completion of an Alcohol Handler's training course taken within the last three years.
- ☐ An unexpired identification card issued by any U.S. State or The United States government, bearing a current photograph of the applicant.
- ☐ Two current Color (passport size) photographs of applicant.
- ☐ \$25 money order, cashier's check, or personal check payable to Macon-Bibb County Tax Commissioner

CERTIFICATION

I certify that the information disclosed in this application is true and correct, and I agree to abide by, observe, and conduct business according to the rules and regulations prescribed by Macon-Bibb County, the acts of the Georgia General Assembly, and the State Department of Revenue.

Applicant's Signature

Date

I hereby certify that Todd Miles signed his/her name to the forgoing statement after stating to me under oath administered by me, that all statements and answers are true and correct.

This 27 day of February, 20 23

NOTARY PUBLIC



MY COMMISSION EXPIRES

03/11/2025

Rev. 7/2021



Cheers Entertainment Services Bar Training

CERTIFICATE OF COMPLETION

Awarded To

Course Completion

MACON-BIBB ALCOHOL HANDLER'S PERMIT COURSE

Date: 2023-02-13

Serial No.

cert_hcwsbpxb





Todd Miles



AH000974

ALCOHOL HANDLER

EXP: 12/31/2023



Eberhardt & Barry, Inc.

COMMERCIAL REAL TORS

990 RIVERSIDE DRIVE, MACON, GEORGIA 31201

Post Office Box 6313, MACON, GEORGIA 31208

(478) 746-8171. FAX (478) 746-1362

Eberhardt & Barry, Inc. License Number H-1118

Deldra C. Stewart License Number 351121

LEASE AGREEMENT

Macon, Bibb County, Georgia

THIS INDENTURE OF LEASE, Made and entered into this 31st day of January, 2023 between Griffith Downtown Investment, LLC. of the first part, hereinafter called Lessor, and Todd D. Miles of the other part, hereinafter called Lessee. (It is mutually agreed by the parties hereto, where either is mentioned herein, that same refers to their heirs, executors, administrators, successors and assigns, who are bound as fully and completely by the covenants herein as the parties hereto.)

WITNESSETH: That the said Lessee has this day rented and leased from said Lessor the following described premises:

Legal Description shown in Exhibit A attached hereto and by reference made a part hereto. The portion leased in said legal description is the ground level commercial restaurant space). Known as 347 Cotton Ave., Macon. GA 31201

and known as 347 Cotton Ave., Macon, GA 31201 to be used for no other purposes than the retail sales of food and alcohol for the term of 5 years and 1 month and any remaining days in January commencing on the 1st day of February, 2023 and ending on the 28th day of February, 2028 for which the Lessee agrees to pay Griffith Downtown Investments, LLC its successors, at its office on the first of each rental month, in advance, a monthly rental of:

Free Rent month	Days in January, February 2022	
Year 1 & 2	3/01/23 – 2/28/25	\$5,000.00/month
Year 3	3/01/25 – 2/28/26	\$5,200.00/month
Year 4 & 5	3/01/26 – 2/38/28	\$5,400.00/month

failure of Lessee to pay same when due, said Lessor has the right, at his option, to declare rental for entire term of lease immediately due and payable, to declare the Lease void, cancel the same, re-enter and take possession of the premises. Lessor, at his option, upon breach of this contract, may card for rent and sublet the premises at the best price obtainable by reasonable effort, under private negotiations, and charge the balance, if any, between said price of subletting and the contract price, to Lessee and hold him liable therefore. Such subletting on the part of the Lessor will not in any sense be a breach of the contract on the part of the Lessor, but will be merely acting as agent for the Lessee and to minimize the damage. Said Lessor is not required, however, to let same for any other purpose than that specified herein. These rights of the Lessor are cumulative and not restrictive of any other rights under the law, and failure on the part of Lessor to avail himself of these privileges at any particular time shall not constitute a waiver of these rights.

IT IS FURTHER MUTUALLY AGREED AS FOLLOWS:

1. Lessee hereby waives and renounces for himself and family, any and all homestead and exemption rights he or they may have under or by virtue of the laws of this State, or the United States as against any liability that may accrue under this contract. Lessee agrees to pay in addition to all costs, 15 percent Attorney's fees on any part of said rental that may be collected by suit or by attorney after same has become due.
2. Lessee accepts premises in its present condition and agrees to surrender said premises in as good condition at the expiration of this lease, natural wear and tear expected. Lessor shall not be required to make any repairs or improvements to premises except to keep in good order

the roof, exterior walls (not including exterior windows), and abutting sidewalks; provided however that the cost of any such repairs required as a result of the negligence or willful act of Lessee, its customers, licenses, agents, servants or employees shall be borne by Lessee.

3. Lessee, at his sole cost and expense, whether the same be property of Lessor or Lessee, shall promptly repair and at all times maintain the leased premises including heating and cooling units and systems in their entirety, store fixtures and equipment, electrical fixtures, equipment and electrical installation, plumbing, plumbing equipment and fixtures, including keeping all drains and pipes open and clear, all machinery and hardware, painting and decorations, and replace all broken glass including store front, plate, window, security or display glass.
4. Lessee shall be responsible for the loss of or damage to property, or injury to persons, occurring in or about the demised premises, by reason of any existing or future condition, defect, matter of thing in said demised premises or the property of which the premises are a part, or for the acts, omissions or negligence of other persons or Lessees in and about the said property. The Lessee agrees to indemnify and save the Lessor and agent harmless from all claims and liability for losses of or damage to property, or injuries to persons occurring in or about the demised premises.
5. In the event of the total destruction of the premises by fire or other casualty, this lease shall cease and come to an end and the Lessee shall be liable for rent only up to the time of such destruction. Should the premises herein leased be partially damaged by fire or other casualty, at any time during the term hereof, the Lessee shall give immediate notice to the Lessor, who shall thereupon cause the same to be promptly repaired.

A reduction of rent, proportionate to interference to occupancy shall be allowed the Lessee during the time necessary to restore said premises or make the necessary repairs, as the case may be, but no reduction, however, shall be allowed for any interruption by reason of damage of repairs to adjoining or contiguous premises.

6. All alterations, additions and improvements (except trade fixtures put in at the expense of the Lessee) shall remain upon and be surrendered with the premises as a part thereof at the termination of this lease, however, the Lessee is to make no changes of any nature in the above named premises without first obtaining written consent from said Lessor or his agent. The Lessee also agrees to indemnify the Lessor against loss caused by any mechanic or materialman's lien against the property based on repairs, alterations or improvements undertaken by the Lessee.
7. Lessee agrees not to leave the premises herein leased unoccupied or vacant nor permit any act which would violate the fire insurance policy; to pay all electric light, heat, garbage fees, and power bills accruing against the said property during the term of his contract, and to comply with and carry out all rules, order, and requirements, ordinances and regulations of Federal, State, City and/or County governments.
8. In the event bankruptcy or state insolvency proceedings should be filed against Lessee, his heirs or assigns, in any Federal or State Court, it shall give the right to said Lessor, his heirs or assigns, at their option to immediately declare this contract null and void, and to resume at once possession of the property. No receiver, Trustee, or other judicial officer shall ever have any right, title, or interest in or to the above described by virtue of this contract.
9. Lessee covenants that he will not paint or place or permit to be painted or placed any sign or other advertising device, bill or billboard upon or about demised premises, or any part thereof, without the prior written consent of Lessor or his agent.

10. The Lessee shall not assign, mortgage or pledge this lease, nor sublet the whole or any part of the premises for the whole or any part of said term, or place any Lessee upon said premises without the consent of the Lessor or his agents, in writing.
11. Lessor may card premises "For Rent" or "For Sale" ninety days before the termination of this lease. Lessor may enter the premises at reasonable hours; to exhibit the same to prospective purchasers or Lessees; to inspect premises to see that Lessee is complying with all his obligations hereunder; and to make repairs required of Lessor under the terms hereof or repairs to Lessor's adjoining property.
12. This contract shall create the relationship of Lessor and Lessee between Lessor and Lessee; no estate shall pass out of Lessor; Lessee has only a usufruct, not subject to levy and sale and not assignable by Lessee except by Lessor's consent.
13. If Lessee remains in possession after the expiration of the term hereof, with Lessor's acquiescence and without any distinct agreement of parties, Lessee shall become a Lessee from month to month at which time rent shall increase by One Hundred Fifty Percent (150%); and there shall be no renewal of this lease by operation of law.
14. Lessee hereby appoints as his agent to receive the service of all dispossessory or distraint proceedings and notices thereunder, and all notices required under this lease, the person in charge of said premises at the time, or occupying premises; and if no person is in charge or occupying the same, then such service or notice may be made by attaching the same on the main entrance to premises. A copy of all notices under this lease shall also be sent to Lessee's last known address, if different from premises.
15. The Lessor shall not be responsible for damages of any kind resulting from failure to give possession but the agreed rental shall abate during the time said Lessee is out of possession.
16. This contract is solely between the Lessor and Lessee and the agent shall not be liable in any way, but it is agreed by all parties to this contract that Coldwell Banker Commercial Eberhardt & Barry, Inc. and Eberhardt & Barry Property Management, LLC are hereby vested with an interest herein for its commission during the term hereof and any renewals hereof and shall be paid to Eberhardt & Barry Property Management, LLC its heirs, successors or assigns, as authorized agents, for the owner of the property and that Coldwell Banker Commercial Eberhardt & Barry, Inc. and Eberhardt and Barry Property Management, LLC its heirs, successors or assigns are to receive a commission to be paid by the Lessor from a separate agreement to Coldwell Banker Commercial Eberhardt & Barry, Inc. and Eberhardt & Barry Property Management, LLC. Deidra Stewart with Coldwell Banker Commercial Eberhardt & Barry, Inc. is due a commission of two months gross average rent \$ 10,400.00 at the execution of this lease and shall split that commission 50/50 with Keller Williams Middle GA Realty, LLC., agent Mishay Bingham.
17. In addition, Lessor agrees to pay a renewal fee equal of one half month's rental for any lease renewal, extension/ or holdover upon the commencement of each renewal or extended term to Coldwell Banker Commercial Eberhardt & Barry, Inc.
18. If Lessee has not paid the rent due hereunder by the 10th day of any month, then Lessee shall pay an amount equal to 10% of the rent due as liquidated damages, not as a penalty, the parties recognizing the difficulty in precisely ascertaining the damages in the event the rent is not paid before the 10th of any month.
19. If a rental check of the Lessee is returned due to insufficient funds, the Lessee shall pay \$25.00 as liquidated damages, not as a penalty, the parties recognizing the difficulty in precisely ascertaining the damages in that event.
20. Eberhardt & Barry, Inc. has represented the Lessor in this transaction, and is to be paid a commission by the Lessor. Eberhardt & Barry, Inc. has not represented the Lessee in this transaction. Coldwell Banker Commercial Eberhardt & Barry, Inc. license number is H-1118 and Deidra C. Stewart with Coldwell Banker Commercial Eberhardt & Barry, Inc. license

number is 351121. Keller Williams Middle GA Realty has represented the Lessee in this transaction, and is to be paid a commission by CBC Eberhardt & Barry, Inc. per separate agreement. Keller Williams Middle GA Realty, LLC. has not represented the Lessor in this transaction. Keller Williams Middle GA Realty, LLC. License number is H-65847 and Mishay Bingham with Keller Williams Middle GA Realty, LLC. license number is 394574

21. This lease contains the entire agreement between the parties. Any changes, additions or alterations must be in writing and made a part of this lease in the form of an addendum.

22. Special Stipulations as follows:

A. **Security Deposit:** Lessee shall deposit with Lessor (Griffith Downtown Investment) upon execution of this Lease **(\$5,000.00)** as a security deposit which shall be held by Lessor, without liability to Lessee for any interest thereon, as security for the full and faithful performance by Lessee of each and every term, covenant and condition of this Lease of Lessee. In the event Lessee furnishes Lessor with proof that all utility bills have been paid through the date of lease termination, and performs all of Lessee's other obligations under this Lease, the security deposit shall be returned in full to Lessee within thirty (30) days after the date of the expiration or sooner termination of the term of this Lease and the surrender of the Premises by Lessee in compliance with the provisions of this Lease.

B. **Liability Insurance:**

Lessee shall maintain at its sole expense during the term hereof, a blanket liability insurance policy covering the Premises, which **policy has limits of \$1,000,000.00 for injury or death to any one person and \$2,000,000.00 for injury and/or death to any number of persons in any one accident and property damage insurance in an amount of \$100,000.00 in a company satisfactory to Lessor.** Lessee shall also keep in force fire and extended coverage insurance for the full replacement value of Lessee's improvements and Lessee's property, including, but not limited to, inventory, trade fixtures, furnishings and other personal property. Lessee agrees to add the Premises to any blanket policies and will cause such insurance policy, as to the Premises, **to name Griffith Downtown Investment, LLC., as additional insured** and to be written, if available, so as to provide that the insurer waives all right of recovery by way of subrogation against Lessor in connection with any loss or damage covered by the policy. In addition, Lessee shall keep in force workman's compensation or similar insurance to the extent required by law. **Lessee shall deliver said policy or certificate thereof to Lessor and or Lessor's agent prior to receiving the keys or access to the property.** Should Lessee fail to affect the insurance called for herein, Lessor, may, at its sole option, procure said insurance and pay the requisite premiums, in which event, Lessee shall pay all sums so expended to Lessor, as additional rent following invoice. Each insurer under the policies required hereunder shall give Lessor fifteen (15) days prior written notice before the policy or policies in question shall be altered or cancelled.

C. **Lessee payments due upon signing lease:** Lessee shall write two checks in the amount of **(\$10,400.00)** at the execution of said lease agreement. One check for first and last month's rent months' rent (March 2023 & February 2028), in addition to a check for the **security deposit for (\$5,000.00).** **TOTAL amount due at the signing of the lease shall be (\$15,400.00) and made payable to Griffith Downtown Investment, LLC.**

a. Free Rent month	Remaining days in January, February 2023	
b. Year 1 & 2	3/01/23 - 2/28/25	\$5,000.00/month
c. Year 3	3/01/25 - 2/28/26	\$5,200.00/month
d. Year 4 & 5	3/01/26 - 2/28/28	\$5,400.00/month

D. **Rent payments:** Rent shall be paid to Griffith Downtown Investment, LLC. P.O. Box 779 Macon, GA 31202, on the 1st of each month.

E. **Commencement date:** on February 1, 2023 or upon receiving Certificate of Insurance.

F. **Alcohol Permits:** Lessee shall be responsible for obtaining all required beer, wine and liquor license for the retail sales of alcohol. Lessee must diligently peruse obtaining any

and all required alcohol licenses and shall have all formal applications submitted to all local, state and federal government entities as soon as possible.

G. Intentionally reserved. .

- H. Fixtures & Security:** Items specified on Exhibit B, which is incorporated herein by reference, shall be useable to the Lessee during the tenancy of the original lease and any extension of said lease, and shall remain on the leased property permanently. All furniture, fixtures and equipment on Exhibit B shall remain the property of Lessor.
- I. Fixtures that remain:** These items are noted as; entry chandelier (s), bar lighting, track lighting, kitchen three chamber sink (s), and any and all plumbing fixtures.
- J. Lessee Improvements:** Lessee shall be allowed by Lessor to make the following improvements. Any and all other improvements beyond the listed improvements below must be approved by Lessor.
- Add signage
 - Alarm system
- K. Signage:** Lessee shall be permitted to add company's name on the building signage location that are approved by Lessor and local Planning and Zoning ordinances and requirements at Lessees sole cost.
- L. Taxes:** Real Property taxes shall be paid by Lessor. All personal property taxes attributable to personal property within the leased premises shall be paid by Lessee.
- M. Exterior of building:** Lessor shall be responsible for repairs and maintenance to the roof, exterior walls and structural components of the building.
- N. HVAC:** Lessee shall be fully responsible for all HVAC repair and maintenances. Lessee agrees to maintain a HVAC service maintenance contract that will have the units professionally serviced twice a year and will supply Lessor with a copy of the maintenance agreement upon request. If Lessee doesn't have the HVAC system serviced twice a year and or does not provide a copy of the said maintenance agreement upon request, Lessee shall be come fully responsible for all repairs to said HVAC systems. HAVC filters should be changed monthly in a restaurant or bar.
- O. Grease Trap and Hood Maintenance:** Lessee shall be responsible every 3 months (quarterly) for the cleaning, and any maintenance necessary at Lessee's sole cost.
- P. Annual Backflow Test:** Lessor shall be responsible for the first backflow test, then Lessee becomes responsible annually upon request from Macon Water Authority.
- Q. Use and Restrictions:** The Lessee agrees that Lessee's employees, customers, invitees or other associated persons shall only occupy said premises during normal business hours, 9:00 am - 12:00 midnight. Monday thru Sunday. Music shall stop and doors close at 11:00 PM due to residents living above said premises. The Lessee agrees that there shall be no loitering allowed outside of the leased premises, nor any activity which may create a nuisance (ie. loud music) to other Lessees and that all activities shall be performed inside the leased premises only. A violation of this paragraph shall give the Lessor the right to terminate this lease at any time with fifteen days written notice to Lessee. Parking is Lessees responsibility in the downtown area.
- R. Roof:** Lessor shall be responsible for the maintenance of the roof and shall be responsible for all roof repairs
- S. Utilities:** Lessee shall be responsible for paying all utilities including, but not limited to alarm service power, security, internet data services, cable, garbage, water, sewer, gas, pest control, and janitorial services. Garbage is the responsibility of the Lessee in the downtown area.
- T. Renewal Option:** Lessee may exercise their renewal option by submitting in writing 60 days prior to the expiration of lease to Lessor.

One - (5) year lease at market rate

U. **Personal Guarantee:** Attached hereto as Exhibit C and made a part by reference to aid lease agreement is the personal guarantee for the term of the Primary lease executed by Todd D. Miles

V. **Notice address:**

a. Lessee – Todd D Miles

b. Lessor – Wes Griffith –

W. **Default and Remedies:** In the event Lessee fails to pay rent when due, said Lessor has the right, at his option, to declare rental for entire term of this Lease immediately due and payable, to declare the Lease void, cancel the same, re-enter and take possession of the Premises. Lessor, at his option, upon breach of this Lease, may card for rent and sublet the Premises in the name of the Lessee (Lessee hereby grants Lessor a limited Power of Attorney to effectuate the same) and hold Lessee liable therefore. Such subletting on the part of the Lessor will not in any sense be a breach of the Lease on the part of the Lessor, but will be merely acting as agent for the Lessee to minimize damage. Said Lessor is not required, however, to let same for any other purpose than that specified herein. These rights of the Lessor are cumulative and not restrictive of any other rights under the law, and failure on the part of Lessor to avail himself of these privileges at any particular time shall not constitute a waiver of these rights. Lessor will be entitled to all costs associated with the same, including without limitation, its attorney fees. In the event Lessee fails to pay rent when due, Lessor has the right, at its option, to initiate collections and/or dispossession proceedings against the Lessee as previously stated in this Lease. In the event Lessor elects to hire an attorney to collect rent, or handle dispossession proceedings, Lessor shall be entitled to recover all costs of collection, including courts costs and attorney fees.

IN WITNESS WHEREOF: We have hereunto set our hands and seals, this day and year above written.

By: Wes Griffith 1/26/2023
DocuSigned by: 5EFC6C3A22044C1...
 Wes Griffith (Lessor) Date

Griffith Downtown Investment, LLC.

By: Todd D Miles 1/27/2023
DocuSigned by: A84C809BDC63423...
 Todd D Miles (Lessee) Date

Lessor's Agent:

CBC Eberhardt & Barry, Inc.

990 Riverside Drive, Macon, GA 31201

(478) 746-8171, fax (478) 746-13622

Lessee's Agent:

Keller Williams Middle GA Realty, LLC.

4885 Riverside Drive, Macon, GA 31210

(478)333-5050, fax (478) 333-5060

By: Deidra Stewart 1/26/2023
DocuSigned by: 4FF3C135BBCC4A8...
 Deidra C. Stewart - GA License # 351121 Date

By: Mishay Bingham 1/27/2023
DocuSigned by: DED1F8D78A784E3...
 Mishay Bingham – GA License #394574

LEASE

EXHIBIT "A"

RESTAURANT SPACE

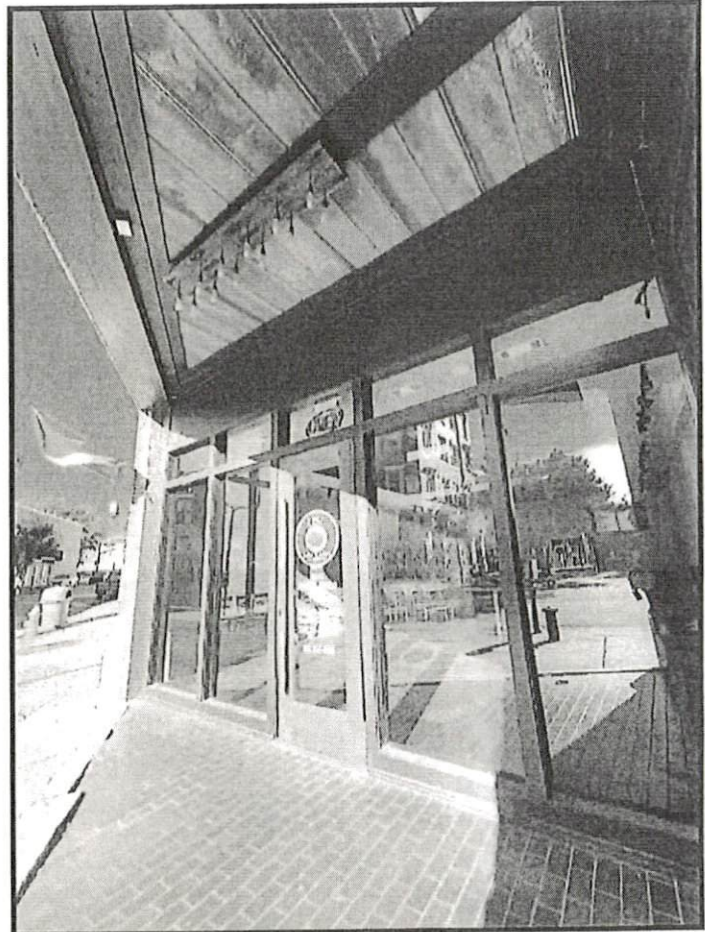
347 Cotton Avenue
Macon, Bibb County, GA 31201

PROPERTY OVERVIEW

- 3,000± SF Restaurant (Turn Key)
- Banquet room for private dining, parties or special events with private entrance
- New kitchen, flooring, restrooms, electrical and HVAC
- Large kitchen area with plenty of prep/work space
- Equipment included (See Page 6)
- Zoned CBD-1
- Tenant pays all utilities

LOCATION OVERVIEW

- Located in a high traffic area of Macon's Central Business District with great visibility
- Atrium Health Medical Center blocks away with 4,600± employees
- Mercer University less than one mile with 9,000± students enrolled
- Walking distance from Bibb County Courthouse, City Auditorium, Grand Opera House, Hargray Capitol Theatre, residential lofts, shopping, places of worship and financial institutions
- Served by public transportation



MONTHLY LEASE RATE: \$5,000

DS
WG

DS
[Signature]

DEIDRA STEWART
478.508.2652 Cell
deidra@cbcworldwide.com



**COLDWELL BANKER
COMMERCIAL**
EBERHARDT & BARRY

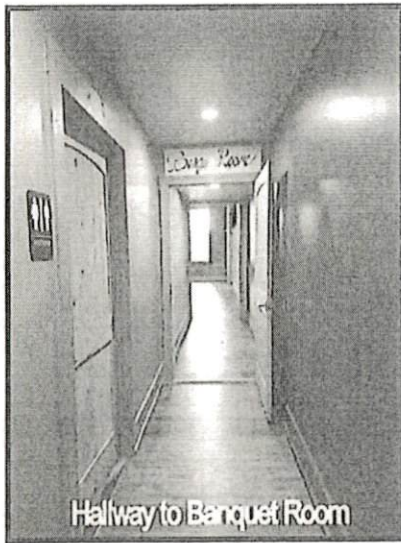
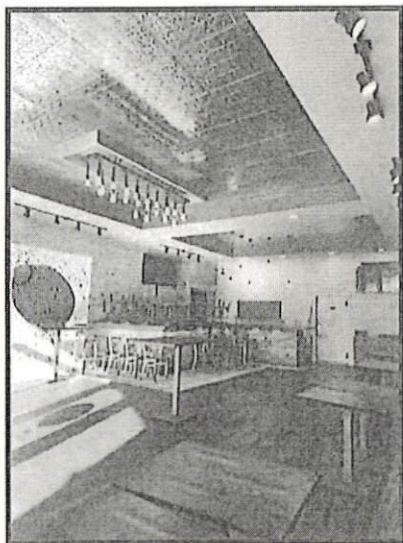
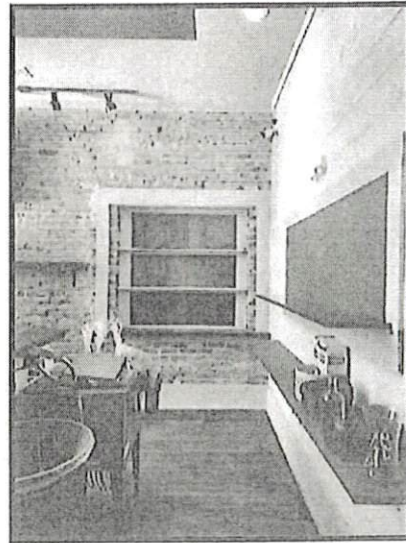
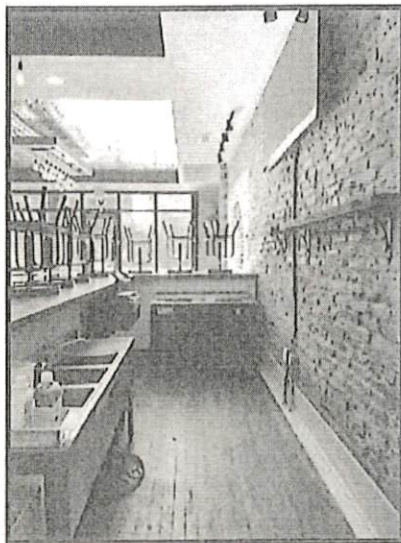
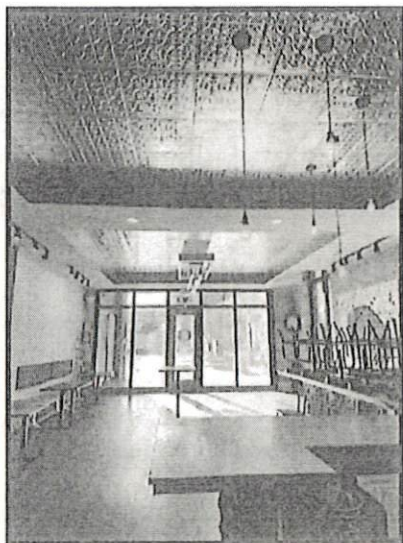
990 RIVERSIDE DRIVE • MACON, GA 31201 • 478.746.8171 • CBCMACON.COM

Created 9/27/22

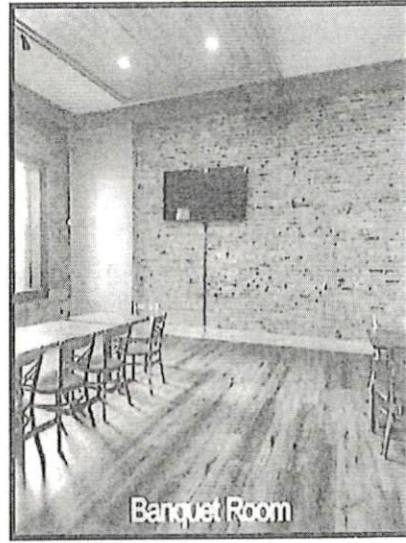
LEASE

RESTAURANT SPACE

347 Cotton Avenue
Macon, Bibb County, GA 31201



Halfway to Banquet Room

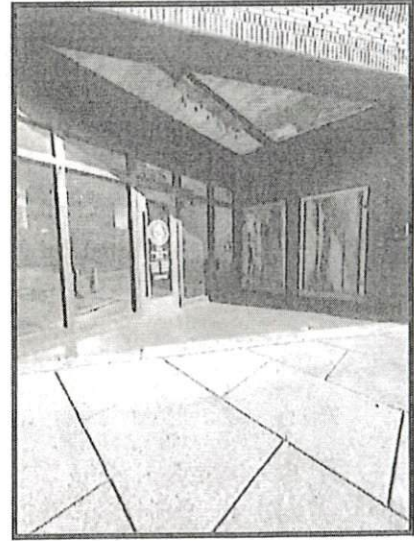
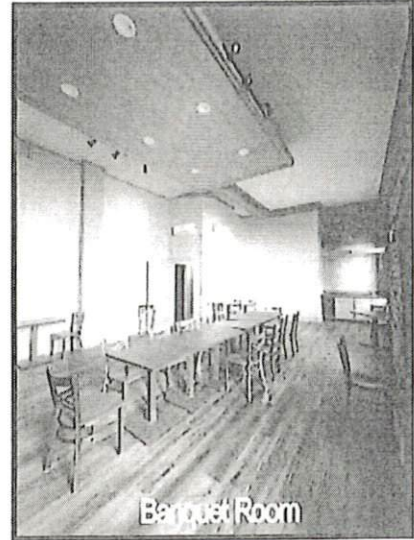
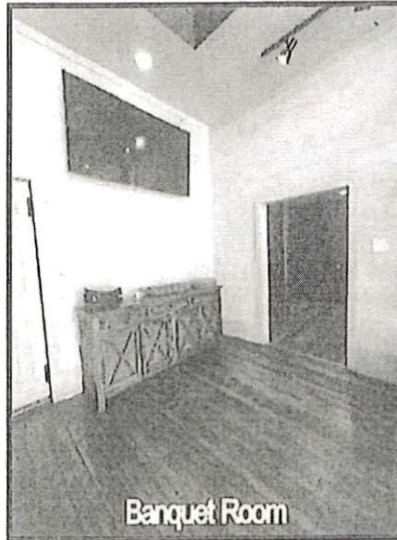
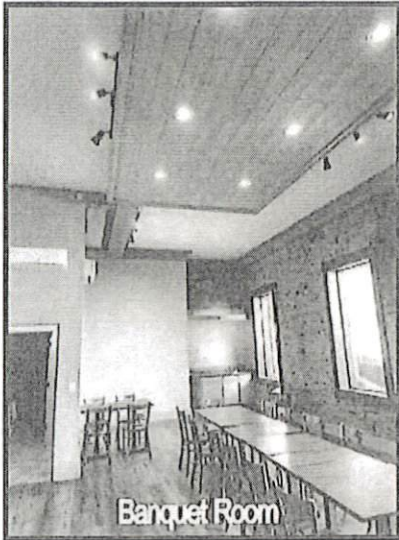


Banquet Room

LEASE

RESTAURANT SPACE

347 Cotton Avenue
Macon, Bibb County, GA 31201



3

DEIDRA STEWART
478.508.2652 Cell
deidra@cbcworldwide.com

990 RIVERSIDE DRIVE • MACON, GA 31201 • 478.746.8171 • CBCMACON.COM



COLDWELL BANKER
COMMERCIAL
EBERHARDT & BARRY

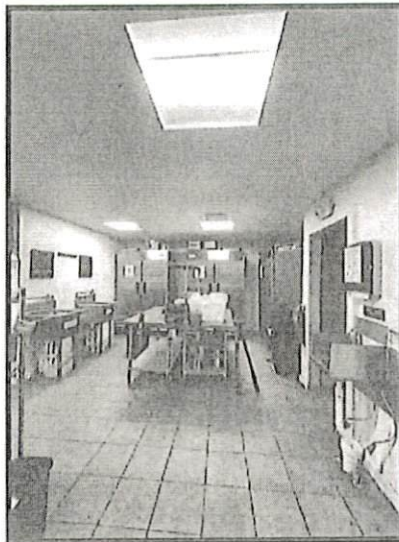
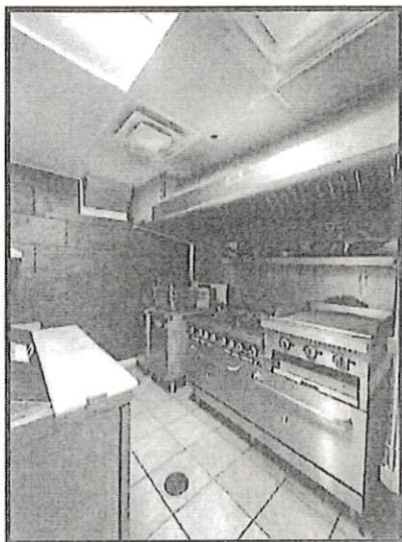
DS
WG

DS
[Signature]

LEASE

RESTAURANT SPACE

347 Cotton Avenue
Macon, Bibb County, GA 31201



4

DEIDRA STEWART
478.508.2652 Cell
deidra@cbcworldwide.com

990 RIVERSIDE DRIVE • MACON, GA 31201 • 478.746.8171 • CBCMACON.COM



COLDWELL BANKER
COMMERCIAL
EBERHARDT & BARRY

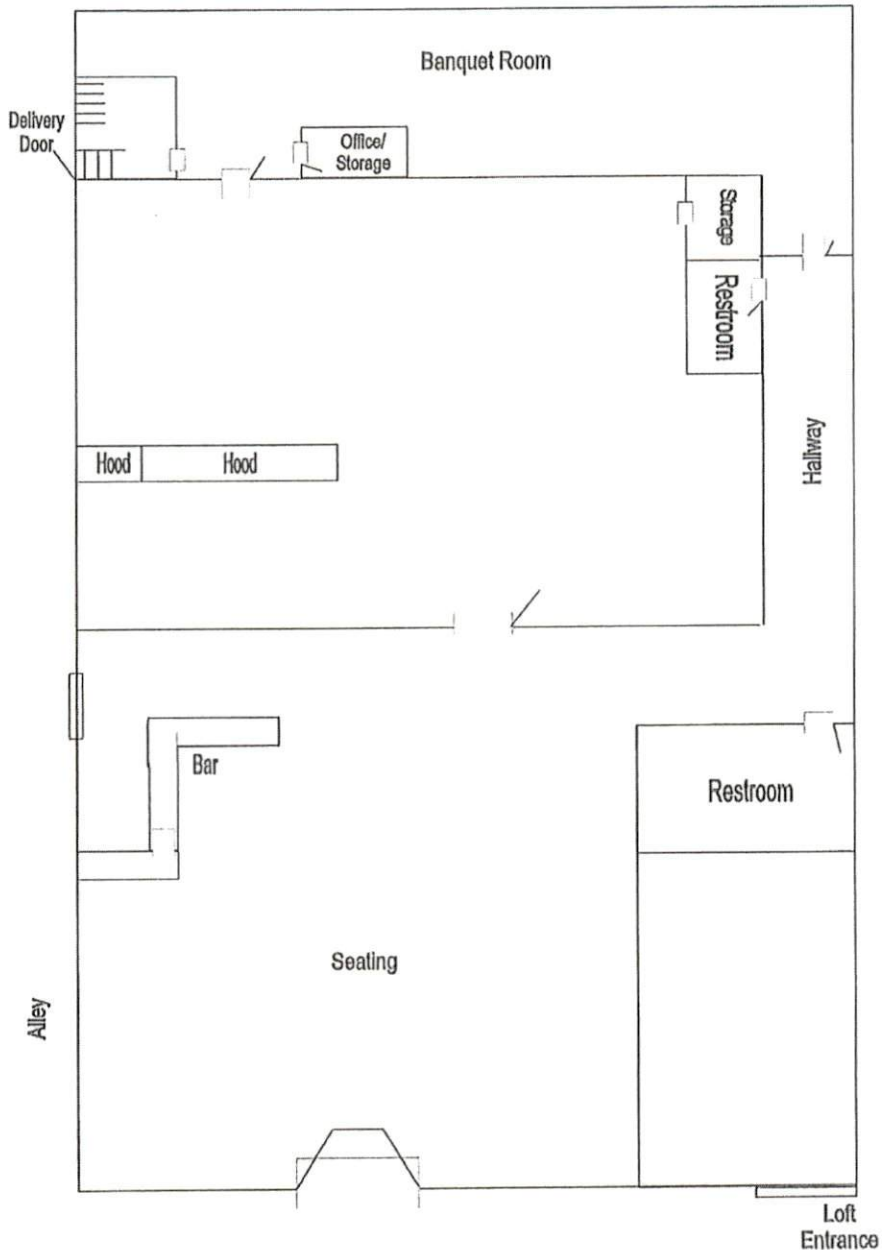
DS DS
WG [Signature]

LEASE

RESTAURANT SPACE

347 Cotton Avenue
Macon, Bibb County, GA 31201

FLOOR PLAN



5

DEIDRA STEWART
478.508.2652 Cell
deidra@cbcworldwide.com

990 RIVERSIDE DRIVE • MACON, GA 31201 • 478.746.8171 • CBCMACON.COM



**COLDWELL BANKER
COMMERCIAL**
EBERHARDT & BARRY

DS
WG

DS
[Signature]

EXHIBIT "B"

347 Cotton Ave Inventory Summary

The following items shall permanently remain on site with the property during the original term of the lease and any extension of said lease.

Avantco FF300 Natural Gas 40 lb. Stainless Steel Floor Fryer-2

Avantco A-49F-HC 54" Solid Door Reach-In Freezer – 1

Avantco A-49R-HC 54" Solid Door Reach-In Refrigerator – 2

Avantco APT-48-HC 48" 2 Door Refrigerated Sandwich Prep Table – 1

Avantco HBB-50-HC 50" Black Horizontal Bottle Cooler – 1

Bar Height Chairs- 8

Bar Stools – 8

Carnival King WBM26DGT Non-Stick Double Belgian Waffle Maker with Digital Timer and Temperature Controls - 1

Chairs- 28

Custom Seat Backs- 4

Custom Art Work -6+

Galaxy COE3Q Quarter Size Convection Oven - 1

Tables (Bar Height)- 2

Tables (Regular) -18

Toast POS- 3(1 Hand-held)

Server Station – 1 (SIDE BOARD BUFFET)

Cooking Performance Group S60-GS24-N Natural Gas 6 Burner 60" Range with 24" Griddle/Broiler and 2 Standard Ovens – 1

18-Gauge 304 Stainless Steel Commercial Work Table with Galvanized Legs and Undershelf – 4

75" Samsung 4K TVs- 3

Misc. Items – Cameras, Silverware, cups/glasses, plates, pots/pans, shelving, decor and all remaining loose smallware items

The following are considered permanent fixtures and will remain part of the premises at the expiration of the lease:

All sinks including but not limited to:

Wall Mounted Hand Sink with Gooseneck Faucet and Side Splash – 3

16-Gauge Stainless Steel One Compartment Commercial Sink with Faucet – 2

16-Gauge Stainless Steel Three Compartment Commercial Sink with 1 Drainboard – 1

Three compartment sink (bar) – 1

Avantco 60" High Wattage Strip Warmer – 1

The following are property of Beverage Control. Tenant must establish a contract with Beverage Control to keep the equipment on site or have them retrieve items:

Coffee maker

Stainless Steel 4 legged Ice bins – 2

Beverage dispenser and bar guns

Dishwasher

Exhibit C

PERSONAL LEASE GUARANTY

FOR VALUE RECEIVED and in consideration of the mutual covenants set forth herein and other good and valuable consideration, and as an inducement to **Griffith Downtown Investment, LLC, LLC**, of the first part, hereinafter called Lessor to enter into a lease agreement with **Todd D Miles** personally of the other part, hereinafter called Lessee having a **commencement date of February 1, 2023** ("Lease"), this Exhibit B being attached thereto and incorporated therein, the undersigned, **Todd D. Miles**, ("Guarantor") hereby enters into this Guaranty, this **26th day of January, 2023**.

1. **GUARANTY.** Guarantor hereby absolutely and unconditionally guarantees to Lessor, its successors and assigns the prompt and full payment of all rent and other payments to be made by Lessee under the first 5 years of the Primary terms of the Lease and any extensions, and the full performance and observance by Lessee of all the other terms, covenants, conditions to be performed and observed by Lessee, for which Guarantor shall be jointly and severally liable with Lessee. Guarantor hereby waives any notice of non-observance, or proof of notice or demand. Guarantor agrees that in the event of a default by Lessee under the Lease, Lessor may proceed against the Guarantor before, after or simultaneously with proceeding against Lessee.

2. **NO TERMINATION.** This Guaranty shall not be terminated, affected or impaired in any manner by reason of: (1) the assertion by Lessor against Lessee of any of the rights or remedies reserved to Lessor pursuant to the provisions of the Lease; (2) the commencement of summary or other proceedings against Lessee; (3) the failure of Lessor to enforce any of its rights against Lessee; or (4) the granting by Lessor of any extensions of time to Lessee.

3. **GENERAL PROVISIONS.**

A. Guarantor further covenants and agrees that: (1) Guarantor shall be bound by all the provisions, terms, conditions restrictions and limitations contained in the Primary Lease term of 5 years and any extension which are to be observed or performed by Lessee thereunder, the same as if Guarantor were named therein as Lessee; the financial obligations of Guarantor to pay rent and make other payments shall not be increased beyond the amounts specified in the Lease without the written consent of Guarantor.

B. If Lessor at any time is compelled to take action, by legal proceedings or otherwise, to enforce or compel compliance with the terms of this Guaranty, the undersigned shall, in addition to any other rights or remedies to which Lessor may be entitled hereunder or as a matter of law or in equity, pay to Lessor all costs, including reasonable attorneys' fees, incurred or expended by Lessor in connection therewith.

C. In the event the Lease is disaffirmed by a Trustee in bankruptcy for Lessee, Guarantor agrees that it shall, at the election of Lessor, either assume the Lease and perform all of the covenants, terms and conditions of Lessee thereunder or enter into a new lease, which said new lease shall be in form and substance identical to the Lease.

D. All duties and obligations of "Guarantor" pursuant to this Guaranty shall be



binding upon the successors and assigns of the undersigned.

E. This Guaranty shall be governed by and construed in accordance with the laws of the State of Georgia.

F. Guarantor agrees that, to the extent that Lessee makes a payment or payments to Lessor or Lessor receives any proceeds of collateral, which payment or payments or any part thereof are subsequently invalidated, declared to be fraudulent or preferential, set aside or otherwise are required to be repaid to Lessee, its estate, trustee, receiver or any other party, including, without limitation, under any bankruptcy law, state or federal law, common law or equitable cause, then to the extent of such payment or repayment, the obligations of Lessee or part thereof which has been paid, reduced or satisfied by such amount shall be reinstated and continued in full force and effect as of the date such initial payment, reduction or satisfaction occurred. Guarantor shall defend and indemnify Lessor of and from any claim or loss under this subparagraph, including Lessor's legal fees and expenses and other expenses in the defense of any such action or suit.

G. Guarantor waives and shall have no right of subrogation, indemnification, reimbursement or exoneration with respect to the liabilities of Lessee under the Lease or any rights of contribution from any other Guarantor of such liabilities.

4. **TIME OF ESSENCE.** Time is of the essence of this Guaranty.

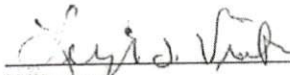
5. **ENTIRE AGREEMENT.** This Guaranty and any attached addenda constitute the entire Guaranty and no oral statement or amendment not reduced to writing and signed by Guarantor shall be enforceable.

6. **SPECIAL STIPULATIONS.** The following Special Stipulations, if conflicting with any exhibit or preceding paragraph, shall control.

NONE.

IN WITNESS WHEREOF, Guarantor has hereto set its hand and seal the day and year first written above.

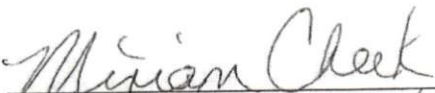
Signed, sealed and delivered
in the presence of:



Witness



Name: Todd D. Miles



Notary Public
My Commission Expires: 6/24/23



DS
WG

DS


Agent Certification

The undersigned certify that the information contained in this application and accompanying documentation is true and correct, and that the Agent named herein has directorial authority over the operations of the business to be licensed. The undersigned further agree to abide by, observe, and conduct the licensed business according to all county ordinances and state laws and regulations in respect thereof, and understand that the Agent named herein may be held personally responsible for violations of County Alcohol Code committed by others at the Agent's direction, or with the Agent's knowledge.

Agent's Signature: _____

Date: _____

Business Name: _____

I hereby certify that _____ (Agent) signed his/her name to the forgoing statement after stating to me under oath administered by me, that all statements and answers are true and correct.

This 15 day of May, _____

NOTARY PUBLIC



Owner/Individual Certification

I certify that the information disclosed in this application is true and correct, and I agree to abide by, observe, and conduct business according to the rules and regulations prescribed by Macon-Bibb County, the acts of the Georgia General Assembly, and the State Department of Revenue.

Individual/Owner's Signature: _____

Date: _____

(If different from Agent)

Title: _____

Business Name: _____

I hereby certify that _____ (Applicant) signed his/her name to the forgoing statement after stating to me under oath administered by me, that all statements and answers are true and correct.

This 15 day of May, 2024

NOTARY PUBLIC



PACKAGE TO GO BUSINESS TYPE IDENTIFICATION FORM
--

Business Name: The Cotton Ranch

Business Address: 347 Cotton Ave Moon GA 31201

Instructions:

This form must be completed for each new license or renewal license application for locations selling beer or wine or both, but not distilled spirits, by the package to go.

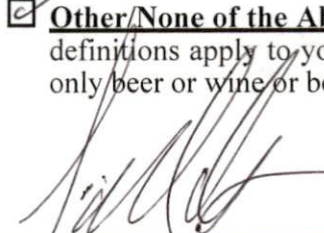
If you are not selling alcohol by the package to go, or if you are selling distilled spirits by the package to go, simply check the last box on this form for "Exempt" and sign at the bottom.

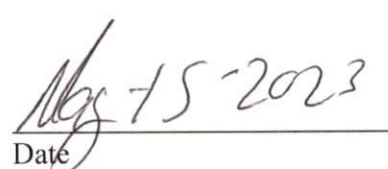
If you are selling alcohol by the package to go, please read the definitions below and check the box next to the definition which best matches how the business is currently operated or expected to operate under this license. Any intentional failure to identify or misrepresentation on this form may be grounds for denial or revocation of any license issued to you.

Definitions:

- ☐ **Drugstore:** a retail store that provides assorted items including medical or healthcare supplies, that may also provide other items or services such as over-the-counter drugs; processed food and drink items; beauty products; small toys; or photo processing services; and that is licensed by the Georgia State Board of Pharmacy to operate a pharmacy.
- ☐ **Food Mart:** a retail store licensed by the Georgia Commissioner of Agriculture as a food sales establishment, which has a total retail floor space of less than 10,000 square feet, of which at least 85 percent is reserved for the sale of food and other nonalcoholic items, and which regularly sells, at a minimum and among other products: at least five different types of fresh fruits or vegetables; fresh, raw beef, chicken, or pork; fresh chicken eggs; bread; and fresh cow's milk. A Food Mart may or may not be licensed by the Georgia State Board of Pharmacy to operate a pharmacy.
- ☐ **Gas Station:** a Vice Mart that is also licensed by the Georgia Safety Fire Commissioner for the storage and sale of liquefied petroleum gas and that actually regularly sells liquefied petroleum gas.
- ☐ **Grocery Store:** a retail store licensed by the Georgia Commissioner of Agriculture as a food sales establishment, which has a total retail floor space of at least 10,000 square feet, of which at least 85 percent is reserved for the sale of food and other nonalcoholic items, and which sells, at a minimum and among other products at least ten different types of fresh fruits or vegetables; fresh, raw beef, chicken, or pork; fresh chicken eggs; bread; and fresh cow's milk. A Grocery Store may or may not be licensed by the Georgia State Board of Pharmacy to operate a pharmacy.

- ☐ **Small Box Discount Store:** a retail store that provides assorted, inexpensive items that are continuously offered at a discounted price that is usually under \$10 per item. These stores are commonly referred to by names such as "dollar stores," "99 cent stores," "five dollar stores," "discount stores," or "variety stores." Products sold typically include processed food and drink items, personal hygiene products, office supplies and decorations. Retail floor space is typically less than 15,000 square feet.
- ☐ **Specialty Store:** a retail store that derives at least 50% of its annual gross sales from the sale of certain specialized classes or types of food or beverage products, or related accessories or non-food items. Such products are typically of a superior quality or more limited market availability than those general products commonly found in Grocery Stores. This includes brewpubs, malt beverage taprooms, and cocktail rooms. Other examples of Specialty Stores include, without limitation: (a) imported or luxury products; (b) products associated with a particular culture, global region, cuisine, or nationality; (c) products conforming to or supporting the dietary requirements of any sincerely held religious practice or belief; (d) restaurants; (e) organic, vegan, or natural products; (f) meats (e.g., butcher shops, delis, or seafood markets); (g) cheese or dairy products; (h) oils, seasonings, or spices; (i) growlers, craft beers, or wine; (j) breads or baked goods; (k) cigars; (l) honey or beeswax products; (m) products grown or produced within the State of Georgia or any particular location therein; or (n) any similarly specialized products or classes of products.
- ☐ **Vice Mart:** a retail store that provides assorted, inexpensive items for neighborhood residents or travelers, such as processed shelf-stable or refrigerated food and drink items; fountain and brewed drinks; handheld prepared food items; automotive items; tobacco products; family planning products; lottery products; gifts; over-the-counter medications; or similar items. Stores are typically designed for expediency – with customers typically buying few items per transaction and spending only a short time in the store. Retail floor space is typically less than 10,000 square feet.
- ☒ **Other Small Box Retail Store:** a retail store that meets each of the following criteria:
1. the store has a total retail floor space of less than 15,000 square feet; 2. the store does not meet the definition of Drug Store, Food Mart, Gas Station, Grocery Store, Small Box Discount Store, Specialty Store, or Vice Mart; and 3. the store is not licensed or applying for a license for the sale of distilled spirits by the package to go.
- ☒ **Other/None of the Above/Distilled Spirits/Exempt:** Check this box if none of the above definitions apply to your store, or if you are not licensed or applying for a license to sell only beer or wine or both by the package to go.


Applicant/Agent Signature


Date

SECURITY CAMERA COMPLIANCE VERIFICATION

Instructions:

This form must be completed for each new license application for locations selling alcohol by the package to go or operating as a bar or nightclub.

Pursuant to Sec. 4-1 of the Macon-Bibb County Code of Ordinances,

1. Bar shall mean any business that derives 75 percent or more total annual gross revenue from the sale of alcoholic beverages for consumption on the premises, in accordance with O.C.G.A. § 3-1-2;
2. Nightclub shall mean any business which:
 - Directly or indirectly charges patrons for admission;
 - Is licensed under this Chapter for the sale of alcoholic beverages for consumption on premises;
 - Provides entertainment using amplified sound, including, without limitation, the playing of pre-recorded music through amplified sound by a DJ or emcee or similar person; the playing of live analog, electronic, or digital musical instruments; the presentation of live human speech or dialogue through amplified sound; or any combination of the above;
 - Which does not provide a number of seats suitable for the viewing of such entertainment greater than or equal to the number of patrons present; and
 - Which does not earn at least fifty percent of its annual gross revenues from the sale of prepared meals or the letting of rooms for overnight stay.

If you are selling alcohol by the package to go or operating a bar or nightclub you must:

1. *install security cameras in your business that meet the requirements below;*
2. *call the Code Enforcement Department Office at 478-803-0470 to schedule an appointment to have an inspection of the security camera system;*
3. *show the inspector that the security camera system meets the requirements below; and*
4. *have the inspector sign this form approving the security camera system.*

If you are not operating as a bar or nightclub or selling alcohol by the package to go, simply check the box on this form for "Exempt" and sign at the bottom.

Pursuant to Sec. 4-40 of the Macon-Bibb County Code of Ordinances,

1. Any establishment selling alcoholic beverages by the package to go must install security cameras, which are, at a minimum, of sufficient quantity, quality, and positioning so as to capture the face and clothing of any person entering into the establishment through any public entrance; or making any purchase from the establishment.
2. Any establishment licensed to sell any alcoholic beverage for consumption on premises, which is operating as a bar or nightclub, is hereby required to install security cameras, which must, at a minimum, be of sufficient quantity, quality, and positioning so as to capture the face and clothing of persons entering into said establishment through any public entrance

*Security Camera Compliance Verification Form
Rev. March 2021
Page 1 of 2*

thereof; standing outside of the establishment but within fifty feet of any entrance to said establishment; making any purchase from a fixed point of sale within said establishment; or standing within any dance floor or similar area designated within said establishment.

3. A digital security camera system shall be deemed to be "of sufficient quality" of and only if each camera required under this Section meets the following criteria:
 - It is capable of producing an image with a 1080p High Definition (1920 x 1080 pixels) resolution or greater at a minimum frame rate of 15 frames per second;
 - It is maintained in a state of being free of dust or debris that would interfere with the quality of the image being produced; and
 - It is capable of operating in the actual interior or exterior lighting conditions that are present during all operations and times of operation for the establishment, and of producing a clear image of the face and clothing of the persons described in this Section in all such lighting conditions.
4. Such cameras meeting the requirements of this Section must be capable of producing a retrievable image on film, tape, or other suitable digital format that can be made a permanent record and that can be enlarged through projection or other means. Cameras meeting the requirements of this Section shall be maintained in proper working order at all times and shall be subject to periodic inspection by the Sheriff.
5. Establishments required under this Section to install security cameras shall maintain all video images captured thereby for a period of at least thirty days from the date of image capture.
6. The failure to have or maintain security cameras in good working condition, with sufficient backup storage as to permit the retrieval of images as required by this Section shall be a violation of this Section and shall be punishable in accordance with the general provisions of Section 1-6 of this Code, as well as by any adverse action against the alcohol licensure of such business, up to and including the revocation or denial of all existing alcohol licenses held by such licensee.

Business Name: The Cotton Ranch

Business Address: 347 Cotton Ave Macon GA 31024

I hereby certify that on this date, I have inspected the security camera and image retrieval system located at the above business and found it to be in compliance with the requirements of Sec. 4-40 of the Macon-Bibb County Code of Ordinances, as stated hereon.

Graig Toney

Code Enforcement Department Designee

5/2/23

Date

☐ **Exempt:** Check this box if you are not licensed, not applying for package to go license, or not operating as a bar or nightclub.

[Signature]
Applicant/Agent Signature

5/15/23
Date

Applicant Privacy Rights Notification Signature Form

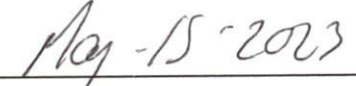
Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 – 16.33 or go to the FBI website at <http://fbi.gov/about-us/cjis/background-checks>.


Signature


Print Name


Date



Alcohol License Questionnaire

Name of Business: The Cotton Ranch
 Owner's Name: Todd D Miles
 Address: 347 Cotton Ave Moon GA 3101

1. Do you own or are you leasing your business location? ☐ Own ☒ Lease

2. If you purchased the building, what was the final sale price as reflected in public records? \$ _____

3. If you are leasing the building, what relation, if any, is there between the building owner and the owner(s) of your business?

Please circle one: Relation, see below No Relation

4. If you are leasing the building, will your landlord be involved in the day to day business operations? ☐ Yes ☒ No

5. Was the previous operator at this location in any legal or regulatory trouble with local government, state government, law enforcement, or the Georgia lottery in the year prior to the transfer to your business? ☐ Yes ☒ No

6. Will the previous operator or any family member of the previous operator remain involved in the day to day business operations? ☐ Yes ☒ No

7. Was the sale of the building, business, or lease an "arms length" or "fair market value" transaction? ☐ Yes ☒ No

Todd D Miles
 Printed Name of person completing form

May-15-23
 Date

Todd D Miles
 Signature of person completing form

ARMED SECURITY PERSONNEL REQUIRED TRAINING COMPLIANCE FORM

Instructions:

This form must be completed by any bar or nightclub operating with an alcohol license which allows or requires security personnel to carry firearms while working. The form shall be submitted upon applying or renewing any license to sell alcohol on the premises. This form is not required for businesses employing certified peace officers in good standing with the Georgia Peace Officer Standards and Training Counsel. Applicants applying for special events which employ armed security personnel are required to submit this form.

Pursuant to the licensing requirements of Sec. 4-550 of the Macon-Bibb County Code of Ordinances, attach the following documentation to this form prior to submission:

1. A copy of the applicant's valid private security business license, issued by the Georgia Board of Private Detective and Security Agencies.
2. A list containing the names and dates of birth of all persons who will be working as armed security personnel at the applicant's place of business or special event location. Use the attached form.

NOTE: IT IS A VIOLATION TO ALLOW ANY PERSON NOT LISTED TO WORK AS AN ARMED SECURITY PERSONNEL WITHOUT FIRST SUBMITTING AN UPDATED COPY OF THIS FORM TO THE TAX COMMISSIONER'S OFFICE. PENALTIES FOR VIOLATING THIS RULE MAY INCLUDE THE LOSS OF YOUR ALCOHOL LICENSES.

3. A copy of a valid private security license from the Georgia Board of Private Detective and Security Agencies for each person named who will be working as armed security personnel at the applicant's place of business or special event location.

If you are not operating as a bar or nightclub with armed security personnel, simply check the box on this form for "Exempt" and sign at the bottom.

Business Name: The Cotton Ranch
Business Address: 347 Cotton Ave Macon GA 31201

☒ **Exempt:** Check this box if you certify that you will not hire any armed security personnel, or that you are not operating as a bar or nightclub.

Does your business derive 75% or more total annual gross revenue from the sale of alcoholic beverages for consumption on the premises? ☐ YES ☒ NO

[Signature]
Applicant/Agent Signature

May 15, 2023
Date

Armed Security Personnel Required Training Compliance Form
Rev. July 2021
Page 1 of 2

ARMED SECURITY PERSONNEL IDENTIFICATION FORM

Instructions:

*Please list every individual who may be working as armed security personnel at your bar or nightclub. Certified peace officers do not need to be listed and may be added in the future without updating this list. If you hire anybody in the future to work as armed security personnel at your bar or nightclub, this list **MUST** be updated to include that person before they are allowed to carry a firearm while working at your business. Use additional copies of this sheet if necessary.*

IF ANY PERSON NOT ON THIS LIST IS FOUND TO BE WORKING AS ARMED SECURITY PERSONNEL AT YOUR BAR OR NIGHTCLUB, THEN YOU MAY BE SUBJECT TO PENALTIES OF UP TO \$1000 PER VIOLATION AND UP TO 6 MONTHS IN JAIL, AS WELL AS THE LOSS OF ALL ALCOHOL LICENSES ISSUED TO YOU WITHIN MACON-BIBB COUNTY.

1.			
	Name	Date of Birth	GBPDSA Private Security License #
2.			
	Name	Date of Birth	GBPDSA Private Security License #
3.			
	Name	Date of Birth	GBPDSA Private Security License #
4.			
	Name	Date of Birth	GBPDSA Private Security License #
5.			
	Name	Date of Birth	GBPDSA Private Security License #
6.			
	Name	Date of Birth	GBPDSA Private Security License #
7.			
	Name	Date of Birth	GBPDSA Private Security License #
8.			
	Name	Date of Birth	GBPDSA Private Security License #
9.			
	Name	Date of Birth	GBPDSA Private Security License #

Macon-Bibb County

Certificate of Good Standing

1. Name and Title of the applicant: Todd J Miles Ceo
2. Name of the subject of this Certificate, if different from the applicant:
The Batten Ranch
3. Benefit or privilege for which the applicant is applying (mark one):

☐ Building Permit	☐ Plat Approval	☐ Building Inspection Report	☐ Certificate of Occupancy
☐ Alcohol License (Any)	☐ Privilege License (Any other than alcohol)	☐ Political Appointment	☐ Competitive Contract Bid or Proposal
☐ Non-Competitive Contract over \$50,000	☐ Registering to Bid on Real Property	☐ Other: _____	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.
- _____
- _____
- _____

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

Sworn to and subscribed before me this

15 day of May, 2023.

Emma Teresa Nelson
Notary Public

My commission expires:



Page 2 of 2

Rev. April 2022
See O-22-0011

Macon-Bibb County Certificate of Good Standing

1. Name and Title of the applicant: Cotton Ranch / Todd Miles - Owner
2. Name of the subject of this Certificate, if different from the applicant:
Wes Griffith Griffith Downtown Investments
3. Benefit or privilege for which the applicant is applying (mark one):

☐ Building Permit	☐ Plat Approval	☐ Building Inspection Report	☐ Certificate of Occupancy
☒ Alcohol License (Any)	☐ Privilege License (Any other than alcohol)	☐ Political Appointment	☐ Competitive Contract Bid or Proposal
☐ Non-Competitive Contract over \$50,000	☐ Registering to Bid on Real Property	☐ Other: _____	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.

Moonhanger Group, Moonhanger North, Moonhanger GATH,
MH66L, Macon Trolley, H H Soul Food, Griffith
Downtown Investments, Creek Media, Creek at
Capricorn

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

Wes Griffith
 Print and Sign Name

Sworn to and subscribed before me this
15th day of MAY, 2023

[Signature]
 Notary Public

My commission expires: July 22, 2023





Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office PO Box 4503
Macon, GA 31208-4503

OFFICE USE ONLY

ALCOHOL APPLICATION

Applicant Name: Todd D Miles – No new fingerprints needed.

Business Name: Todd D Miles LLC dba The Cotton Ranch

Business Address: 347 Cotton Avenue, Macon, GA 31201

DocuSigned by: After investigation, I recommend that the license requested herein be:		
Granted	 Sheriff, Macon-Bibb County, Georgia	6/16/2023 Date
Denied	1C561778CDEE414... Sheriff, Macon-Bibb County, Georgia	Date

After investigation, I recommend that the license requested herein be:		
Granted	_____ Mayor, Macon-Bibb County, Georgia	_____ Date
Denied	_____ Mayor, Macon-Bibb County, Georgia	_____ Date

After investigation, I recommend that the license requested herein be:		
Granted	 Clerk of the Macon-Bibb County Commission, Georgia	_____ Date
Denied	 Clerk of the Macon-Bibb County Commission, Georgia	_____ Date



Tax Commissioner's Office
188 Third Street
Macon, GA 31201

Review Form

The attached application is a petition to Macon-Bibb County for an Alcoholic Beverage License.

The following required documents are included in the application:

- ☐ Signature form
- ☐ BSO Recommendation letter
- ☐ Proof of Planning and Zoning compliance
- ☐ Affidavit from the Macon-Bibb County Engineer's Department
- ☐ Affidavit from the Macon Telegraph Newspaper

Legal Review 7/5/2023 (Date) ^{DS}
FH (Initials)

Comments

Reviewed by Legal. Recommend approval.

Initials

^{DS}
SF

Stephanie Freeman, Administrative Office Specialist



LEGISLATIVE SPONSORS

- | | |
|---|--|
| ☒ MAYOR LESTER M. MILLER | ☐ MAYOR PRO TEMPORE SETH CLARK |
| ☐ COMMISSIONER VALERIE WYNN | ☐ COMMISSIONER PAUL BRONSON |
| ☐ COMMISSIONER ELAINE LUCAS | ☐ COMMISSIONER MALLORY C. JONES, III |
| ☐ COMMISSIONER RAYMOND WILDER | ☐ COMMISSIONER BILL HOWELL |
| ☐ COMMISSIONER VIRGIL WATKINS, JR. | ☐ COMMISSIONER AL TILLMAN |
-

A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION AUTHORIZING THE ACCEPTANCE OF A JUVENILE JUSTICE INCENTIVE GRANT FROM THE STATE OF GEORGIA CRIMINAL JUSTICE COORDINATING COUNCIL FOR FISCAL YEAR 2024, IN THE AMOUNT OF \$326,346.00, WITH NO LOCAL MATCH, AWARDED TO THE MACON JUDICIAL CIRCUIT JUVENILE COURT; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the Macon Judicial Circuit Juvenile Court has applied for and been awarded a Juvenile Justice Incentive Grant from the Criminal Justice Coordinating Council for Fiscal Year 2024; and

WHEREAS, the Georgia Criminal Justice Coordinating Council will provide \$326,346.00 in grant funding, with no local match required, to the Macon Judicial Circuit Juvenile Court; and

WHEREAS, this grant funding will be used to serve youth in the community who would otherwise be committed to Georgia's Department of Juvenile Justice; and

WHEREAS, the subgrant will be effective July 1, 2023, to June 30, 2024, provided that a properly executed original of the Subgrant Award is returned to the Criminal Justice Coordinating Council within forty-five (45) days of the award execution date; and

WHEREAS, the Macon-Bibb County Commission desires to authorize the acceptance of the grant funds for the stated purpose; and

WHEREAS, the Macon-Bibb County Commission finds that this resolution is necessary and proper to promote or protect the safety, health, peace, security, and general welfare of Macon-Bibb County and its inhabitants.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission, and it is hereby so resolved by the authority of the same that the Mayor is authorized to execute an agreement with the Georgia Criminal Justice Coordinating Council for acceptance of a Juvenile Justice Incentive Grant for FY 2024 in the amount of THREE HUNDRED TWENTY-SIX THOUSAND THREE HUNDRED FORTY-SIX DOLLARS AND 00/100 CENTS (\$326,346.00.00), with no local match, in substantially the same form as the hereto attached Exhibit A.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission hereby declares that the foregoing preamble and whereas provisions set forth hereinabove constitute, and shall be considered to be, substantive provisions of this Resolution and are hereby incorporated by reference into this provision.

BE IT FURTHER RESOLVED that in the event scrivener's errors shall be discovered in this Resolution or in the Exhibits hereto after the adoption hereof, the Macon-Bibb County Commission hereby authorizes and directs that each such scrivener's error shall be corrected in all multiple counterparts of this Resolution.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission grants the Mayor the authority to take any and all further actions necessary to carry out the intents and purposes of this Resolution.

BE IT FURTHER RESOLVED that except as specifically provided herein, any and all ordinances or resolutions or parts of ordinances or resolutions in conflict with this Resolution shall

be and the same hereby are repealed, and this Resolution shall be in full force and effect from and after its adoption.

BE IT FURTHER RESOLVED that in the event that this Resolution or part thereof is found by any court of competent jurisdiction to be substantively more appropriately denominated an act of ordinance by the Macon-Bibb County Commission, it is the intent of this Commission that this Resolution or such portion thereof shall be considered to have been adopted as an ordinance of the Macon-Bibb County Commission. Where any law bearing on the subject matter of this Resolution calls for the taking of any legislative action by the governing authority of Macon-Bibb County, and such law specifies for such action to be taken by resolution or by ordinance, it is the intent of this Commission that this Resolution satisfy such requirement, and that this Resolution be construed accordingly.

BE IT FURTHER RESOLVED this Resolution shall become effective immediately upon its approval by the Mayor or upon its adoption into law without such approval.

APPROVED AND ADOPTED this ____ day of _____, 2023.

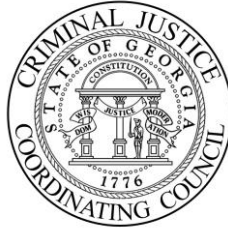
By: _____
LESTER M. MILLER, Mayor

(SEAL) Attest: _____
JANICE S. ROSS, Clerk of Commission

Q:\RES MACON-BIBB\2023 Miller Authorizing Acceptance of Juvenile Justice Incentive Grant - \$326,346.docx

EXHIBIT A

BRIAN P. KEMP
GOVERNOR



JAY NEAL
DIRECTOR

June 21, 2023

The Honorable Thomas J. Matthews
Macon-Bibb County Juvenile Court
560 Oglethorpe Street
Macon, Georgia 31201

Dear Judge Matthews,

Congratulations! I am pleased to inform you that the Criminal Justice Coordinating Council has awarded a grant to Macon-Bibb County in the amount of **\$326,346** effective July 1, 2023.

Attached to the email, you will find the award documentation for this state-funded grant award. This year, awardees will need to submit their packet via Formstack. The link for the Formstack is included [here](#). As a reminder, award packets are due 45 days after they are received. Please note, award recipients may begin expending grant funds for FY2024 on July 1, 2023, prior to the grant award being accepted and special conditions agreed to. However, all grant award documents must be approved prior to the first reimbursement.

If you have any questions regarding the execution of the grant award documents or the administration of your project, please feel free to contact Stephanie Mikkelsen, Juvenile Justice Program Director, at smikkelsen@cjcc.ga.gov. I look forward to working with you on this exciting initiative and advancing services for our state's juveniles in a truly meaningful way.

Sincerely,

Jay Neal
Executive Director

**OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE COORDINATING COUNCIL**

SUBGRANT AWARD

SUBGRANTEE: Macon-Bibb County Commission

IMPLEMENTING

AGENCY: Macon-Bibb County

FEDERAL FUNDS: \$ 326,346

MATCHING FUNDS: \$ 0

PROJECT NAME: Juvenile Justice Incentive Grant

TOTAL FUNDS: \$ 326,346

SUBGRANT NUMBER: Y24-8-002

GRANT PERIOD: 07/01/23-06/30/24

This award is made under the State of Georgia Juvenile Justice Incentive Grant (JJIG) program and is subject to the administrative rules established by the Criminal Justice Coordinating Council. The purpose of the JJIG program is to provide funding for juvenile courts to serve youth in the community who would otherwise be committed to Georgia's Department of Juvenile Justice.

This Subgrant shall become effective on the beginning date of the grant period, provided that within forty-five (45) days of the award execution date (below) the properly executed original of this "Subgrant Award" is returned to the Criminal Justice Coordinating Council.

AGENCY APPROVAL

SUBGRANTEE APPROVAL



Jay Neal, Director
Criminal Justice Coordinating Council

Signature of Authorized Official Date

Date Executed: 06/20/23

Typed Name & Title of Authorized Official

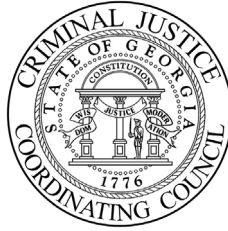
46-3992371-001

Employer Tax Identification Number (EIN)

INTERNAL USE ONLY

TRANS CD	REFERENCE	ORDER	EFF DATE	TYPE	PAY DATE	INVOICE	CONTRACT #
102	01	1	07/01/23	9		**	Y24-8-002
OVERRIDE	ORGAN	CLASS	PROJECT			VENDOR CODE	
2	46	4	01				

ITEM CODE	DESCRIPTION 25 CHARACTERS	EXPENSE ACCT	AMOUNT
1	Juvenile Justice Incentive Grant	624.41	\$ 326,346



Juvenile Justice Incentive Grant Program

Instructions for Award Activation

Congratulations! You have been awarded a grant by the Juvenile Justice Incentive Grant Program Council. Instructions for activating this award are included below. This grant award packet consist of six (6) documents: the Subgrant Award, Special Conditions, Subgrant Adjustment Request #1, Subgrant Expenditure Report #1, Reimbursement Selection Form, Vendor Management Form, and Designation of Grant Officials.

Please follow all directions carefully to ensure your grant award is received and processed quickly and accurately. Make a copy of each document for you project file and submit all necessary, signed documents to the Criminal Justice Coordinating Council (CJCC) via the Formstack link:

https://cjcc.formstack.com/forms/fy24_jjig_award_packet_documents

Subgrant Award

The subgrant award is the operative document obligating the reserving grant funds for use by the grantee, and once signed, it activates the project covered by the grant award. This subgrant award should be signed by the county's **authorized official**, such as the chairperson of the board of commissioners or the mayor, as only they are authorized to officially bind a county to receive grant funds.

Special Conditions

The special conditions are the provisions of the grant agreement that are specific to this project. Be signing these conditions, the grantee is agreeing to comply with each requirement listed. After carefully reviewing each condition, the **authorized official** should initial the space provided after each condition. He/she should also sign and date the last page of the conditions on the signature line provided.

Subgrant Adjustment Request

A subgrant adjustment request (SAR) should be used anytime a revision to the budget is being made. These revisions can include budget adjustments, project official/personnel changes, or programmatic updates. While an SAR can be submitted anytime throughout the grant award period, SAR #1 must be submitted with the award packet, as it serves to establish the initial project budget and allocate funding to categories as needed. If a grantee does not need to revise the budget

at the time of accepting the award, SAR #1 should still be submitted and returned with the award packet. “No changes,” should be indicated on Section IV of the SAR, and it should be signed by the **authorized official**.

Any SAR that requests budgetary revisions, including SAR #1, must be accompanied by a Budget Detail Worksheet. While an SAR reflects a requested change, the Budget Detail Worksheet provides a line by line account of the allocated funding. When submitting an SAR, please complete the following:

- Enter the date the request is being made;
- Indicate the nature of the adjustment and proceed to Section I;
- Review the amounts by budget category listed under the column labeled, “Current Approved,” as these are the amounts currently allocated to each category;
- Enter any revisions, rounding all amounts to the nearest whole dollar, (if none, then enter \$0) in the, “Revisions +/-,” column. Negative adjustments should be clearly marked;
- Add or subtract the revisions from the current approved amounts, then enter the revised amounts in the column labeled, “Revised Budget,”;
- If any project officials have changed since the application, complete Section III;
- Provide justification for all changes in Section IV; and
- Have the appropriate official sign and date the request.

Once received, the CJCC will review the request and notify the grantee whether the SAR has been approved. The grantee will receive the subsequent SAR indicating the requested revisions have either been made or denied, along with an explanation.

Please note, all adjustments to the project, regardless of the nature, must be requested on a signed SAR, and all budget adjustments must be made at least 30 days before the end of the grant period.

Subgrant Expenditure Report

The subgrant expenditure report (SER) should be used to request the reimbursement of grant funds and/or to receive cash match credit for expenses incurred by the grantee for the project. SERs should always be submitted in accordance with the selected reimbursement schedule indicated on SAR #1. As such, SER #1 should not be returned with the signed award packet but held until the end of the first reimbursement period. When submitting a SER, please complete the following:

- Indicate whether this is the final SER report (top, right corner of the SER);
- Enter the dates that the request covers (e.g., August 1 – August 31);
- Enter the amounts claimed for the project expenses in each of the budget lines entitled, “expended this period.” All amounts should be rounded to the nearest whole dollar. Calculate the total for the reimbursement period;
- Enter the amounts applied to federal funds and to matching funds;
- Review the certification;
- Have the individual that prepared the SER sign the document and list a phone number where the preparer can be reached, should any questions arise;

- Have the authorized official sign and date the request; and
- Attach all required, supporting documentation.

Reimbursement Selection and Vendor Management Forms

A reimbursement selection form is used to indicate the frequency of reimbursement requests submitted to the CJCC and how grant reimbursements are to be made. Therefore, the reimbursement selection form should be complete and should indicate the preferred reimbursement schedule, whether monthly or quarterly, and the preferred reimbursement method, whether by electronic funds transfer or check.

If electronic funds transfer is the preferred method of reimbursement, the grantee should complete the requested information, attach a voided check to the form, and have the authorized official sign where indicated.

If a check is the preferred method of reimbursement, the grantee should complete the requested information and have the authorized official sign where indicated.

A vendor management form should also indicate the preferred method of reimbursement. Detailed instructions for submitting this form are included in the packet for additional clarity and direction.

Designation of Grant Officials

The designation of grant officials sheet is a contact information sheet for CJCC employees and should be used to identify the three main point of contacts for this grant: the project director, financial officer, and the authorized official. No official can be listed for more than one position.

The project director must be an employee of the applicant agency or from a contractual organization, at the application's option, who will be able to answer programmatic questions. The financial officer must be an employee of the applicant agency who will be able to answer financial questions relating to the grant. This person is typically the individual who completes the SARs and SERs. The authorized official is the person who is authorized to apply for, accept, decline, or cancel the grant for the applicant agency. This person must be the executive director of a state agency, chairperson of the county board of commissioners, mayor, or chairperson of the city council.

Document Submittal Checklist

The following is a comprehensive list of the documents that must be returned to the Criminal Justice Coordinating Council prior to the reimbursement of any grant funds:

- ☐ Subgrant Award*
- ☐ Special Conditions*
- ☐ Subgrant Adjustment Request #1*
- ☐ Reimbursement Selection and Vendor Management Forms
- ☐ Designation of Grant Officials
- ☐ Budget Detail Worksheet
- ☐ Job Descriptions for all grant-funded positions, if not previously submitted**
- ☐ Copy of Grant Related Subcontracts**
- ☐ Signature Authorization Letter, if applicable** *(The authorized official may designate signing authority to another party for future submissions of forms and documents pertaining to this subgrant. To do so, the authorized official should submit a letter on official city/county or agency letterhead and reference the subgrant award number.)*

* May only be signed by Authorized Official

**Document not included in the award packet

CRIMINAL JUSTICE COORDINATING COUNCIL
SPECIAL CONDITIONS

SUBGRANTEE: Macon-Bibb County Commission

PROJECT NAME: Juvenile Justice Incentive Grant

SUBGRANT NUMBER: Y24-8-002

SUBGRANT AWARD: \$326,346

1. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Initials _____

2. The subgrantee agrees to comply with the Equal Treatment Regulation (28 C.F.R. part 38) which prohibits recipients from using federal grant funding for inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, the activities must be held separately from the grant-funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation makes clear that organizations receiving federal grant funding are not permitted to discriminate when providing services on the basis of a beneficiary's religion.

Initials _____

3. In accordance with Federal regulations, your organization must comply with the following Equal Employment Opportunity Plan reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees, but excluding political appointees), then it has to prepare an EEOP and submit it to the Office of Civil Rights (OCR), Office of Justice Programs, and U.S. Department of Justice for review within 60 days from the date of this award. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000

and has 50 or more employees, your organization must prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR within 60 days from the date of this award. The Certification Form can be found at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

If your organization received an award for less than \$25,000, or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR within 60 days from the date of this award. The Certification Form can be found at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

The subgrantee acknowledges that failure to submit an acceptable EEOP (if the subgrantee is required to submit one pursuant to 28 C.F.R. Section 42.302) that is approved by the Office for Civil Rights is a violation of its Certified Assurances and may result in suspension or termination of funding until such time as the subgrantee is in compliance. The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to the Criminal Justice Coordinating Council upon request.

Initials _____

4. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>.

Initials _____

5. The subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq).

Initials _____

6. The subgrantee agrees to abide by Georgia law regarding the utilization of psychologists (O.C.G.A. § 43-39-1, et. seq).

Initials _____

7. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Reg. 51225 (October 1, 2009), the Department of Justice and the Criminal Justice Coordinating Council encourages grantees and subgrantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Initials _____

8. The subgrantee certifies that 1) title to all equipment and/or supplies purchased with funds under this subgrant shall vest in the agency that purchased the property; 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes; and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, the Criminal Justice Coordinating Council will be informed of the available equipment and determine its future use to assure it is utilized in furtherance of the goals and objectives of the grant program and the State of Georgia.

Initials _____

9. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request must be accompanied by a detailed project budget that itemizes all projected expenditures. The project budget and summary will not be established, or officially approved, until the subgrantee receives a written approval notice from the Criminal Justice Coordinating Council. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by the Criminal Justice Coordinating Council.

Initials _____

10. The subgrantee must submit subsequent requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 30 days prior to the end of the subgrant period.

Initials _____

11. All project costs not exclusively related to this approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

Initials _____

12. The subgrantee agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities initiated and/or conducted by the Criminal Justice Coordinating Council during and subsequent to the award period.

Initials _____

13. The subgrantee agrees that consultant/contractor fees in excess of \$450.00 per eight-hour day (\$56.25 per hour) must have prior approval from the Office of Justice Programs and the Criminal Justice Coordinating Council.

Initials _____

14. If any changes occur in the subgrantee's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted. The subgrantee further understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation, or policy at any level of government without the express prior written approval of the Office of Justice Programs.

Initials _____

15. The Criminal Justice Coordinating Council will conduct a financial and programmatic review of each grant at the end of the second quarter, and each quarter thereafter. The Criminal Justice Coordinating Council reserves the right to add any conditions to the award and/or retain any unused funds if deemed necessary.

Initials _____

16. The subgrantee must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Official contact information, including telephone number and e-mail address. If any information is incorrect or has changed, a Subgrant Adjustment Request (SAR) must be submitted in writing to document changes.

Initials _____

17. The subgrantee agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website.

Initials _____

18. The subgrantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

Initials _____

19. The subgrantee understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Initials _____

20. All courts must use the Department of Juvenile Justice (DJJ) Detention Assessment Instrument (DAI) for any youth considered for detention, as required by the H.B. 242, as passed in the 2013 legislative session of the Georgia General Assembly. The Predisposition Risk Assessment (PDRA) Instrument should also be used in all instances where the tool is appropriate for the youth being considered for the evidence-based program (in any instances in which the youth is adjudicated). The PDRA score should be entered into the Juvenile Tracking System (JTS), or Juvenile Data Exchange (JDEX) when available. Only youth with a moderate to high PDRA score are eligible for Incentive Grant programming.

Initials _____

21. All grant funds must be used to serve youth who have come into contact with the juvenile justice system and would not be considered dependency cases. All youth served by the grant must have a new delinquent charge. No CHINS cases should be served.

Initials _____

22. The subgrantee agrees that no funds shall be expensed outside of the approved budget. In addition, any funds spent under this subgrant award must be expended by the grant end date and not encumbered.

Initials _____

23. This is a reimbursement grant. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports are due 30 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

Initials _____

24. The subgrantee certifies that state funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. State funds must be used to supplement existing funds for program activities and not replace funds appropriated for

the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the subgrantee will be required to document that the reduction in non-state resources occurred for reasons other than the receipt or anticipated receipt of state funds.

Initials _____

25. Statistical and/or evaluation data describing project performance must be submitted to The Carl Vinson Institute of Government and the Department of Juvenile Justice through monthly surveys and quarterly reports using the prescribed format provided to the subgrantee. Failure to submit this data on a timely basis will result in the withholding of grant funds on this grant and/or any other grant administered by the Criminal Justice Coordinating Council until compliance is achieved. If reports are not received, funds for subsequent quarters may be rescinded.

Initials _____

26. The subgrantee agrees to comply with the guidance contained in the 2024 Juvenile Justice Incentive Grant Program Request for Proposals.

Initials _____

27. At minimum, 70% of awarded funds must be used for Evidence-Based Program costs associated with contract and direct services. No more than 30% of awarded grant funds can be used for administrative costs. Any requests to have funds allocated in a manner that does not comply with the 70/30 rule must be justified in a written statement and submitted to the Criminal Justice Coordinating Council with a Subgrant Adjustment Request (SAR). The SAR and justification will be considered on a case-by-case basis.

Initials _____

28. The subgrantee agrees that at least 25% of the awarded funds will be spent in the first quarter, 50% in the second quarter, and 75% in the third quarter. If this condition is not met, any unused remaining funds from that quarter will be retained and managed by the Criminal Justice Coordinating Council.

Initials _____

29. Waivers for the above 25% or 50% expenditure requirement will be granted at the discretion of the Criminal Justice Coordinating Council. No waivers will be available for the 75% requirement.

Initials _____

30. Non-compliance with any of the special conditions contained within this document by the authorized official, project officials, and/or employees of this grant will result in a recommendation to the Criminal Justice Coordinating Council that the award be rescinded.

Initials _____

31. The subgrantee and juvenile court permit access by the Criminal Justice Coordinating Council, or designated entity, to delinquency case information collected, managed, and stored in its JCATS or JTS database.

Initials _____

32. The subgrantee certifies that any and all subagreements shall follow the reimbursement nature of the grant and shall not include any minimum to serve clause or fixed payment schedule. Payments issued to subcontractors shall be on a reimbursement basis and shall not be processed prior to the rendering of services. All subagreements relating to this grant shall be submitted to the Criminal Justice Coordinating Council prior to the approval and reimbursement of any Subgrant Expenditure Report (SER).

Initials _____

33. Subgrantee acknowledges that funds provided under this grant award are state and federally-appropriated funds and may not be accessible after the end of the grant period. The final reimbursement request under this award must be received by the Criminal Justice Coordinating Council no later than October 30, 2024. In addition, if the grantee has not received payments for any prior reimbursements, the grantee must notify the Criminal Justice Coordinating Council by October 30, 2024 or risk losing access to those funds.

Initials _____

Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Criminal Justice Coordinating Council.

Typed name of Authorized Official: _____

Title: _____

Signature: _____

Date: _____

Attachment A-5

State of Georgia – Criminal Justice Coordinating Council

Juvenile Justice Incentive Grant

Forms, Assurances, and Certifications

ACCOUNTING SYSTEM/INTERNAL CONTROL QUESTIONNAIRE Applies to All Applicants

SECTION A: ACCOUNTING SYSTEM

1. Which of the following best describes the accounting system? If the applicant is using a commercial accounting package, attach a copy of the cover page of the run manual.

☐ Manual ☐ Automated ☐ Combination

2. Is there a chart of accounts? If yes, please attach a copy of the chart of accounts.

☐ Yes ☐ No

3. Are the following books of accounts maintained? Please check "yes" or "no".

<i>Description</i>	<i>Yes</i>	<i>No</i>
General Ledger		
Project Cost Ledger		
Cash Receipts Journal		
Payroll Journal		
Accounts Receivable Ledger		
Accounts Payable Ledger		
Purchase Journal		

4. Does the accounting system adequately identify receipts and expenditures for each grant or contract?

☐ Yes ☐ No

5. Does the accounting system provide for recording of expenses for each program by budget cost category?

☐ Yes ☐ No

6. Are time distribution records maintained for each employee to account for 100 percent of his/her hours?

Please attach a sample of a completed time sheet.

☐ Yes ☐ No

7. Are recording keeping duties for the receipts and the payment of cash separated?

☐ Yes ☐ No

8. Are all accounting entries supported by documentation that gave rise to the transaction?

☐ Yes ☐ No

9. Are budgetary controls in effect to preclude incurring obligations in excess of total funds available for an award?

☐ Yes ☐ No

10. Are budgetary controls in effect to precluding incurring obligations in excess of total funds available for a budget cost category?

☐ Yes

☐ No

SECTION B: FUND CONTROL

1. Is a separate bank account maintained for grant/contract funds?

☐ Yes

☐ No

2. If federal grant/contract funds are maintained in same bank account as fiscal agent funds, can the federal grant funds and related costs and expenses be readily identified?

☐ Yes

☐ No

SECTION C: COMMENTS/EXPLANATIONS

SECTION D: CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

Signature Date
SOC Applicant Agency, Executive Officer

Signature Date
SOC Fiscal Agent, Financial Officer
(If fiscal agent is not the applicant agency)

NON-SUPPLANTING CERTIFICATION
Applies to All Applicants

Regulations adopted by the Criminal Justice Coordinating Council (CJCC) require certification to the effect that grant funds will not be used to increase state or local funds that would, in the absence of such grant aid, be made available for the purpose of this grant program.

CERTIFICATION:

I certify that grant funds will not be used to supplant state or local funds that would otherwise be available for implementation of this grant program. I further certify that the program proposed in the grant application meets all the requirements of the applicable CJCC Request for Proposals; that all the information presented is correct; that there has been appropriate coordination with affected agencies; and that the applicant will comply with the provisions of the CJCC, all applicable federal and state laws, and the above-mentioned certification should a grant be awarded.

Authorizing Official:

Signature	Date
Applicant Agency Executive Officer	

SERVICE DELIVERY STRATEGY ACT COMPLIANCE CERTIFICATION
Applies to Local Government Entities Only
www.dca.servicedelivery.org

CERTIFICATION:

I, (County Commission Chair) _____, certify that (County Name) _____
County is in compliance with the Service Delivery Strategy Act (House Bill 489). I also understand that if my county is
not in compliance, the county and city governments contained herein are not eligible to receive state administered
financial assistance, grants, loans, or permits.

Authorizing Official:

Signature

Date

County Commission Chairperson

IMMIGRATION AND SECURITY FORM

Applies to All Applicants

A. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must initial one of the sections below:

_____ Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

_____ Contractor has 100-499 employees and Contractor warrants that no later than July 1, 2008, Contractor will register at <https://www.visdhs.com/EmployerRegistration> to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

_____ Contractor has 99 or fewer employees and Contractor warrants that no later than July 1, 2009, Contractor will register at <https://www.visdhs.com/EmployerRegistration> to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

B. Contractor warrants that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

Authorizing Official:

Signature Date
Applicant Agency Executive Officer

Firm Name:
Street/Mailing Address:
City, State, Zip Code:
Telephone Number:
Email Address:

OTHER CERTIFICATIONS
Applies to All Applicants

Regulations adopted by the Criminal Justice Coordinating Council (CJCC) require certification to the effect that grant funds will not be used to increase state or local funds that would, in the absence of such grant aid, be made available for the purpose of this grant program.

1. Any person associated with the program that has reasonable cause to believe that a child has been or is being abused, shall be required to report or cause report to be made with regard to the abuse as provided in O.C.G.A. 19-7-5.
2. Background investigations (Georgia Crime Information Center) are required on all persons with direct contact with children and youth. It is left to the discretion of the SOC governance partners to determine the methodology for completing these investigations.
3. Establish/enforce an Internet Security Policy when minor participants and/or staff have online access (supervised or unsupervised). This includes any technology provided by CJCC funding and technology used by participants during a CJCC-funded program.
4. The grantee agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owed or leased or contracted for by the grantee and used routinely or regularly for the provision of healthy care, day care, early childhood development services, education or library services to children under the age of 18. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the grantee.

Authorizing Official:

Signature	Date
Applicant Agency Executive Officer	

ASSURANCES (Applies to All Applicants)

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87, A-110, A-122, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally - assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, . approved December 31, 1976, Section 102(a) which requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569 a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Authorizing Official:

Signature
Applicant Agency Executive Officer

Date



**U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant,

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature 6. Date

DESIGNATION OF GRANT OFFICIALS - INSTRUCTIONS

On the following page, fill in the name, title, address and phone number for the project director, the financial officer and the authorized official for the grant. No two officials can be the same person.

A. Project Director

This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project.

B. Financial Officer

This person must be the chief financial officer of the applicant agency such as the county auditor, city treasurer or comptroller.

C. Authorized Official

This person is the official who is authorized to apply for, accept, decline or cancel the grant for the applicant agency. This person must be the executive director of a state agency, chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council. All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, subgrant expenditure reports, subgrant adjustment reports) **must** be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to the Council.

DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: _____

PROJECT TITLE: _____

☐ Mr. ☐ Ms.

PROJECT DIRECTOR NAME (Type or Print)

Title and Agency

Official Agency Mailing Address City Zip

Daytime Telephone Number Fax Number

E-Mail Address

☐ Mr. ☐ Ms.

FINANCIAL OFFICER (Type or Print)

Title and Agency

Official Agency Mailing Address City Zip

Daytime Telephone Number Fax Number

E-Mail Address

☐ Mr. ☐ Ms.

AUTHORIZED OFFICIAL (Type or Print)

Title and Agency

Official Agency Mailing Address City Zip

Daytime Telephone Number Fax Number

E-Mail Address

CJCC Budget Detail Worksheet

Agency Name:	
Subgrant Number:	
Project Name:	
Select grant type:	

Purpose: This Budget Detail Worksheet is used to verify all Subgrant Expenditure Requests (SERs) and to determine whether costs are allowable, reasonable and justified. Please fill it out completely with the Subgrant Adjustment Request (SAR) #1 in your award packet and for each subsequent SAR that requires a budget change. All required information must be present in the budget narrative, regardless of format.

NOTE - If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row or block of lines within the same category 2) Keeping your mouse over the highlighted row or block, right click and select the copy option by left clicking 3) Next, right click with your mouse again on the highlighted row or block and chose the option "insert copied cells" by left clicking If you selected only a block and not the entire row, a new tile will open up and select the option "Shift cells down" and click OK. Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

A (1). Personnel-- List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost	Match?
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
PERSONNEL TOTAL						\$0	

A (2). Volunteers -- If applicable, simply enter the number of hours of service volunteers will perform. Volunteers must be valued at \$15/hour unless approved by CJCC staff for a higher rate. Do not change the drop-down selection box from "In-kind" or your match will not calculate correctly.

Volunteers	Hours	Rate	Total value	Match
			\$ -	In-Kind
VOLUNTEERS TOTAL			\$0.00	

A (3). Fringe-- Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Title	First and Last name	Total annual salary or wages	Select fringe type	Enter rate of each fringe benefit as a percentage of salary or wages	% Time to Project	Cost	Match?
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
FRINGE TOTAL						\$0.00	

PERSONNEL GRAND TOTAL \$0

B. Travel-- Funds must be budgeted in compliance with State of Georgia Statewide Travel Regulations. Itemize travel expenses of program personnel by category (e.g. mileage, meals, lodging, incidentals, and airfare) and purpose (e.g. training, field interviews, and advisory group meetings) and identify the location, if known. For training programs, list travel and meals for participants separately. Show the budget calculation (e.g. six people attending three-day training at \$X airfare, \$X lodging, \$X meals/ incidentals). If selecting "airfare" enter 1 in the nights/days field and use the round-trip costs. Please note that the maximum reimbursement rate is \$0.565 per mile, but if your agency's reimbursement rate is lower you

Trainings and Conferences **All trainings and conferences must be pre-approved by submitting an agenda to your Specialist or Auditor.							
Purpose of Travel	Staff member	Item	Cost	# Individuals	# Nights/Days	# Trips	Match?
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00

							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	

Mileage							
Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?	
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
TRAVEL TOTAL					\$0.00		

C. Equipment-- List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least \$5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
EQUIPMENT TOTAL				\$0.00	

D. Supplies-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter \$100 for cost per unit; "month" for define unit; 12 for # units, and Office Palooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	# Units	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
SUPPLY TOTAL				\$0.00	

E. Printing-- List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter \$15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

Item	Cost per unit	# Units	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
PRINTING TOTAL				\$0.00	

F. (1) Other Costs-- List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Item	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (1) Subtotal					\$0.00	

F. (2) Consultant Fee: Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly or daily rate (8 hours) multiplied by the

estimated number of units (eg., 1 hour of therapy).

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (2)Subtotal					\$0.00	

F. (3) Contracts: Provide a description of the product or service to be procured by contract and a cost estimate. Applicants are strongly encouraged to use a competitive procurement process in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (2)Subtotal					\$0.00	

F. (4) Indirect Cost: If your agency has a negotiated rate, a copy of the Indirect Cost Rate Agreement must be submitted with your contract budget. Applicants may elect to use an amount up to the ten percent (10%) de Minimis rate of their Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and fringe benefits of personnel that work directly on the project, and other operational costs such as supplies, printing, and travel that are directly related to the project. To use the de Minimis indirect cost rate complete the MTDC Calculator in the next tab. When you have completed this calculator, the total indirect cost will transfer to the space below.

Indirect Cost \$0

F. OTHER TOTAL \$0

G. Match Waiver: If your agency would like to request a match waiver, you should submit a letter, on your agency's letterhead, to the Georgia Criminal Justice Coordinating Council (CJCC). The letter should outline the reasons why your agency will have trouble meeting the full match requirement and should indicate the amount of match you are able to provide for

G. Match Waiver Amount:

Budget Summary--When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of grant funds requested and the amount of non-grant funds that will support the project.

Budget Category		Amount	
A. Personnel and Fringe		\$0	
B. Travel		\$0	
C. Equipment		\$0	
D. Supplies		\$0	
E. Printing		\$0	
F. Other		\$0	
TOTAL PROJECT COSTS		\$0	
Award		FALSE	
Match Amount		FALSE	
Match Breakdown	Cash	\$0	#DIV/0!
	In-Kind	\$0	#DIV/0!

Budget Narrative

Group Supplies are requested as recommended by SFP (\$250/cohort). We will purchase supplies from Walmart, Office Depot, or similar. Supplies are needed for the group activities. Incentives will be provided to the family for attendance and participation. We will purchase items \$5 or less and provide to the family after each session. Meals are a requirement of SFP. We will provide meals to families each week for the dinner portion of their group. We estimate \$20 per family each week totaling \$4,400.00 for both cohorts. Six facilitators will be needed to deliver SFP. (2 Parent Facilitators, 2 Teen Facilitators, 2 Child Facilitators) They will be paid at a rate of \$20 per hours. They will be paid for 5 hours per week to include prep/post time and group facilitation. The total for 2 cohorts is \$13,200.00. Site Coordinator is required by SFP to manage the structure of programming including scheduling, food preparation. One of our facilitators will work additional hours to fulfill this duty. We are asking for \$20 per hour for 3 hours per week totaling \$1,320.00.

NOTE: If a Non-Grant expense amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

PERSONNEL ACTION FORM

Date _____
 Effective Date _____
 Location _____

Please check correct category

___ Regular ___ Grant
 ___ Part-time ___ Seasonal
 ___ Temporary ___ Instructor

NAME _____ Employee I.D. _____
 (Last) (First) (M.I.)

ADDRESS _____
 (#) (Street) (apt) (City) (State) (Zip) (County)

MAILING ADDRESS _____
 (Leave blank if same as above)

ORGANIZATION _____
 (Department name) (Project)

DATE OF EMPLOYMENT _____ RE-HIRE DATE _____ DATE OF BIRTH _____ PHONE# _____

Check for change of ___ Name/Address/Zip Code ___ Telephone/Location ___ Organization	Previous _____ New _____
___ Appointment ___ Re-hire	POSITION TITLE _____ GRADE _____ ANNUAL & HOURLY PAY RATE _____ PREVIOUSLY EMPLOYED ___ YES ___ NO
___ RATE CHANGE ___ FUND CHANGE ___ TITLE CHANGE ___ PROMOTION ___ TRANSFER ___ DEMOTION ___ PT/TEMP to FULL-TIME	ORG NO. & DEPT. NAME from _____ to _____ POSITION TITLE from _____ to _____ ANNUAL & HOURLY PAY RATE from _____ to _____ EXPLANATION _____ Releasing Dept. Signature _____ (transfers only) (forward to receiving department for approval below)
___ RESIGNATION ___ TERMINATION ___ DECEASED ___ RETIREMENT	POSITION TITLE _____ PENSION VESTED ___ YES ___ NO ANNUAL & HOURLY PAY RATE _____ AL DUE _____ COMP DUE _____ REASON _____ DID EMPLOYEE GIVE NOTICE? ___ YES ___ NO How much notice? _____ WOULD YOU REHIRE? ___ YES ___ NO If no, explain? _____

FOR HUMAN RESOURCES/PAYROLL USE ONLY:

EMPLOYEE# _____	PENSION DATE _____	_____
INCUMBENT _____	REVIEW DATE _____	(DEPARTMENT HEAD)
EEOC FUNCTION _____	EEOC CATEGORY _____	_____
CLASS CODE# _____	OVERTIME _____	(HUMAN RESOURCES DIRECTOR)
PROBATION ___ YES ___ NO	INSURANCE NOTIFIED _____	_____
LEAVE BENEFITS ___ YES ___ NO	OTHER RETIREMENT _____ FICA/MEDICARE _____	(FINANCE DIRECTOR)

CRIMINAL JUSTICE COORDINATING COUNCIL REIMBURSEMENT SELECTION FORM

SUBGRANT NUMBER: _____

AGENCY NAME: _____

1. SELECT A SCHEDULE FOR SUBMITTING REIMBURSEMENTS (CHECK ONE BOX)

- ☐ **MONTHLY** (Requests for reimbursement are due 15 days after the end of the month)
- ☐ **QUARTERLY** (Requests for reimbursement are due 30 days after the end of the quarter)

2. SELECT A PROCESS FOR RECEIVING REIMBURSEMENT PAYMENTS (CHECK ONE BOX)

- ☐ **ELECTRONIC FUNDS TRANSFER** (Reimbursements will be deposited into the bank account listed below.
A voided check must be attached to ensure proper routing of funds.)

BANK NAME: _____

BANK ROUTING NUMBER: _____

BANK ACCOUNT NUMBER: _____

AGENCY CONTACT NAME: _____

AGENCY CONTACT
TELEPHONE NUMBER: _____

AGENCY AUTHORIZED
OFFICIAL NAME AND TITLE: _____

AGENCY AUTHORIZED
OFFICIAL SIGNATURE: _____

- ☐ **CHECK** (Reimbursements will be mailed in the form of a check to the address listed below)

MAILING ADDRESS: _____

CITY, STATE & ZIP: _____

ATTENTION: _____

AGENCY AUTHORIZED
OFFICIAL SIGNATURE: _____

For CJCC Use ONLY

CJCC Auditor:	
Phone Number:	
Grant Award Number:	
GBI Entry Initial/Date:	

REQUEST DATE: _____

SUBGRANTEE: Macon-Bibb County Commission

SUBGRANT #: Y24-8-002

PROJECT NAME: FY24 Juvenile Justice Incentive Grant

NATURE OF ADJUSTMENT:

Mark all that apply.

Adjustments of each type shown should be entered in the section indicated.

☐ REVISED BUDGET Go To SECTION I

☐ PROJECT PERIOD AND/OR EXTENSION. Go To SECTION II

☐ PROJECT OFFICIALS/ADDRESSES. . . Go To SECTION III

☐ PROJECT PERSONNEL. Go To SECTION III

☐ GOALS AND OBJECTIVES Go To SECTION III

☐ OTHER. Go To SECTION III

MUST BE JUSTIFIED AND EXPLAINED THOROUGHLY IN SECTION IV.

SECTION I. REQUEST FOR BUDGET CHANGE - JUSTIFY IN SECTION IV.

	CURRENT APPROVED	REVISIONS +/-	REVISED BUDGET
PERSONNEL	\$ 0		
EQUIPMENT	0		
SUPPLIES	0		
TRAVEL	0		
PRINTING	0		
OTHER	326,346		
TOTAL	\$ 326,346		
Federal	\$ 326,346		
Match	\$ 0		

SECTION II. REQUEST FOR CHANGE IN PROJECT PERIOD - JUSTIFY IN SECTION IV.

CURRENT GRANT PERIOD

Start Date: 07/01/23

End Date: 06/30/24

REQUESTED GRANT PERIOD

Start Date:

End Date:

FOR EXTENSION,

OF MONTHS:

NOTE: The maximum extension request cannot exceed 12 months.

SECTION III. REQUESTS FOR REVISIONS TO PROJECT OFFICIALS/ADDRESSES, PROJECT PERSONNEL, GOALS AND OBJECTIVES, AND/OR OTHER NON-BUDGET, NON-PERIOD CHANGES (JUSTIFY IN SECTION IV.)

SUBGRANTEE: Macon-Bibb County Commission

SUBGRANT #: Y24-8-002

PROJECT NAME: FY24 Juvenile Justice Incentive Grant

SECTION IV. JUSTIFICATION OF ALL REQUESTED ADJUSTMENTS, REVISIONS, AND/OR CHANGES

All requested adjustments in Sections I, II & III (page 1) must be justified in detail in this Section. Include item costs, descriptions, equipment lists, detailed explanations, and any other information that would further clarify and support your request for adjustment. Attach additional pages as needed.

SUBMITTED BY:

Signature of Financial Officer or Project Director	Title	Date
--	-------	------

CJCC ROUTING AND APPROVALS:	Approval	Disapproval	Reviewer Signature
Reviewed By:	_____	_____	_____
Authorized By:	_____	_____	_____

CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT EXPENDITURE REPORT/REQUEST FOR FUNDS # 1
FEDERAL GRANT #

SUBGRANT #: Y24-8-002

EXPENDITURES FOR THE PERIOD OF _____ THRU _____ FINAL RPT? (Y/N) _____

SUBGRANTEE: Macon-Bibb County Commission
700 Poplar Street
Macon, GA 31201

PROJECT NAME: FY24 Juvenile Justice Incentive Grant
PROJECT PERIOD: 07/01/23 to 06/30/24

COMBINED FEDERAL & MATCH EXPENDITURES					
	APPROVED BUDGET	PREVIOUSLY N/A THIS RPT	APPROVED EXPENDITURES N/A THIS RPT	REMAINING BALANCE	EXPENDED THIS PERIOD
PERSONNEL	\$ 0	\$ 0	\$ 0	\$ 0	\$
EQUIPMENT	0	0	0	0	
SUPPLIES	0	0	0	0	
TRAVEL	0	0	0	0	
PRINTING	0	0	0	0	
OTHER	326,346	0	0	326,346	
TOTAL	\$ 326,346	\$ 0	\$ 0	\$ 326,346	\$
FEDERAL	326,346	0	0	326,346	
MATCH	0	0	0	0	

EARNED PROJECT INCOME FOR THE PERIOD: FORFEITED \$ _____ OTHER \$ _____	EARNED PROJECT STATUS INCOME FOR THE PERIOD: EXPENDED \$ _____ UNEXPENDED \$ _____
--	---

CERTIFICATION: I certify that the above statements are accurate based on official records, that expenditures shown have been made for the purpose of, and in accordance with, applicable grant terms and conditions, and that appropriate supportive documentation relative to all expenditures is attached.

SUBGRANTEE OFFICIAL APPROVAL:

PREPARED BY: _____ OFFICIAL'S SIGNATURE _____ DATE _____
PHONE NUMBER: _____ TYPED NAME & TITLE _____

FOR CRIMINAL JUSTICE COORDINATING COUNCIL USE ONLY

SUBGRANT #: Y24-8-002 AMOUNT REQUESTED THIS REPORT: _____
SUBGRANT AWARD: \$ 326,346 REVIEWED BY (INITIALS & DATE): _____
REQUESTED TO DATE: _____ AUTHORIZED BY _____ DATE _____
BALANCE: _____

* Substantiated _____ Advanced _____

FOR ACCOUNTING USE ONLY						DISCOUNT	PO/AUTH	PAY DATE
Tif EI - Partial Order Tif ED - Schedule Pay Date						INVOICE		AMOUNT
DEPARTMENT	FUND SOURCE	PROJECT	PROGRAM	CLASS	ACCOUNT	Y24-8-002E01		
4710606000	01	01	0630104	315	707002			



LEGISLATIVE SPONSORS

☒ MAYOR LESTER M. MILLER

☐ COMMISSIONER VALERIE WYNN

☐ COMMISSIONER ELAINE LUCAS

☐ COMMISSIONER RAYMOND WILDER

☐ COMMISSIONER VIRGIL WATKINS, JR.

☐ MAYOR PRO TEMPORE SETH CLARK

☐ COMMISSIONER PAUL BRONSON

☐ COMMISSIONER MALLORY C. JONES, III

☐ COMMISSIONER BILL HOWELL

☐ COMMISSIONER AL TILLMAN

A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH EVIDENCE-BASED ASSOCIATES, LLC FOR SERVICES PROVIDED TO THE MACON-BIBB COUNTY JUVENILE COURT IN AMOUNT NOT TO EXCEED \$326,346.00 USING JUVENILE JUSTICE INCENTIVE GRANT FUNDS; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, by a resolution being signed contemporaneously herewith, the Macon-Bibb County Commission authorized the acceptance of a Juvenile Justice Incentive Grant in the amount of \$326,346.00 for Fiscal Year 2024 from the Georgia Criminal Justice Coordinating Counsel to serve youth in the community who would otherwise be committed to Georgia's Department of Juvenile Justice; and

WHEREAS, Invitation for Bids ("IFB") No. 23-044-NT was published on April 14, 2023; and

WHEREAS, IFB No. 23-044-NT was published on Macon-Bibb County's Procurement Department website and posted to the Georgia Procurement Registry, where Seven Hundred and Twenty-Five (725) vendors were notified of the opportunity for bidding; and

WHEREAS, of the vendors notified, three hundred and nineteen (319) were Non-Minority owned, forty-three (43) were African American- owned, six (6) were Asian-American owned, one (1) was Hispanic/Latino-owned, and one (1) was Native American-owned; and

WHEREAS, on the published due date of May 11, 2023, one response was received in Procurement, tabulated for responsiveness, and provided to the user department for specification requirements; and

WHEREAS, after the bid review, Evidence Based Associates, LLC, whose total bid was the lowest responsive and responsible submission, was recommended for award by the user department; and

WHEREAS, Procurement agrees with this award recommendation; and

WHEREAS, the Macon-Bibb County Juvenile Court desires to enter into a contract with Evidence-Based Associates, LLC to provide functional family therapy for up to 70 youth/families between July 1, 2023 and June 30, 2024, in substantially the same form as Exhibit A, attached hereto and incorporated herein, to be paid from the Juvenile Justice Incentive Grant funds; and

WHEREAS, the Macon-Bibb County Commission finds that this resolution is necessary and proper to promote or protect the safety, health, peace, security, and general welfare of Macon-Bibb County and its inhabitants;

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission, it is hereby so resolved by authority of the same that the Mayor is authorized to execute an agreement, along with any necessary amendments or additional documentation with Evidence-Based Associates, LLC for services to the Juvenile Court for the Macon Judicial Circuit, to provide functional family therapy for an amount not to exceed \$326,346.00 using Juvenile Justice Incentive Grant funds in substantially the same form as Exhibit A.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission hereby declares that the foregoing preamble and whereas provisions set forth hereinabove constitute, and shall be considered to be, substantive provisions of this Resolution and are hereby incorporated by reference into this provision.

BE IT FURTHER RESOLVED that in the event scrivener's errors shall be discovered in this Resolution or in the Exhibits hereto after the adoption hereof, the Macon-Bibb County Commission hereby authorizes and directs that each such scrivener's error shall be corrected in all multiple counterparts of this Resolution.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission grants the Mayor the authority to take any and all further actions necessary to carry out the intents and purposes of this Resolution.

BE IT FURTHER RESOLVED that except as specifically provided herein, any and all ordinances or resolutions or parts of ordinances or resolutions in conflict with this Resolution shall

be and the same hereby are repealed, and this Resolution shall be in full force and effect from and after its adoption.

BE IT FURTHER RESOLVED that in the event that this Resolution or part thereof is found by any court of competent jurisdiction to be substantively more appropriately denominated an act of ordinance by the Macon-Bibb County Commission, it is the intent of this Commission that this Resolution or such portion thereof shall be considered to have been adopted as an ordinance of the Macon-Bibb County Commission. Where any law bearing on the subject matter of this Resolution calls for the taking of any legislative action by the governing authority of Macon-Bibb County, and such law specifies for such action to be taken by resolution or by ordinance, it is the intent of this Commission that this Resolution satisfy such requirement, and that this Resolution be construed accordingly.

BE IT FURTHER RESOLVED this Resolution shall become effective immediately upon its approval by the Mayor or upon its adoption into law without such approval.

APPROVED AND ADOPTED this ____ day of _____, 2023.

By: _____
LESTER M. MILLER, Mayor

Attest: _____
JANICE S. ROSS, Clerk of Commission

(SEAL)

Q:\RES MACON-BIBB\2023 Miller Agreement with Evidence Based Associates JJIG Functional Family Therapy \$326,346.00.docx

EXHIBIT A

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN MACON-BIBB COUNTY, GEORGIA
AND EVIDENCE-BASED ASSOCIATES, LLC**

This Professional Service Agreement ("Agreement") is made and entered into by and between Macon-Bibb County, Georgia ("County"), a political subdivision of the State of Georgia, and Evidence-Based Associates, LLC ("Contractor"), a South Carolina limited liability company, with a principal address of 410 East Curtis Avenue, Alexandria, VA 22301, collectively the "Parties."

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, County and Contractor agree as follows:

1. Scope of Services

Contractor shall provide services agreed to by Macon-Bibb County and the Contractor in cooperation with program staff and as specifically detailed in Exhibit A – Request for Professional Services 23-044-NT and the Response thereto ("Exhibit A"). Generally, the services to be provided by the Contractor shall include, but are not limited to, the following:

- a) Provide functional family therapy in accordance with the goals and objectives as outlined in the Juvenile Justice Incentive Grant Program;
- b) Attend the multi-disciplinary team staffing twice a month as coordinated by the Delinquency Program Coordinator in order to collaborate with other service providers in the creation of the treatment plan, provide progress reports on program participants, and update treatment plans according to progress/set-backs of program participants;
- c) Provide weekly and end-of-month reports for each case;
- d) Work closely with Juvenile Delinquency Program Coordinator for close monitoring of youth participant and communication with the Court;
- e) Provide invoices to the County that are reflective of sessions per month for each individual case, this will change from month to month;
- f) Develop and confirm a program budget in coordination with the County and in compliance with the County requirement;
- g) Subcontract with and manage any approved direct service provider in accordance with Federal, State and/or County procurement and fiscal management guidelines;
- h) Coordinate with model dissemination organizations, including, arranging for licensure of selected providers, training for front-line staff and supervisors, and ongoing consultation with provider agencies to ensure fidelity to proven program models;
- j) Engage in appropriate stakeholder communications and education to ensure sustainability of funding and effort;
- k) Ensure all therapists, supervisors and facilitators receive initial and ongoing training;

All services shall be performed in accordance with federal, state, and local laws. Contractor will maintain current certifications, licenses, and permits as required for services provided to the County. Any changes to this Scope of Services shall be made in writing and mutually agreed upon by the Parties. Contractor is not obligated to perform services beyond what is contemplated by this Agreement.

2. Compensation

Contractor shall receive an amount not to exceed THREE HUNDRED TWENTY-SIX THOUSAND THREE HUNDRED FORTY-SIX DOLLARS AND 00/100 CENTS (\$326,346.00) paid on a case-by-case basis to serve up to 70 youth during the grant program beginning July 01, 2023 and ending June 30, 2024. An invoice shall be submitted by the Contractor to the Juvenile Court on the last day of the month reflecting that month's cases. Invoices must be submitted no later than the 10th day of the following month for payment. Payment shall be made by County to Contractor within thirty business days of the court's approval of invoice.

County will not pay any interest, penalties, or other amount claimed beyond the amount authorized by this Agreement. Any amount charged to County in excess of the amount stated in this Agreement must be approved by County in writing in the form of an Amendment prior to performance of services. County is tax exempt and cannot agree to pay State or Federal taxes. Compensation pursuant to this Agreement is subject to and limited to the availability of grant funding.

3. Term

This Agreement shall be effective as of July 1, 2023. Contractor shall immediately commence performance of services upon its receipt of the fully executed Agreement. This Agreement shall continue in full force and effect until June 30, 2024, at which time this Agreement shall terminate absolutely and without further obligation on the part of the County, unless sooner terminated pursuant to this Agreement. Upon expiration of the initial term of this Agreement, this Agreement shall automatically renew, provided Contractor's duties have not been completed, for three (3) consecutive renewal terms of one year each. This Agreement is subject to the availability of grant funding and will terminate automatically should grant funding not be available to fund this Agreement.

4. Termination for Convenience

Either Party may terminate this Agreement, or any part of this Agreement, upon thirty (30) days written notice, with or without cause, and with no penalty or additional cost beyond the rates stated in this Agreement. In the event of such termination, Contractor shall be entitled to receive payment for work completed up to and including the date of termination.

5. Termination for Cause

Commission of any of the below listed offenses by Contractor, or its employees or subcontractors, may result in immediate termination of this Agreement by the County for cause:

- a) Arrest for a felony offense;
- b) Arrest and conviction for a misdemeanor offense which involves substance abuse;
- c) Acts involving moral turpitude;

- d) Fraternization outside the professional context with any participant of the program; or
- e) Conduct detrimental to the goals of the program in the sole discretion of the Juvenile Court.

6. Fiscal Non-Appropriation Clause

Financial obligations of County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of County, and other applicable law. In the event that there ceases to be appropriated funds available to pay any obligation under this Agreement, the County shall have the right to terminate this Agreement immediately.

6. Performance Standards

Contractor shall perform the services contemplated by this Agreement using that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services. Individuals providing services under said Contractor must submit to a background check prior to working with any youth referred to the program.

7. Independent Contractor

Contractor is an independent contractor and not an agent, partner, joint venturer, or employee of County, State of Georgia, or the Juvenile Court of the Macon Judicial Circuit. Neither Contractor, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of County. County shall not have any liability or responsibility for any direct payments of any salaries, wages, payroll taxes, or any and all other forms or types of compensation or benefits to any personnel performing services for County under this Agreement. Contractor will be responsible for and compensation paid under this Agreement shall include the cost of obtaining, maintaining, and complying with, and paying all fees and taxes associated with all applicable licenses, authorizations, consents, approvals, and permits required of Contractor in performing services and complying with this Agreement. Contractor will not make any representations, warranties, or commitments binding the County without the County's written consent. The compensation set forth in this Agreement shall be the sole payment for services rendered. Contractor shall provide county with a W-9 form for each term for which services are performed. Contractor and County agree that Contractor will be free to contract for similar services to be performed for other employers while under Contract with County.

Contractor acknowledges and agrees that Contractor is not entitled to receive Unemployment Insurance Benefits or Worker's Compensation Coverage. Further, Contractor is obligated to pay Federal and State Income Tax on any moneys received from County for services provided under this Agreement.

8. Subcontracting and Assignment

Contractor shall not assign or subcontract the whole or any part of this Agreement without County's prior written consent. Should Contractor subcontract any services, Contractor shall remain responsible for the performance of the subcontractors, remain County's sole point of contact for the services, and be responsible for the payment of any subcontractors. Subject to the foregoing, the terms, covenants, and conditions of this Agreement shall be

binding on the successors and assigns of either party. Notwithstanding the terms of any subcontractor's agreement, in no circumstances shall any subcontractor have any greater rights as against the County than the Contractor has under this Agreement; and in no circumstances shall the County's responsibilities towards subcontractor be greater than County's responsibilities to Contractor under this Agreement.

9. Conflicts of Interest

Contractor and all subcontractors thereof shall immediately notify County in writing, specifically disclosing any and all potential or actual conflicts of interest, which arise or may arise during the execution of its work in the fulfillment of the requirements of this Agreement. County shall make a written determination as to whether a conflict of interest actually exists and the actions to be taken to resolve the conflict of interest. Failure to properly disclose any conflicts of interest may result in immediate termination of this Agreement. Upon termination, Contractor shall be entitled to compensation of services performed prior to the date of termination, on a pro rata basis, provided such services are reasonably satisfactory to the County.

10. Indemnification

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its elected and appointed officials, employees and volunteers, and others working on behalf of County, from and against any and all third-party claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities ("Claims") alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that any such Claims are caused by the negligence of Contractor or any Officer, employee, representative, or agent of Contractor. Contractor shall have no obligations under this Section to the extent that any Claim arises as a result of Contractor's compliance with County law, ordinances, rules, regulations, resolution, executive orders, or other instructions received from County.

11. Insurance

County, the Juvenile Court for the Macon Judicial Circuit, or the State of Georgia, by virtue of grant conditions, may require the Contractor to purchase certain insurance in the court of operating pursuant to this Agreement. County shall be under no obligation to ensure that Contractor, or any subcontractor, complies with the insurance requirements of County, and Contractor assumes all liability arising from its, or its subcontractor's failure, to acquire and/or maintain adequate insurance to cover its operations and business. Contractor further agrees to indemnify and hold harmless the County for any claims arising from Contractor's, or any subcontractor's, failure to acquire and/or maintain adequate insurance.

12. Confidential Information and Open Records

County is subject to the Georgia Open Records Act and cannot agree to protect confidential information from public disclosure unless that information is subject to an exception. Contractor shall cooperate fully with County in response to all requests made under the Georgia Open Records Act.

13. Audit Clause

County or its authorized agent shall have the right to audit and inspect financial records pertaining to services offered under this Agreement from time to time during the contract term, upon reasonable notice to Contractor and during Contractor's ordinary business hours.

14. Publicity

Contractor shall not release without prior written approval from County, any publicity regarding services provided, including but not limited to, notices, information pamphlets, press releases, research, reports, signs and similar public notices prepared by or for Contractor, identifying County as receiving goods or services under this Agreement.

15. Confidentiality

Contractor shall not disclose, directly, or indirectly, any confidential information or trade secrets of County without prior written consent of County or pursuant to a lawful court order directing such disclosure.

16. Discrimination and ADA Compliance

Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability, national origin, or any other category protected by applicable federal or state law. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of Equal Opportunity laws. Contractor shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal regulations. A signed certificate confirming compliance with the ADA may be requested by County at any time during the term of this Agreement.

17. Drug Free Workplace

Contractor and any subcontractors shall not be in possession of or use a controlled substance or marijuana during the performance of this Agreement, except for those controlled substances prescribed by a licensed medical provider. County has a no tolerance policy for violation of this rule.

18. Notices

All notices required or permitted to be given under this Agreement shall be in writing (the "Notice") and deemed given when (a) hand delivered by the sender and properly receipted for by a responsible person of the receiving party, (b) deposited in the United States Mail, properly addressed, with sufficient postage affixed, via first class mail, return receipt requested, (c) via Federal Express, UPS or similar national overnight courier service with delivery charges prepaid; or (d) via facsimile with a copy sent that same day via (a), (b), or (c). All Notices shall be addressed as follows:

For County:

Macon-Bibb County, Georgia
Attn: Mayor
700 Poplar Street
Macon, Georgia 31202-0247

For Contractor:

Evidence Based Associates, LLC
Attn: Terri Barnes (Project Director Georgia)
2436 Steinbeck Lane
Powder Springs, Georgia 30127

Copy To:

Macon-Bibb County
Attn: County Attorney's Office
PO Box 247

Macon, Georgia 31201

Copy To:
Juvenile Court of the Macon Judicial Circuit

Either party has the right to designate in writing, served as provided above, a different address to which any notice, demand or communication is to be mailed.

19. Force Majeure

Any delay or non-performance of any provision of this Agreement by either Party (with the exception of payment obligations) which is caused by events beyond the reasonable control of such party, shall not constitute a breach of this Agreement, and the time for performance of such provision, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing such performance.

20. Dispute Resolution and Jury Trial

In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, Parties may try in good faith to settle the dispute by mediation before resorting to some other dispute resolution procedure or litigation; however, mediation is not a required pre-condition to litigation. Disputes arising under this Agreement shall be governed by and interpreted in accordance with the laws of the State of Georgia. Exclusive jurisdiction and venue for any legal proceeding related to this Agreement shall be in Bibb County State or Superior Court, or the Federal District Court for the Middle District of Georgia (Macon Division). County does not agree to arbitration nor waive its right to a jury trial. Nothing in this Agreement shall be construed as waiving any immunity held by the County under the Eleventh Amendment of the United States Constitution.

21. Attorney's Fees

In the event of dispute resolution or litigation to enforce any of the terms herein, each Party shall pay all its own costs and attorney's fees.

22. Authority to Execute

The person or persons executing this Agreement represent and warrant that they are fully authorized to sign and so execute this Agreement and to bind their respective entities to the performance of its obligations hereunder.

23. Counterparts

This Agreement may be executed in two or more counterparts, each of which taken together shall constitute one and the same instrument. This Agreement shall be fully executed when each Party whose signature is required has signed at least one counterpart, even though no one counterpart contains all of the signatures of all the Parties to this Agreement. Reproduced or electronic signatures shall be considered the same as an original signature. Delivery of a copy of this Agreement bearing an original signature by facsimile transmission, by electronic mail or by any other electronic means will have the same effect as physical delivery of the paper document bearing the original signature.

24. Electronic Representations and Records

Parties hereby agree to regard electronic representations of original signatures as legally sufficient for executing this Agreement and scanned signatures emailed by PDF or

otherwise shall be as valid as the original. Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

25. Waiver

Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right or power arising out of this Agreement shall not be deemed waiver of any other right or power.

26. Severability

In the event that any provision of this Agreement is declared invalid, unenforceable, or unlawful, such provision shall be deemed omitted and shall not affect the validity of other provisions of this Agreement.

27. Survival

Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement or which must survive in order to give effect to its meaning, shall survive the expiration or termination of this Agreement.

28. Entire Agreement

The Parties acknowledge that this Agreement sets forth the entire agreement and understanding between the Parties and fully supersedes all previous communications, representations or agreements, oral or written, between the Parties pertaining to the same subject matter. This Agreement may only be amended or modified in writing by consent of both Parties. Contractor may not unilaterally amend or modify this Agreement by including provisions in its invoices, or other business forms, which shall be deemed objected to by County and of no force or effect.

(SIGNATURES ON FOLLOWING PAGE)

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of July 1, 2023.

Macon-Bibb County:

By: _____
Lester M. Miller, Mayor

Date

Attested: _____
Janice S. Ross, Clerk of Commission

Date

Juvenile Court of the Macon Judicial Circuit:

By: _____
Thomas J. Matthews, Chief Judge

By: _____
Chefferre L .Young, Judge

Evidence-Based Associates, LLC:

By: _____

Date

Attested: _____

(Title)

Date

Q:\CONTRACTS\23-004-NT Evidence Based Associates - JJIG Functional Family Therapy - \$326,346.docx

EXHIBIT A



MACON-BIBB COUNTY, GEORGIA
Request for Professional Services (RPS)
FOR

Juvenile Justice Incentive Grant Program

Functional Family Therapy Services

23-044-NT

952-04
948-86
952-17
948-76

MACON-BIBB COUNTY

ISSUE DATE: April 14, 2023

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, May 11, 2023

Macon-Bibb County Procurement Department
(Attn Nan Tharpe)
700 Poplar Street
Suite 308
Macon, Georgia 31201

GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 5 copies and Flash Drive**) in the Procurement Department, 700 Poplar Street, Room 308th Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, May 11, 2023**, for State of Georgia Accountability Courts Grant for Macon- Bibb County.

NO BIDS WILL BE ACCEPTED AFTER THE ABOVE TIME.

The names of responding firms will be publicly read on **Thursday, May 11, 2023, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located on the 3rdth Floor of the Macon-Bibb County Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRsapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Commercial General Liability:

Each Occurrence Limit:	\$1,000,000
Personal & Advertising Injury Limit:	\$1,000,000
General Aggregate Limit:	\$2,000,000
Products/Completed Ops. Aggregate Limit:	\$2,000,000
Automobile Liability (Combined Single Limit):	\$1,000,000
Professional Liability (malpractice):	\$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

"RPS# 23-044-NT – "Juvenile Justice Incentive Grant Program Functional Family Therapy Services"

Macon-Bibb County Procurement Department

700 Poplar Street

Room 308

Macon, Georgia 31201

Telephone: (478) 300-2373

Any questions related to this solicitation shall be directed to the following contact person. No contact is to be made to anyone other than the contact listed. Such contact may result in disqualification from the proposal process.

Email: ntharpe@maconbibb.us

All questions or concerns regarding this solicitation should be made via email only. The deadline for questions is May 1, 2023, at 5:00 P.M. EST.

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- a) Bid Form
- b) Attachment A Forms

G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- 5-10 years demonstrated experience overseeing/managing operations for a statewide implementation of evidence-based program FFT program.
- 5-10 years demonstrated experience monitoring and managing the fidelity of evidence based FFT program in a statewide project.
- 5-10 years demonstrated experience coordinating training, coaching, certification and technical assistance for evidence based FFT program in a statewide project.
- 5-10 years demonstrated capability in the development of data management and outcome of evidence based FFT program being delivered.
- Licensed to do business in the State of Georgia

Financially and legally responsible to perform the services included herein.

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest. The implementation of this program will ONLY be possible if Macon-Bibb County is awarded said grant funds.

The implementation of this program is subject to and will **ONLY** be possible if Macon-Bibb County is awarded a Juvenile Justice Incentive Grant or other Accountability Court grant funding for the continuation of its Juvenile Justice Program Each Year as follows:

- a) Year 1: July 1, 2023, and end June 30, 2024
- b) Year 2: July 1, 2024, and end June 30, 2025
- c) Year 3: July 1, 2025, and end June 30, 2026

The Program anticipated implementation shall begin and end as follows:

- a) Year 1: July 1, 2023, and end June 30, 2024
- b) Year 2: July 1, 2024, and end June 30, 2025
- c) Year 3: July 1, 2025, and end June 30, 2026

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Nonresponsive submissions will not be reviewed for potential award.

II. BACKGROUND

The Court/Department seeks proposals from qualified non-profit, for profit, and governmental Management Entities to develop, manage and ensure fidelity of delivery of an evidence-based continuum of care within Macon-Bibb County specific to Functional Family Therapy (FFT). This continuum of care will reduce recidivism by addressing the criminogenic needs of youth under the custody and/or supervision of the Juvenile Court and by strengthening family supports. FFT is a culturally sensitive clinical prevention and intervention program that encompasses the family unit in addressing multi-layered issues of the high-risk youth. FFT is flexible in structure and concentrates on increasing protective factors in order to decrease risk factors of the adolescent. Therapeutic work concentrates on intrafamily and extrafamily capabilities (i.e., values, resources, communication, sources of resistance) in order to reduce problem behaviors found among family relational patters. FFT focuses on a change of behavior within the individual through skill training among family members, parenting, problem-solving and conflict management. FFT has proven to be effective in reducing antisocial behavior among diverse populations of serious and chronic juvenile offenders. The usual duration of FFT treatment is up to thirty (30) sessions (for high-needs family units) over the course of three (3) months to six (6) months.

III. SCOPE OF SERVICES

The purpose of the proposed project is to provide effective, evidence-based, community-based alternatives to incarceration for youth involved in the juvenile justice system. Youth who are referred to this project will be identified as being at moderate of high risk of recidivism: as being at high risk of violating their probation: or being at high risk of placement in a residential program and/or at risk for detention at RYDC/YDC or commitment to the Department of Juvenile Justice. Services shall address the youth’s behavior or actions that have contributed to the violation of their probation of that have place the youth at high risk of out of home placement. Such services shall be delivered in the community where the youth reside, thus permitting the youth to continue living at home and fulfilling any court- ordered sanctions.

Scope of Services includes:

- Development and confirmation of a program budget in coordination with County and in compliance with County requirement.
- Preparation of requests for proposals for any proposed subcontracted direct therapeutic service providers to be incorporated into the program.
- Presentation of received bids of proposals for approval of the County prior to selection.
- Subcontracting with and management of any approved direct service provider in accordance with Federal, State and /or County procurement and fiscal management guidelines as appropriate or as may be particularly required under any grant terms and conditions.
- Responsibility or monitoring and ensuring compliance with fidelity of service delivered by to program participants (including any services delivered or implemented by any subcontracted direct service providers)
- Coordination with model dissemination organizations, including, arranging for licensure of selected providers, training for front-line staff and supervisors, and ongoing consultation with provider agencies to ensure fidelity to proven program models.
- Responsibility for the oversight of all therapeutic program reporting requirements: ensuring the proper collection of data and responsibility for ensuring that reporting of program outcomes, including monthly reporting for grant requirements, are complete accurately and timely.
- Attending regular (i.e., monthly, quarterly, and annual) reporting on key performance indicators.
- Collaboration with referral agencies and Juvenile court to ensure high utilization of program.
- Engage in appropriate stakeholder communications and education to ensure sustainability of funding and effort.
- Ensure (and/or provide that) all therapists, supervisors and facilitators receive initial and ongoing training in the program model from and appropriate national dissemination organization to ensure model adherence.
- Breakage of all required training for all selected service providers
- Provide such additional provider readiness, technical assistance, and support activities to ensure provider effectiveness.
- Provide a clinical team of up to 4 clinicians who shall work together by regularly staffing cases, attending follow-up training, and participating in ongoing telephone supervision.

Target Population

The Target population ranges from at-risk preadolescents to youth with very serious problems such as conduct disorder, violent acting-out, and substance abuse. FFT is conducted as a home-based intervention and is applied to a wide range of problem youth and their families in various multi-ethnic, multicultural contexts.

FFT targets DJJ/Court-referred youth aged 11-18; younger siblings of referred adolescents will become part of the intervention process.

Intervention ranges, on average, from 8 to 12 one-hour sessions for mild cases and up to 30 sessions of direct service for more difficult situations. Sessions are spread over a 3-month to 6-month period.

The FFT provider shall serve at least 65 youth during each grant cycle, subject to change based on grant amount awarded.

All youth receiving services under this Program MUST score a medium to high on the Pre-Disposition Risk Assessment (PDRA) and is appropriate to the FFT program.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of **fifty (50) pages** and must be organized in a manner to display the required information in easily accessible tabs labeled:

Service Provider Background

- Letter of Interest
- History of the Provider (including years in business)
- Contact information (including address (es), telephone/Fax numbers, email, etc.)
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s) of key personnel
- Level of experience of facilitators (include resumes', certifications, etc.)
- Reference list of customers to whom similar services have been supplied.
- History/experience of implementation of program; (i.e., months/dates of program implementation; location of implementation; successes)

Service Provision Approach

- Proposed program to be implemented.
- Address how expected program implementation will directly affect the goals/objectives of the proposed pilot program. (Refer to Scope of Services for the Goals and Objectives.)

Project Timeline

- Proposed schedule of service delivery
- Provide a project schedule outlining each identified deliverable.

Budget

- Please present budget for direct services per juvenile. This grant will not allow for indirect services, such as rent, food, transportation, staff training and /or administrative costs.

Required Submission Documents

- Attachment A – Does not count against 50-page limit.

V. SCORING

Category	Possible Points
Qualifications of the Organization	20
Qualifications of the Lead Professional	20
Experience of the Organization	10
Experience of the Lead Professional	10
Description of How the Organization will address, incorporate and coordinate all components of the Scope of Work	25
Total Bid Price	15
Total Possible Number of Points Available	100

VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points. Upon selection, the winning bidder will be required to provide an updated policy specific to COVID-19 best practices and specific listing of how services will be provided as well as its company's Appropriate Professional Relationships policy. Failure to or the inability to supply these documents may result in disqualification.

Addendum Acknowledgement

Macon-Bibb County Board of Commissioners
Nan Tharpe, Procurement Officer II
Macon-Bibb County, Procurement Dept.
700 Poplar Street
Suite 308
Macon, Georgia 31201

DATE: _____

Juvenile Justice Incentive Grant Program
Functional Family Therapy Services
Macon-Bibb County
Bibb County, Georgia

Dear Nan Tharpe:

1. We have examined the Specifications, related documents, and the site of the proposed Work, and are familiar with all the conditions surrounding this project, including the availability of materials and labor, and hereby bid to furnish all materials and labor, and to complete the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under these Specifications, of which this bid is part.
 2. ADDENDUM RECEIPT:
 - a. We acknowledge our responsibility to ensure that all addenda have been received prior to the submission of a bid.
 - b. Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____
 3. We agree to commence actual physical work on site, with an adequate force and equipment within the timeframe presented in the specifications and to complete fully all work within the stated timeframe following notice to proceed.
- VII. We agree that this bid may not be revoked or withdrawn after the time set for the opening of bids and shall remain open for acceptance for a period of sixty (60) days following such time.**
4. In case of written notification by mail, telegraph, or delivery of the acceptance of this bid within sixty (60) days after the time set for the opening of bids, the undersigned agrees to execute within ten (10) days a Contract for the Work for the below stated compensation and at the same time to furnish and deliver to the Owner a Performance Bond and a Payment Bond, both in an amount equal to one-hundred-percent (100%) of the Contract Sum.
 5. Enclosed herewith is a Bid Bond in the amount of five percent (5%) of the total base bid. We agree that the above stated amount is the proper measure of liquidated damages that the Owner will sustain by the failure of the undersigned to execute the Contract and to furnish the Performance Bond and the Payment Bond.

BID FORM

Juvenile Justice Incentive Grant Program Functional Family Therapy Services

Total Bid Price	\$

I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

Total Bid price based on Award of Grant Fund.

Respectfully Submitted,

Authorized Signature: _____ Dated: _____

Typed Name: _____ Title: _____

BID FORM

Juvenile Justice Incentive Grant Program
Functional Family Therapy Services

Total Bid Price	\$ 373,932

I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

Total Bid price based on Award of Grant Fund.

Respectfully Submitted,

Authorized Signature: Nicole Janer Dated: Apr 24, 2023

Typed Name: Nicole Janer Title: Director of Operations

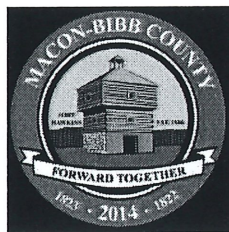
**Prepared in Response to Request for Professional Services
RPS # 23-044-NT**

for

Juvenile Justice Incentive Grant Program

Functional Family Therapy Services

Submitted to:



**Macon-Bibb County Procurement Department
Attn: Nan Tharpe
700 Poplar Street, Room 308
Macon, Georgia 31201**

Submitted by:



**Evidence Based Associates
2436 Steinbeck Lane
Powder Springs, Georgia 30127**

May 11, 2023



TABLE OF CONTENTS

SECTION:		PAGE:
I.	<u>Service Provider Background</u>	
	a. Letter of Interest	3
	b. History of Provider (including years of business)	4
	c. Contact Information (including address(es), telephone/fax, email)	5
	d. Structure of the firm (principals, project team)	6
II.	<u>Experience</u>	
	a. Resumes of key personnel	9
	b. Level of experience of facilitators (resumes, certifications)	13
	c. Reference list of customers who have received similar services	13
	d. History/experience of implementation of program (months/dates and location of implementation, successes)	14
III.	<u>Service Provision Approach</u>	
	a. Proposed program to be implemented	22
	b. Address how expected program implementation will directly affect the goals/objectives of the proposed pilot program)	22
IV.	<u>Project Timeline</u>	
	a. Proposed schedule of service delivery	25
	b. Project schedule outlining each identifiable deliverable	27
V.	<u>Budget</u>	
	a. Budget for direct service per juvenile	28
VI.	<u>Required Submission Documents</u>	29
	Attachment A	
	Bid Form	
	Addendum Acknowledgement (if applicable)	
VII.	<u>Exhibits</u>	

I. Service Provider Background

a. Letter of Interest

Macon-Bibb County Procurement Department
700 Poplar Street, Suite 308
Macon, Georgia 31201
Attn: Nan Tharpe

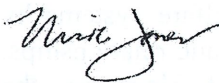
Dear Ms. Tharpe:

Enclosed herein is a proposal submitted on behalf of Evidence Based Associates (EBA) in response to the Macon-Bibb County Request for Professional Services, **"RPS # 23-044-NT for Juvenile Justice Incentive Grant Program Functional Family Therapy Services."** It has been our honor serving as managing entity for Macon-Bibb County for the past 8 years, and our hope is to continue this partnership under the new grant term. If selected, EBA and the subcontractor are fully staffed and prepared to provide services without interruption on the start date of July 1, 2023.

In accordance with published guidelines issued with the RPS, enclosed you will find one (1) original proposal and five (5) identical copies along with a flash drive containing an electronic version of the original. All required submission documents are identified as Attachment A in the proposal package. Exhibit A is included to highlight resumes of the direct service staff.

Thank you for your attention to this proposal and consideration of its merits. We look forward to hearing from you upon review.

Sincerely,



Nicole Janer
Director of Operations



b. History of Provider

Founded in 2004, Evidence Based Associates (EBA) was established through collaborative agreement by leaders representing top-tier, evidence-based programs (EBPs) who envisioned partnering with states and large systems to transform child- and family-serving systems across the US. Over time, EBA's expertise in implementation support and project management has been applied to adults involved in the criminal justice system including those considered at highest risk of gun violence and eligible for participation in Community Violence Intervention (CVI) programs.

For the past two decades, EBA has been actively helping states and other public systems on these transformational activities – namely, to identify, adopt, and implement high-quality (i.e., Well-Supported) EBPs for children, youth, young adults, and families at highest risk of serious system consequences such as child removal or incarceration (i.e., in the juvenile or criminal justice systems). Utilizing its scientifically-grounded implementation support tools and resources, EBA guides states and large systems through stages of exploration, preparation, implementation, and sustainability that address barriers to achieving optimal program quality, clinical and programmatic fidelity, and positive outcomes. By focusing exclusively on implementation support (i.e., not engaging simultaneously in the delivery of clinical services), EBA is able to focus on the key systemic factors that drive successful and high-fidelity EBP implementation.

Guided by our project implementation experiences across multiple jurisdictions, EBA has developed tools (e.g., hiring toolkits), resources (e.g., data collection and reporting protocols), and practices (e.g., capacity-building activities) that assist direct service providers (DSPs) – especially smaller, community-based providers -- in their efforts to deliver high-quality EBPs with high fidelity without introducing any conflicts of interest. Throughout its history, EBA has provided technical assistance, implementation support, and fidelity monitoring related to EBP implementation in numerous jurisdictions including the District of Columbia; the Commonwealth of Virginia; and the City of New York; and the states of Florida, Georgia, Louisiana, Texas, and Washington. In most cases, EBA contracts directly with state agencies (child welfare, juvenile or criminal justice, or behavioral health) and manages all 'downstream' implementation project management activities.

EBA also has a well-earned reputation for supporting local leadership, for innovation, and for achieving meaningful outcomes for families involved with either juvenile justice or child welfare systems by leveraging the full capacity of the EBPs it implements and by building local networks and relationships. EBA's leaders have published peer-reviewed manuscripts, book chapters, and blogs on the implementation of EBPs. Our team has sponsored and presented at conferences focused on evidence-based programs (e.g., Blueprints Conference) for over a decade.

EBA's mission is to strengthen families and support communities through the high-quality implementation of evidence-based programs. EBA's four core values represent what we strive to bring to the relationship with each of our clients:

- Efficiency – utilization of operational and business management “best practices”
- Cost-effectiveness - delivering the highest quality, highest rated community-based programs with the best overall value to the state



- Lowered Risk - ensuring that evidence-based programs are implemented as intended, as supported by science, while reducing the reliance of the system on more expensive (and usually less effective) alternatives
- Accountability -- holding ourselves and our project partners accountable for results

EBA's vision is to help states and systems create behavioral health care systems in which children, youth, adults, and families have access to the highest quality behavioral health care -- when and where they need it -- in ways that are acceptable and empowering to them, while leveraging the best available science on 'what works.' EBA strives to provide thought leadership and partnership in behavioral health systems to help leaders bring about systemic reform that is efficient, cost effective, lower risk, and improves accountability in the overall system.

c. Contact Information

Primary contact(s) for this proposal:

Terri Barnes
Project Director (Georgia)
2436 Steinbeck Lane
Powder Springs, Georgia 30127
Telephone (mobile): 770-990-6046
Email: tbarnes@ebanetwork.com

Nicole Janer
Director of Operations
1005 Ward Circle
Oviedo, FL 32765
Telephone (mobile): 315-317-6025
Email: njaner@ebanetwork.com

Evidence Based Associates also has satellite offices in the following locations:

Dan Edwards, Ph.D
Senior Director
315 E. Oak Street
Alexandria, VA 22301

EBA will continue to sub-contract with Grace Harbour, Inc., a Georgia-based service provider, for the delivery of Functional Family Therapy (FFT) to the Macon-Bibb County Juvenile Court.

Sub-Contractor Name:

Grace Harbour, Inc.

Corporate Office Address:

200 Westpark Drive, Suite 325, Peachtree City, GA 30269



Founded in 2006, Grace Harbour, Inc. opened its doors with a strong desire to help others and to assist people with the challenges of daily life. Since 2006, Grace Harbour has grown into a service area within Georgia consisting of twenty-three counties, with seven office locations, and has developed a comprehensive care continuum of behavioral health services, evidence-based treatments, and training programs. Grace Harbour is owned by ncgCARE, Inc., and belongs to a network of behavioral health providers along the east coast, which includes agencies in Virginia, West Virginia, North Carolina, and Georgia.

Grace Harbour has a dedicated history providing EBPs since 2013. At that time, Grace Harbour was selected to provide Functional Family Therapy (FFT) in Georgia. Over the past 9 years, FFT programs have extended to Coweta, Fayette, Meriwether, Hall, Rockdale, Muscogee, Macon-Bibb, Lowndes, Dekalb, and Dougherty Counties. In addition to FFT, Grace Harbour's passion for providing EBPs now includes Multisystemic Therapy (MST) services in Cherokee, Chatham, Clayton, Dekalb, Hall, Troup, and Muscogee Counties, as well as currently Aggression Replacement Training (ART), Trauma-Focused Cognitive Behavioral Therapy (TF-CBT).

Grace Harbour is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), which reflects their continuous commitment to providing superior outpatient mental health and substance abuse treatment services to children, adolescents, and adults. As a CARF accredited organization, Grace Harbour has been recognized for its commitment to excellence, continually striving to improve efficiency, fiscal health, and service delivery -- creating a foundation for satisfaction by those they serve.

Grace Harbour also has office locations in Chatham County, Coweta County, Muscogee County, Pike County and Hall County. In addition to its Georgia presence, Grace Harbour also has four office locations throughout the state of South Carolina where it offers evidence-based programming to all counties in the state.

d. Structure of the Firm

EBA has established a visible and highly regarded presence throughout the state of Georgia subsequent to its involvement as managing entity in numerous counties participating in the Juvenile Justice Incentive Grant program. With expertise in providing the knowledge, management experience, resources, and infrastructure needed to implement EBPs as they are intended, EBA is the only such general contractor organization solely dedicated to high-fidelity implementation of EBPs.

The key management team who will be associated with Functional Family Therapy (FFT) initiative in Macon-Bibb County will include:

Terri Barnes, Program Director - based in Cobb County, Georgia, she is responsible for overseeing day-to-day aspects of the FFT program in Macon-Bibb County. This includes coordination of the contracting, implementation support, and ongoing fidelity monitoring of the program in conjunction with Grace Harbour and juvenile court leadership and staff from the four participating counties. In addition, she will serve as the central point of contact for the project with respect to all local stakeholders, FFT national training and certification body, Grace Harbour and EBA.



Margaret McAlister, Human Resources Generalist - will take the lead on EBA's hiring process (i.e., for announcing and selection of qualified facilitators and therapists for Grace Harbour) and will also directly oversee the hiring of EBP staff who will be delivering the programs using EBA's EBAssets™ toolkits that she developed for the firm. Ms. McAlister has been with EBA for nearly 13 years after serving in a variety of HR leadership roles in the private sector for over 30 years.

EBA's Senior Leadership team members include:

EBA's Senior Director of Operations, **Nicole Janer**, was the lead Project Director for EBA's landmark program, the Florida Redirection Project, and she now oversees all of EBA's project activities including our work in the State of Georgia, the Commonwealth of Virginia, the City of New York, and the District of Columbia. Janer's past experiences as a vocational counselor, director of a parent advocacy and training organization, implementer of a federal demonstration project for system changes with youth with developmental disabilities and an administrator of a provider organization have all proven to be beneficial in her role with EBA.

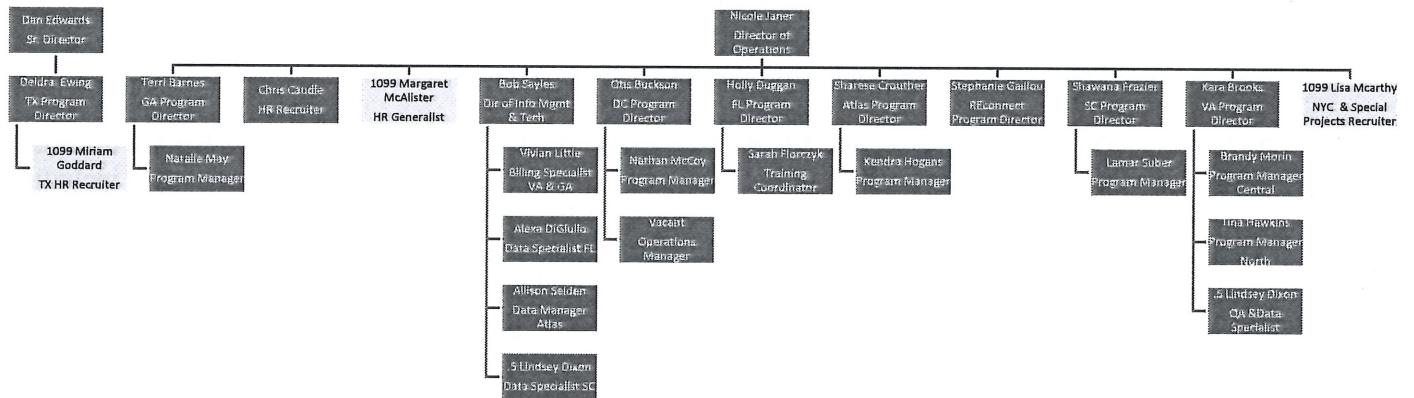
EBA's Senior Director of Strategy and Growth, **Dan Edwards, Ph.D.**, obtained his doctorate in Clinical and Health Psychology from the University of Florida (Gainesville) in 1997. Dr. Edwards' career has focused on the provision of technical assistance, implementation resources, and project management support related to the implementation of evidence-based programs. Prior to his current work, he was Clinical Professor at the Medical University of South Carolina and Vice-President at MST Services. Dr. Edwards is presently a member of the Society for Implementation Research Collaboration (SIRC); the Global Implementation Society (GIS); and an Associate Editor for the journal Global Implementation Research and Applications (GIRA).

EBA's Director of Information Management and Technology, **Robert Sayles** has 18 years of experience working in the data management and internet technology field. He has also worked in finance and audit areas within multiple private and public corporations. He has a bachelor's degree in accountancy from the University of Notre Dame and a master's degree in business administration from Regis University. Before joining Evidence-Based Associates, Sayles was the director of information technology for Liberty Resources (NY), a human services provider and was responsible for the daily maintenance and upkeep of the agency's computers, software, and analysis. Sayles is responsible at EBA for the development and maintenance of our EBP dashboards and updating them monthly.

The organizational chart below illustrates the complete structure of EBA. Resumes of key personnel serving the Macon-Bibb County project follow the org chart.



*Evidence Based Associates
As of April 2023*



II. Experience

a. Resumes of Key Personnel

Nicole Janer, Director of Operations

Nicole will provide leadership on Project Operations and overall performance in Macon-Bibb County. Ms. Janer will also directly supervise the Program Director and will provide on-site support in the areas of utilization tracking, fidelity monitoring, and fiscal oversight. Ms. Janer will oversee the field implementation of Functional Family Therapy and provide executive level liaison services between Macon-Bibb County Juvenile Court officials, EBA, Grace Harbour and other key partners.

Nicole Janer

Address: 1005 Ward Circle Oviedo, FL 32765;
(p) 315-317-6025 (f) 267-295-1896; njaner@ebanetwork.com

10/04 to Present: Director of Operations, Evidence Based Associates

Manages the implementation of Juvenile Justice Incentive Grant in Georgia through the Criminal Justice Coordinating Council utilizing Evidence –Based Treatments. Managed the implementation of the roll out of A Families First Project in D.C. with the Department of Behavior Health, utilizing Evidence –Based Treatments

Managed the growth of a 1.8 pilot demonstration project to provide evidence-based services in FL to an \$11 million contract in 3 years. Engaged Stakeholders including Judicial branches, Public Defender, State Attorney, Probation Department, Office of Program Policy Analysis and Governmental Accountability in the Demonstration Project

1996–10/04: Executive Director, Exceptional Family Resources Syracuse, NY

Increased agency revenues by 35% in an eight-year period. Wrote and secured funding from local, county and state funding sources. Developed and monitored a corporate compliance program. Responsibilities included program development of After School Services, Children w/ Special Health Care Needs, Overnight Respite and a Summer Recreation Program. Under her leadership, there was decreased turnover by 100% through increasing job satisfaction, enhancing staff development, improving staff compensation plan and reorganizing while maintaining budget levels. Implemented an agency investment policy, monthly statement procedure and experienced favorable audit outcomes. Responsible for the human relations, budgeting and benefit administration of a 31-person agency and over 150 independent contractors.

1977–1981: State University of New York, Binghamton, NY B.A., Psychology

Awards/Community Services: Consumer Directed Services, Member of Board of Directors, United Way Speakers' Bureau, Co-Chair Onondaga County's D.D. Sub-committee, WCNY's "My So-Called Disability steering committee member, Founding member and Regional Representative for Empire State Association for Persons in Supported Employment (APSE)



Terri Barnes, Program Director

Terri is based in Cobb County, Georgia and will be responsible for overseeing day-to-day aspects of the Macon-Bibb County project. This includes coordination of the contracting, pre-implementation support, and timely implementation of these programs in conjunction with Grace Harbour and Macon-Bibb County Juvenile Court leadership and staff. In addition, she will serve as the central point of contact for the Macon-Bibb County project with respect to all local stakeholders, Functional Family Therapy national training programs, Grace Harbour and EBA.

Terri Barnes

Address: 2436 Steinbeck Lane, Powder Springs, GA 30127;
Telephone: (770)-990-6046: cell; tbarnes@ebanetwork.com

EDUCATION:

1999-2001: Clark Atlanta University, Atlanta, Georgia; Masters in Social Work (MSW)
1993-1995: Troy State University, Troy, Alabama 30681; Bachelors Social Work (BSW)
1991-1993: Lurleen B. Wallace Junior College, Andalusia, Alabama; Associate Degree Arts

EXPERIENCE:

July 2013 – Present: Evidence – Based Associates

Project Director GA Juvenile Justice Incentive Program: Responsible for developing and overseeing all aspects of the Georgia Project. This includes coordination of the identification (where needed), contracting, pre-implementation support, and timely implementation of these programs. In addition, the Project Director will serve as the central point of contact for the Project with respect to all local stakeholders, model training programs, and EBA.

September 2011 – July 2013: Family Intervention Specialist Clinician: Provide community base treatment for youth and family with complex clinical, social and educational problems. Family interventions seek to promote the parent's capacity to monitor and discipline the adolescent.

January 2007- September 2011: Open Arms Group Home Inc.: Program Director Responsible for the management of all program services and operations. Principle areas of supervision include: personnel, policy and procedure, program development and fiscal management and startup of new programs.

October 2004- May 2008: Community Solution Inc., Program Director Responsible for the management of all program services and operations. Principle areas of supervision include: personnel, policy and procedure, program development and fiscal management.

Robert Sayles, Director of Information Management & Technology

Bob is uniquely suited to the role of information management given his background in financial accounting systems and business administration. Mr. Sayles will partner with Ms. Janer to manage



invoicing/fiscal operations and will also oversee the development of data collection, analysis and reporting processes to ensure high-quality delivery of EBPs.

Robert Sayles

Address: 4185 Sholtz Rd. · Oneida, NY 13421

Telephone: (315) 761-5822 · bsayles@ebanetwork.com

Career Objectives

Seeking opportunities that allow me to apply what I have learned to the benefit of children and families; also, to continue to broaden my experience while also allowing me to leverage my existing skills.

Education

Masters Degree: *Regis University* – June 2001 – Masters in Business Administration

Bachelors Degree: *University of Notre Dame* – May 1994 – Bachelors in Business Administration – Major: Accountancy

Work Experience

Evidence Based Associates – Human Service Provider - October 2011 - Present

Director of Information Management and Technology: October 2011 – Present

Responsible for the daily maintenance and use of the company databases and dashboards. Provide agency response to data requests from outside agencies. Collect, organize and present data on a recurring basis. Provide analytics on a wide range of areas including demographics and financials (cash flow, expenditures strategies). Responsible for project planning and user documentation. Provide development and security of agency's SharePoint site. Regularly update agency mobile website. First responder to users when they encounter problems with either hardware or software.

Liberty Resources – Human Services Provider - April 2003 - September 2011

Director of Information Technology: July 2010 – September 2011

Responsible for the daily maintenance and upkeep of the agency's computers and software. Responsible for the Work Order System used by the facilities department. Work with outside vendor to maintain the network and servers. Provide data management services for outside agency. Provide data management for multiple divisions and programs within the agency. Provide all development and security of agency's SharePoint site. Develop SQL reporting to meet specific user needs. Provide senior management with recommendations on capital expenditures on IT/phone needs. Responsible for all personnel related decisions for the department.

Director of Data Management: July 2008 – July 2010

Provided financial analysis on the viability of potential acquisitions and new/existing programs. Responsible for the Work Order System used by the facilities department. Compile data on peer organizations for comparative study purposes. Prepared financial reporting for the state of New York. Actively maintained the agency budget. Responsible for the maintenance of the agency's accounting software. Provide data management services for outside agency. Provide data management for multiple divisions and programs within the agency. Provide all development and security of agency's SharePoint site.



Finance Manager: April 2003 – July 2008

Provided financial analysis on the viability of potential acquisitions and new/existing programs. Prepared monthly financial statements (using Crystal Reports). Prepared financial reporting for the state of New York. Performed analytical review of balance sheet and income statements. Actively maintained the agency budget. Responsible for selection of and implementation of new accounting software. Provided data management services for outside agencies. Oversaw all aspects of the purchasing and facilities departments for the entire agency (over 20 locations within the agency), including all related personnel decisions. Responsible for the Work Order System used by the facilities department.

Oneida Ltd. – Domestic Flatware & Dinnerware Manufacturer & Importer - Jan. 1996 - Apr. 2003

Manager of Internal Audit: October 2002 – April 2003

Worked closely with the external auditors (PriceWaterhouseCoopers LLP) on auditing the year end financial statements, with an emphasis on capital expenditure analysis. Began the implementation of required changes necessary for compliance with the Sarbanes-Oxley Act.

Manager of Remote Warehousing & Public Distribution: June 2000 – October 2002

Oversaw and managed all aspects of two warehouses; one in Nashville, TN and one in Ontario, CA. Created a wide array of reporting measures to track performance for entire department. Was liaison between this department and both the finance and IT departments. Approved all purchases required by these locations. Created and maintained budgets for both of these facilities and enforced adherence to them. Handled all personnel issues for these locations, including hirings and terminations. Made and executed real estate decisions at these locations.

Applications Administrator: April 1998 – June 2000

Created, modified, supported and educated end users on accounting, financial and purchasing portions of the company's information systems network. Helped the external auditors obtain financial data from the company's systems.

Senior Internal Auditor: Jan. 1996 – April 1998

Worked closely with the external auditors on auditing the year end financial statements. Also, performed several audits and reviews of a wide range of the functional aspects of the company's operations, including a detailed analysis of the company's purchasing department and its procedures.

Ernst & Young LLP – Public Accounting Firm

Staff Auditor: Sept. 1994 – Jan. 1996

Additional Information

Oneida City School District Board of Education: July 2007 – June 2012

Oneida City School District Board of Education President: July 2010 – June 2012

Oneida Little League Board Member: October 2009 - Present

St. Patrick's Church (Oneida, NY) Finance Committee Member: June 2001 – June 2010

Software Proficiencies



Microsoft Excel, Word, Access, OneNote, Project, SharePoint, Crystal Reports, SQL, Visual Studio, Business Management Studio, MIP, Mas90

- **Margaret McAlister, Human Resources Generalist**

Margaret leads EBA's hiring process (i.e., for announcing and selection of qualified facilitators and therapists for Grace Harbour and will also directly oversee the hiring of EBP staff who will delivering the programs using EBA's EBAAssets™ toolkits that she developed for the firm). Ms. McAlister has been with EBA for nearly seven years after serving in a variety of HR leadership roles in the private sector for over 30 years. Since joining EBA in August 2010, McAlister has worked with the Redirection project regional project managers and their subcontracted agencies to reduce therapist turnover by more than 50% from 2010 to 2011. She co-authored the EBA Best Practices Hiring Manual with the Redirections team and therapy model consultants to be used by all Redirection teams. She is also working with EBA's Washington, D.C. Families First Program and with Georgia's GJJIP Program by providing HR guidance to the participating providers.

- **Grace Harbour, Inc., Subcontractor for FFT services**

Grace Harbour, Inc. offers a variety of services including in-home and in-clinic individual counseling, family and couples counseling, group counseling, community support services, nursing services, psychiatric treatment (medication evaluation and management services) and diagnostic testing such as drug screens, tuberculin TB testing, RPR testing, to name a few. Grace Harbour has a partnership with a variety of community-based resources in order to promote holistic care. Grace Harbour's clinical service delivery team is a multidisciplinary team, consisting of over fifty (50) licensed, certified, or licensed-eligible mental health clinicians with extensive training, certifications, and experience in working with participants of all ages and clinical issues. The clinical team is comprised of psychiatrists, psychiatric nurses, psychologists, licensed professional counselors, licensed clinical social workers, licensed marriage and family therapists, masters addiction counselors, and community support staff. The diverse team of clinicians specializes in many areas of disorder to better help program participants cope through difficult times in their lives via numerous treatment modalities (e.g., individual psychotherapy, couples therapy, family therapy, group therapy, psychopharmacological interventions, and recovery/life skill attainment.

b. Level of Experience of Facilitators/Therapists

Mrs. Noell Andrews is the current FFT supervisor for Macon-Bibb County. She is a Licensed Clinical Social Worker, has a Masters degree in Social Work and a Bachelor's degree in Sociology from Valdosta State University. Noell was previously a FFT Therapist in Macon-Bibb County for four years before moving into the Supervisor position. Noell also has previously worked as a Social Services Case Manager at the Georgia Department of Family and Children Services.

Mrs. Tanisha Primas is an FFT therapist currently providing FFT services to families residing in Macon-Bibb County. Mrs. Primas obtained a Master of Science degree in Mental Health Counseling from Fort Valley State University. She has been providing FFT therapy for over 5 years and has over 14 years providing therapeutic services to families.



Ms. Shykerria Tolbert is a FFT therapist who has been providing FFT services to families in Macon-Bibb County for over one and a half years. Ms. Tolbert received her Masters and Bachelors degrees in Social work from Savannah State University. She has been providing direct services for youth and families for over 5 years.

Resumes for Grace Harbour key staff are available in Exhibit A.

c. Reference List of Customers (to whom similar services have been provided)

Name of Client: <u>Cherokee County Juvenile Court</u> Contact Person: Judge John Sumner, Presiding Judge	Contract Start Date: February 1, 2014 Contract End Date: ongoing
Address: 90 North Street Suite 310, Canton GA	Telephone Number: (678) 493-6250 Email: jbsumner@cherokeega.com
Description of Contract: Juvenile Justice Incentive Grant from CJCC; Project Management. Programs Managed: Functional Family Therapy, Strengthening Families, Multisystemic Therapy. Sub-contract with Grace Harbour as direct service provider.	

Name of Client: <u>Chatham County Juvenile Court</u> Contact Person: Adam Kennedy, Court Administrator	Contract Start Date: July 1, 2013 Contract End Date: ongoing
Address: 197 Carl Griffin Drive, Savannah, GA	Telephone Number: (912) 652-6721 Email: akennedy@chathamcounty.org
Description of Contract: Juvenile Justice Incentive Grant from CJCC. Project Management. Programs Managed: Functional Family Therapy, Aggression Replacement Training, Multisystemic Therapy (sub-contract with Grace Harbour as direct service provider)	

Name of Client: <u>Coweta County Juvenile Court</u> Contact Person: Judge Joseph Wyant, Presiding Judge/Lisa Barton, Juvenile Probation	Contract Start Date: July 1, 2013 Contract End Date: ongoing
Address: 78 Greenville St, Newnan, GA	Telephone Number: (770) 254-3731 Email: lbarton@coweta.ga.us
Description of Contract: Juvenile Justice Incentive Grant from CJCC; Project Management. Programs Managed: Functional Family Therapy. Sub-contract with Grace Harbour as direct service provider.	

d. History/experience of implementation of program

Following successful implementation projects in Florida, Georgia, New York, Virginia, and the District of Columbia, EBA has earned a reputation for leadership, operational excellence, and 'hands on' technical assistance focused solely on the successful implementation EBPs -- especially for children, youth, young



adults, and families who are at the highest risk of system involvement. For nearly 17 years, EBA has provided technical assistance (TA) and has overseen the implementation of a range of EBPs across multiple jurisdictions, in partnership with numerous provider agencies and sponsoring agencies around the country.

EBA is perhaps best-known in Florida for its management and success with the Redirection Program (2004-2013), in which EBA administered the implementation of five EBPs statewide under a contract with the Department of Juvenile Justice (DJJ). The Redirection Program served youth at high-risk for out-of-home placement (i.e., into detention, residential commitment programs, or prison) using intensive evidence-based, home-based programs to address criminogenic risks and behavioral health needs. Over the nine years of operation, Redirection helped DJJ reduce its reliance on out-of-home commitments by 70% while reducing felony recidivism by 12% and saving taxpayers more than \$225 million (as documented by the Office of Program Policy Analysis and Government Accountability).

Another excellent example of EBA's experience implementing an array of EBPs is the Families First program in Washington, DC. Since 2011, EBA has successfully facilitated all aspects of the implementation, training, and fidelity monitoring activities for all nine of the EBP models chosen by the District of Columbia's Department of Behavioral Health for implementation, with consistently positive outcomes in coordinating the numerous and various training events. The EBP Dashboard that EBA built for the Department has maintained relevant performance and fidelity data for all programs consistently since 2014.

Based on these successes, EBA has also been able to gain the confidence of stakeholders in Georgia, Virginia, and New York City in projects needing leadership and oversight of EBP implementation within the juvenile or criminal justice systems. In the exciting and innovative Atlas Initiative, sponsored by the Mayor's Office for Criminal Justice, EBA is partnering with three evidence-based programs, community-based organizations, and the United Way to lead EBP implementation efforts and to radically redesign the experience of youth and young adults who are at the highest risk of violence, victimization, and of continued involvement in the criminal justice system.

Table 1 summarizes key information about all of EBA's Comparable Programs and Projects.

Table 1.

Location	Program Description	Years Active	Number of Clients Served / Year	Budget	Cost per client
Georgia	Juvenile Justice Incentive Grant Program (EBA contracts with 12 counties in GA to manage the	2013-present	650+ per year (varies by year)	\$4-6 mil per year	Varies by model



	implementation of EBPs for DJJ youth & families				
Florida	DJJ “Redirection” Program (EBA as statewide management entity for EBP implementation)	2004-2013	Approx. 1,200 youth per year	\$2-4 mil the first few years; then \$11 mil per year after that	\$90/day (blended per diem rate for all EBPs, delivered with high-fidelity)
Virginia	Regional Service Coordination (RSC) Model (DJJ)	2017-present	Approx. 800+ youth per year	\$4-5 mil per year (includes DSP fiscal pass-through that EBA manages)	Varies widely by model and service provider (EBA manages over 100 DSPs)
Wash DC	Families First (DC DBH)	2012-present	Approx. 400+ families per year	≤\$1.0 mil per year (EBA does not manage funds; only project TA and management)	N/A
New York City	Atlas Initiative – a program of the Mayor’s Office of Criminal Justice (MOCJ) and the Office of Neighborhood Safety (ONS)	2021-present	As of today, 150 youth and families per year; goal is 10,000 per year in EBPs	≤\$1 mil per year (EBA does not manage provider funds; EBA only provides TA and project support)	N/A

For evaluations of EBA’s statewide EBP implementation programs:

1. Georgia: The Criminal Justice Coordinating Council (CJCC) oversee the incentive grant fund and its operations. In partnership with the University of Georgia Carl Vinson Center, the CJCC annual reports evaluate the project, and the most recent evaluation can be located here: <https://cjcc.georgia.gov/grants/grant-subject-areas/juvenile-justice/juvenile-justice-incentive-grant-program>



2. Florida: Several reports were produced but the 2010 report from the Office of Program Policy Analysis and Government Accountability (OPPAGA) is the most comprehensive (although OPPAGA discontinued the practice of annually evaluating the program after that) and is located here: <https://oppaga.fl.gov/Products/ReportDetail?rn=10-38>
3. Virginia: The Regional Service Coordination project is evaluated as part of Virginia's DJJ Transformation Plan: the most recent version of the report related to that Transformation is found here: <https://rga.lis.virginia.gov/Published/2020/RD560>
4. DC: No formal evaluations completed, but the DC Data Dashboard can be located by navigating to the EBA website (<https://evidencebasedassociates.com/>) and clicking on "DC Dashboard" in the upper right-hand corner.
5. NYC: started 3/1/21 – no evaluations completed yet. For overview of the initiative, see: <https://criminaljustice.cityofnewyork.us/programs/atlas/>

As noted above, EBA has established a visible and highly regarded presence throughout the state of Georgia subsequent to its involvement as managing entity in numerous counties participating in the Juvenile Justice Incentive Grant program. With expertise in providing the knowledge, management experience, resources, and infrastructure needed to implement EBPs as they are intended, EBA is the only such general contractor organization solely dedicated to high-fidelity implementation of EBPs.

Working in partnership, both EBA (as program manager and service coordinator) and Grace Harbour, Inc. (as direct service provider) have extensive experience with the target population identified through the Pre-Disposition Risk Assessment (PDRA) as used by the Macon-Bibb County Juvenile Court. EBA has worked closely since the 2013 launch of the Georgia Juvenile Justice Incentive Grant program with its 13 participating counties as well as the CJCC as principal funder. EBA and Grace Harbour, Inc., as active and visible participants in the initiative, implement and provide evidence-based programs only for those youth determined to be medium to high risk using the standardized PDRA. Both EBA and Grace Harbour have existing projects in several jurisdictions in Georgia providing FFT among other evidence based programs.

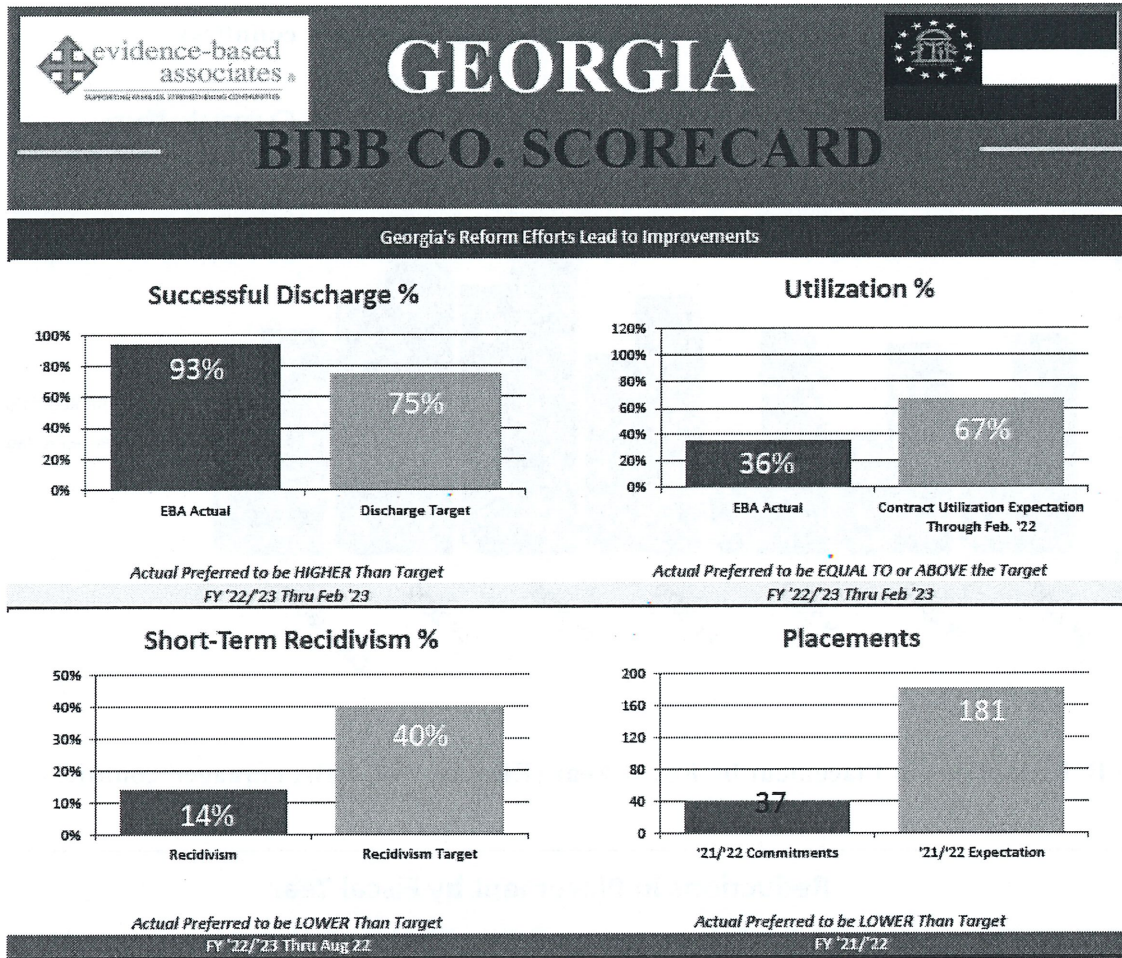
County partners and their respective evidence based programs currently managed by EBA include:

- Clayton – Multisystemic Therapy and Aggression Replacement Training
- Chatham –Multisystemic Therapy and Trauma Focused Cognitive Behavioral Therapy
- Cherokee - Multisystemic Therapy
- Coweta – Functional Family Therapy
- Dekalb – Multisystemic Therapy and Functional Family Therapy
- Dougherty – Functional Family Therapy
- Fayette – Functional Family Therapy; coordinating FFT Externship
- Fulton – Functional Family Therapy, Multisystemic Therapy and Trauma Focused Cognitive Behavioral Therapy
- Hall – Multisystemic Therapy and Functional Family Therapy
- Lowndes – Functional Family Therapy



- Macon-Bibb – Functional Family Therapy
- Muscogee – Multisystemic Therapy and Functional Family Therapy
- Rockdale – Functional Family Therapy
- Troup - Multisystemic Therapy

The following table illustrates the outcomes attained in Macon-Bibb County during the current FY 2022-23 Juvenile Justice Incentive Grant program managed by Evidence Based Associates:



Overall, youth in Macon-Bibb County achieved a significantly higher rate of successful discharge than the state's average. According to the annual report published by the Carl Vincent Institute of Government in December 2022 providing a summary of the Juvenile Justice Incentive Grant, 872 youth were served in FY22 with a successful discharge rate of 70% across all evidence based programs offered. In Bibb County, with EBA as managing entity, 93% of youth were successfully discharged from their program.

The following figures highlight the differences by fiscal year between those counties whose evidence based programs have been managed by EBA and those providing similar services but not in partnership with EBA:

Figure A. Reductions in Commitments (EBA vs. Non-EBA managed counties)

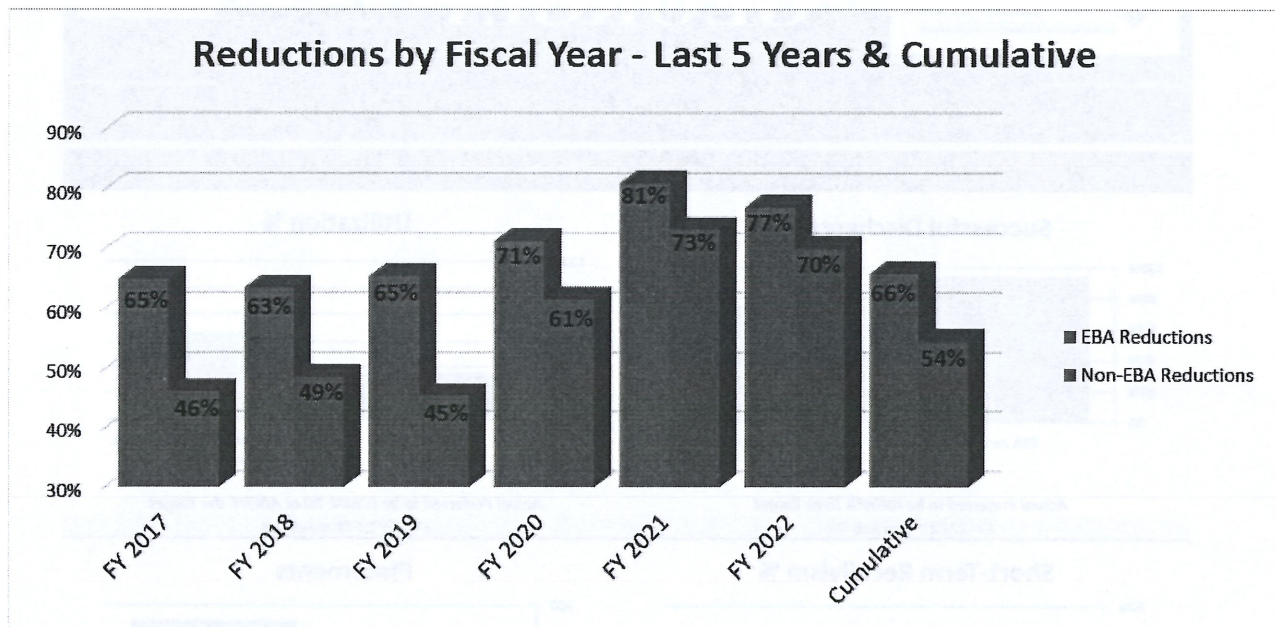


Figure B. Reductions in Placement by Fiscal Year (EBA vs. Non-EBA managed counties)

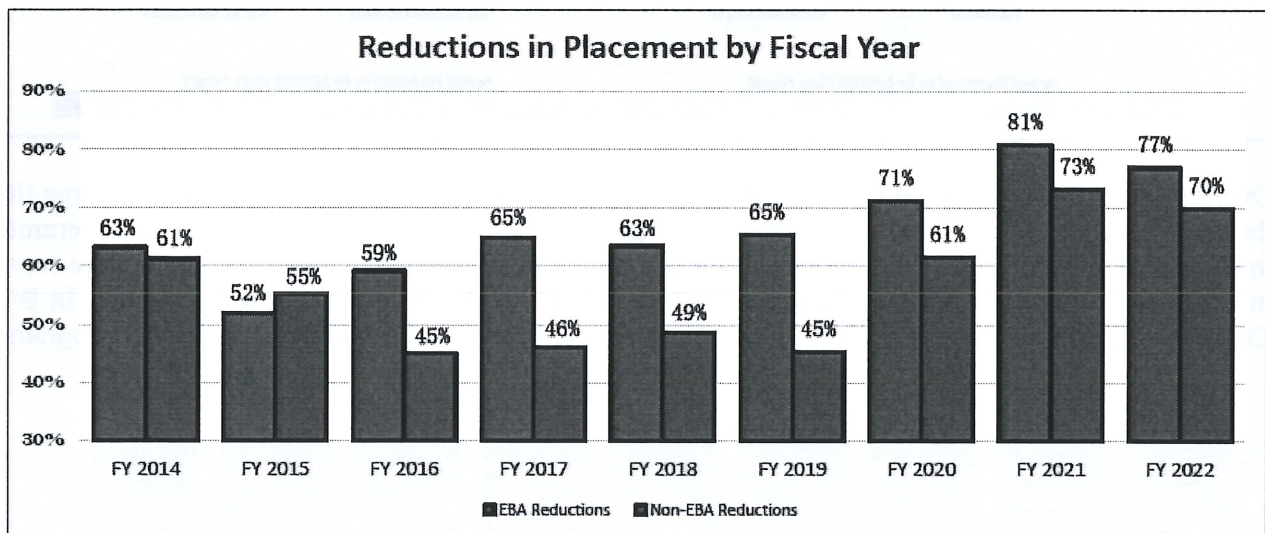
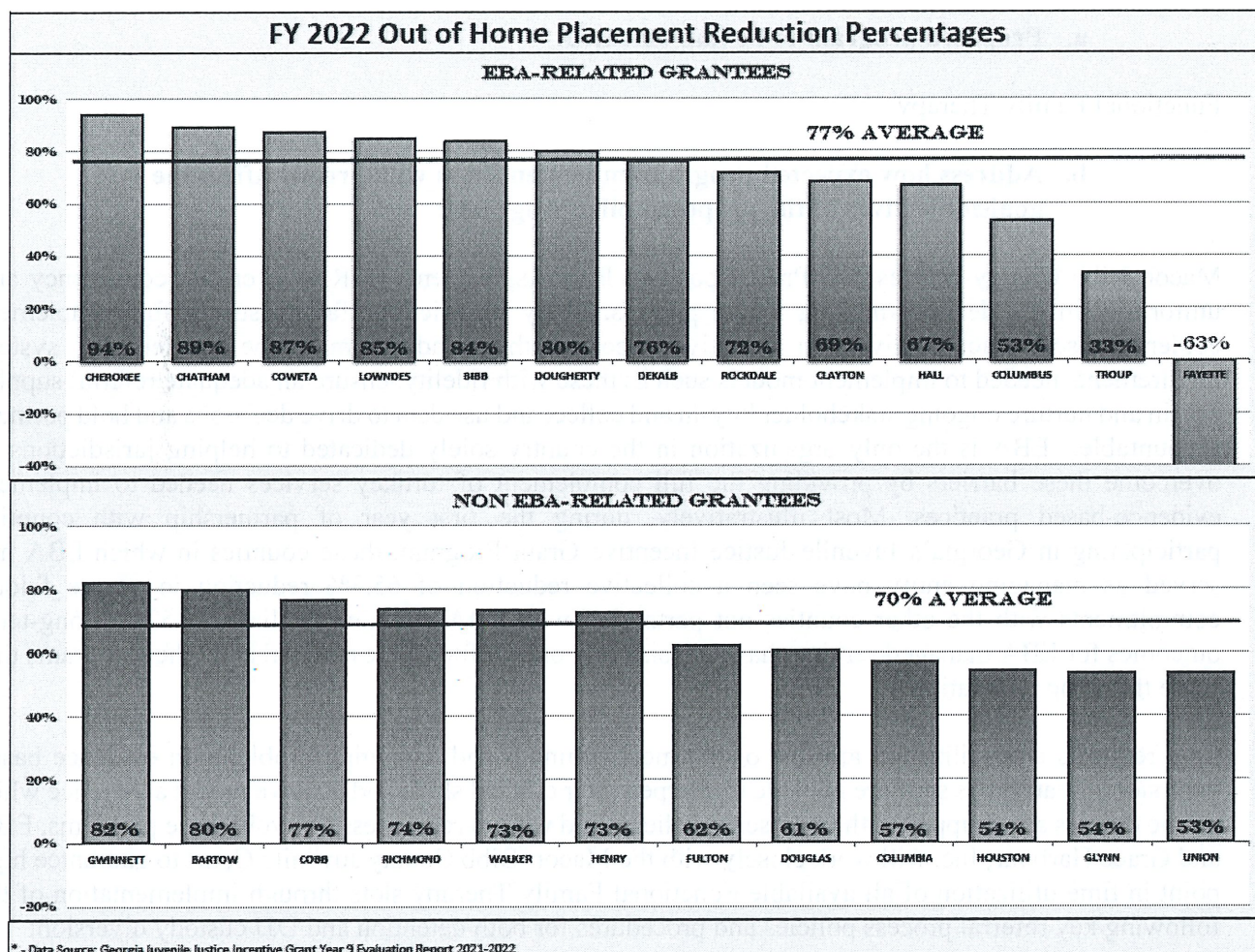


Figure C. Reduction in Placements (EBA vs. Non-EBA managed counties)



III. Service Provision Approach

a. Proposed program to be implemented:

Functional Family Therapy

b. Address how expected program implementation will directly affect the goals/objectives of the proposed pilot program):

Macon-Bibb County utilizes The Pre-Disposition Risk Assessment (PDRA) to ensure consistency and uniformity in the decision-making intake process. Many jurisdictions fail to successfully implement evidence-based practice diversion initiatives because they underestimate the service and system requirements needed to implement models such as these with fidelity, ensure an adequate referral supply, obtain and nurture ongoing stakeholder buy-in and collect and use data to drive decisions and hold partners accountable. EBA is the only organization in the country solely dedicated to helping jurisdictions to overcome these barriers by providing the full complement of turnkey services needed to implement evidence-based practices. Most illustratively, during the first year of partnership with counties participating in Georgia's Juvenile Justice Incentive Grant Program, those counties in which EBA has served as managing entity have seen a collective reduction of 65.3% reduction in secure felony commitments with the other counties not partnering with EBA attaining declines of 52%. Long-term outcomes for EBA managed services have consistently out-performed residential and other programs that serve the same population.

Low referrals and utilization are one of the most common and damaging problems in evidence based diversion initiatives as staff are not able to sharpen their clinical skills and achieve model adherence while public entities are strapped with underserved clients and wasted resources. To avoid these problems, EBA and Grace Harbour, Inc. will work closely with the Macon-Bibb County Juvenile Court to guarantee high point in time utilization of all available Functional Family Therapy slots through implementation of the following key referral process policies and procedures for both detention and DJJ custody diversion:

- Clear, written referral eligibility criteria with only youth with severe mental illnesses, physical handicaps, serious sex offenders, or youth without an identifiable home or caregiver ineligible to receive FFT services
- DJJ Detention Assessment Instrument (DAI) and the Pre-Disposition Risk Assessment will be utilized to ensure consistency and uniformity in decision-making with ONLY those youths assessed as being at medium to high risk for considered eligible for referral to FFT
- Training for Court intake officers on Functional Family Therapy services so they can appropriately explain these services to parents, and development of a standardized written consent form that must be obtained from all caregivers to refer youth to these services
- Grace Harbour, Inc. designating a single point of contact for all Functional Family Therapy referrals who are responsible for: appearing in court as needed to help obtain family consent; collecting all available case documentation; and assigning the case based on geography and slot utilization to Functional Family Therapy.



- A no reject/eject policy for appropriate referrals; acceptance and documentation of all referrals within 24 hours of referral; and a first home-based contact with the family within 48 hours of referral
- All additional parties to a case will be notified by EBA and/or Grace Harbour, Inc. of their involvement within 72 hours, and all outstanding Court hearings and reports and/or other special case treatment, reporting, and appearance requirements will be flagged within 72 hours of referral
- EBA will rigorously monitor case treatment time, utilization, and staff retention and shift staff and service slots to other agencies and between FFT services as needed to ensure full utilization
- Finally, EBA will provide monthly, quarterly, and annual management reports to the Court and other key stakeholders on referrals and utilization, and will work with the Court and others to troubleshoot barriers to full utilization and a timely referral process

In addition to the project management and quality control activities already described, EBA will work with the Macon-Bibb County Juvenile Court to employ two proprietary systems that will help Grace Harbour, inc. and the County to realize the identified program objectives: **EBAnalytics™** and **EBAccountability™**. The **EBAccountability™** system complements the Analytics system by providing the Courts and EBA with a structured, field-proven project management system, including evaluation tools, template, and procedures, for actually using the collected data to develop improvement plans in real-time to address poor performance and stakeholder concerns. On a quarterly basis, EBA will use this system in conjunction with the Court to:

- Conduct a comprehensive evaluation of treatment and case outcomes on an agency, team, and therapist level
- Develop written improvement plans for Grace Harbour, Inc. to address areas of concern
- Employ a set of performance-based rewards and continue to incentivize those meeting or exceeding target outcomes

EBAnalytics™ is a system of web-based dashboards, data and information-management systems, and performance applications that support the efficient collection, analysis, and sharing of case, model adherence, clinical, and public safety data. These tools, along with the development of data-sharing agreements to ensure EBA and the Court have real-time access to arrest, probation violation, and other critical data markers, will help all initiative partners to:

- Identify program strengths and weaknesses and make data-driven decisions on how to improve the policies, practices, and systems that promote improved treatment outcomes
- Monitor referral, utilization, treatment time, model fidelity, and case outcomes in real-time, and troubleshoot and hold accountable poor performing teams and individuals
- Enable EBA to maintain full transparency by regularly sharing data on outcomes with all key stakeholders.

EBA and Grace Harbour Inc. will facilitate training and enhanced awareness of evidence based programs, specifically the impact and outcomes associated with FFT. Upon request and with the authorization of the Court, information and training will be made available to community members and other juvenile court and government agency staff associated with the Macon-Bibb County Juvenile Court.



Evidence Based Associates maintains a fulltime office and staff member assigned exclusively to the state of Georgia and to the Juvenile Justice Incentive Grant Program. In addition, EBA has multiple staff members and leadership whose roles and responsibilities are to serve counties participating in the Georgia juvenile justice incentive project.



IV. Project Timeline

a. Proposed schedule of service delivery

The following is a proposed timeline and schedule of activities Juvenile Justice Incentive Grant Program in Macon-Bibb County during FY 2023/24.

Macon-Bibb County Juvenile Court Juvenile Justice Incentive Grant Program (2023/24)

Month	Grant Activities
Jul 2023	● Implement an evidence-based program plan for Bibb County ● Identify any new key jurisdiction stakeholders and implement stakeholder education and training plan ● Renew contract with Grace Harbour as the preferred qualified service provider to continue serving youth and families with the FFT program ● Ensure referral eligibility criteria and process for new and ongoing services are in place ● Support staff member to assist county personnel in the administration of the Juvenile Justice Incentive Grant Program
Aug 2023	● Finalize service contract with Grace Harbour with outcome, service, organizational, and accountability provisions; conduct comprehensive readiness assessments; and implement EBAssets™ solutions to help providers establish required policies, structures, and procedures needed to implement selected programs with fidelity; ● Coordinate with model dissemination organizations to arrange for licensure of providers, training for staff, supervisors, and ongoing consultation with providers to ensure fidelity to proven program models ● Provide ongoing training on selected evidence-based programs to probation and other case stakeholders, and develop joint case policies and collaboration structures ● Finalize EBA administrative structures, and stakeholder data-sharing agreements, and implement EBAnalytics™
Sep 2023	● Continue established referral protocols ● Closely monitor initial cases to ensure appropriate and sufficient referrals; stakeholder buy-in; and model fidelity ● Produce and disseminate first quarter outcome report summarizing qualitative and quantitative progress towards expected outcomes ● Complete recidivism review and share outcomes with stakeholders ● Review FFT TYPE report

Oct 2023	- Continuously monitor and support stakeholder engagement to ensure service utilization and satisfaction, and implement remediation strategies as needed - Rigorously monitor and manage provider model fidelity, utilization, service, and public safety outcomes, and implement improvement plans, peer learning and mentoring, and accountability measures as part of the EBAccountability™ oversight package. - Continuously monitor and adjust initiative policies and procedures, referral criteria, stakeholder engagement and system barrier remediation strategies, outcome targets, and service management as needed to produce expected outcomes
Nov 2023	- Continue identified systems and service monitoring and quality assurance activities, and implement improvement strategies as needed - Produce and disseminate second-quarter report, conduct semi-annual process and outcome evaluation of progress to date; convene stakeholders; meet with FFT program provider to share findings and identify strengths and weaknesses; adjust service, referral, and systems strategies to stay on track to meet or exceed outcome target
Dec 2023	- Continue identified systems and service monitoring and quality assurance activities, and implement improvement strategies as needed - Develop funding sustainability and program expansion plan, and implement action steps - Complete file review
Jan 2024	- Continue identified systems and service monitoring and quality assurance activities, and implement improvement strategies as needed - Administer file review of open and closed files to ensure contract compliance as part of EBAccountability™ package. - Conduct on-site supervisor observation and evaluation in support of FFT programs fidelity monitoring. - Complete recidivism review and share outcomes with stakeholders - Review TYPE report
Feb 2024	- Continue identified systems and service monitoring and quality assurance activities, and implement improvement strategies as needed - Produce and disseminate third quarter outcome report summarizing qualitative and quantitative progress towards expected outcomes - Review placement data from Vinson, and make process changes as indicated
March 2024	Continue identified systems and service monitoring and quality assurance activities, and implement improvement strategies as needed

April 2024	• Continue identified systems and service monitoring and quality assurance activities, and implement improvement strategies as needed
May 2024	• Continue identified systems and service monitoring and quality assurance activities, and implement improvement strategies as needed • Complete recidivism review and share outcomes with stakeholders • Review TYPE report
June 2024	• Conduct year-end process and outcome evaluation to determine progress towards meeting final target benchmarks including service, diversion, and cost savings; convene stakeholders as well as meet with provider directors to share findings; identify project successes, challenges, and lessons learned; and implement improvement plan for the next year assuming continued funding

b. Project schedule outlining each identifiable deliverable:

At this time the capacity for FFT referrals outweighs the utilization. The goal will be to increase utilization such that 2 full time therapists will carry 10 cases each. Please refer to the Project Timeline above for details of additional project deliverables.

V. **Budget**

a. Budget for direct service per juvenile

As Managing Entity, Evidence-Based Associates proposes to provide Functional Family Therapy (FFT) to serve 65 youth and families in FY 23-24 at a case rate of \$5,752.80 per youth and family. For 65 youth and families, the total cost for FFT services in FY23/24 is \$373,932.00.

EBA intends to sub-contract with Grace Harbour, Inc. as direct service provider of FFT in Bibb County. Please see the case rate breakdown below:

EBA FFT Case Rate Breakdown		
	Case Rate	%
County	\$5,752.80	
Subcontracted Provider Agency (Grace Harbour)	<u>\$4,142.02</u>	72%
FFT Training and Licensing	<u>\$287.64</u>	5%
FFT Quality Assurance	<u>\$287.64</u>	5%
Project Management	<u>\$460.16</u>	8%
Travel	<u>\$230.08</u>	4%
Project Administrative	<u>\$345.27</u>	6%
Total	\$5,752.80	100%

VI. Required Submission Documents

- a. Attachment A
- b. Bid Form
- c. Addendum Acknowledgement (if applicable)

Attachment "A"
Required Submission Documents

Macon-Bibb County
Summary of Attachment "A" Required Documents

- Bidder Qualification Form
- List of Sub-Contractors
- Bidder Minority Participation Goal
- Financial & Legal Stability Statement
- Insurability Statement
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Non-Collusion Affidavit

Instructions and additional information regarding the three forms below can be found on our website under the Procurement Department Documents tab if needed.

- Macon-Bibb County Vendor Application
- Form W-9
- E-Verify Affidavit
- Contract Affidavit under O.C.G.A. 13-§ 13-10-91(b)(l) **(Only complete if the BID/RFQ/RFP requires construction)**
- **ALL SUBMISSIONS MUST HAVE THE BID/RFQ/RFP NUMBER ALONG WITH THE NAME OF YOUR BUSINESS ON THE OUTSIDE OF YOUR PACKAGE.**

Attachment "A"
Required Submission Documents

BIDDER QUALIFICATION FORM

Company Name: Evidence Based Associates, LLC

Address: 3490 Piedmont Rd NE, Suite 304, Atlanta, GA 30305

When Organized: 9.2004

Where Incorporated: South Carolina

How many years have you engaged in business under the present firm name? 19 years

Credit available for this contract? over 1 K

Contracts now in hand? Bibb, Coweta, Fayette, DeKalb, Fulton, Hall, Chatham, Lowndes, Dougherty, Troup, Cherokee, Clayton, Muscogee & 7 other state contracts

Has bidder ever refused to execute a contract at the original bid amount? No

Has bidder ever been declared in default on a contract? No

Comments: _____

Company Name: Evidence Based Associates, LLC

Authorized By (typed name): Nicole Janer

Authorized Signature: _____

Title: Director of Operations

Date: 4.24.2024

References

Following is a reference list of contracts that are similar to this project:

NAME OF PROJECT/DATE	LOCATION	CONTACT	PHONE #
Coweta JJIG since 2013	Coweta County GA	Lisa Barton	770 254-3730
Fayette JJIG since 2013	Fayette County GA	Katie Cunningham	770 716-4214
Columbus Consolidated Gov't JJIG	Muscogee County GA	Samantha Cannon	706 653-4290
Lowndes JJIG since 2013	Lowndes County GA	Ashley Tye	229 563-3329

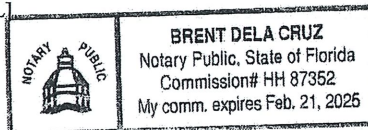
SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

24th DAY OF April, 2023

Notary Public

My Commission Expires: 2/21/25

[NOTARY SEAL]



LIST OF SUB-CONTRACTORS

Grace Harbour, 200 Westpark Dr #325, Peachtree City GA 30269	FFT Services	72%
--	--------------	-----

Evidence Based Associates, LLC

Contractor Name

BIDDER MINORITY PARTICIPATION GOAL
(Attach additional pages if required.)

NAME/ADDRESS	TYPE OF WORK	% of Contract
--------------	--------------	---------------

Blank lined paper with a faint circular stamp in the center.

Page 228 of 299

Attachment "A"
Required Submission Documents

FINANCIAL & LEGAL STABILITY STATEMENT

Please check appropriate item(s):

☒ Firm has the financial capability to undertake the work and assume the liability required if awarded this solicitation.

☐ Firm has the legal capability to undertake the work and assume the responsibilities required if awarded this solicitation.

Pending litigations (if any) will not affect the firm's ability to perform on this contract, if awarded.

Company Name: EVIDENCE BASED ASSOCIATES LLC

Authorized By (typed name): MARC BENESH

Authorized Signature: *Marc Benesh*

Title: CFO

Date: 4/17/23

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

17th DAY OF April

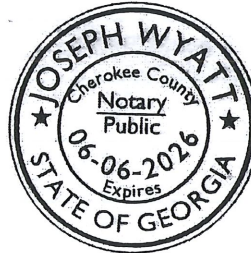
2023

My Commission Expires: 06-06-2026

[Signature]

Notary Public

[NOTARY SEAL]



Attachment "A"
Required Submission Documents

INSURABILITY STATEMENT

Please check appropriate item(s):

☒ By submission of this form, this firm confirms the ability to acquire and maintain the required levels of insurance as outlined in the bid document. It is the understanding of this firm that proof of Insurance must be provided prior to contract execution and maintained throughout the entire term of the contract.

Company Name: EVIDENCE BASED ASSOCIATES LLC

Authorized By (typed name): MARC BENESH

Authorized Signature: *Marc Benesh*

Title: CFO Date: 4/17/23

SUBSCRIBED AND SWORN

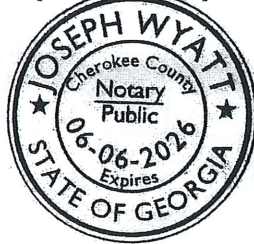
BEFORE ME ON THIS THE

17th DAY OF April, 2023

My Commission Expires: 06-06-2026

[Signature]
Notary Public

[NOTARY SEAL]



Attachment "A"
Required Submission Documents



Macon-Bibb County
Procurement Department
700 Poplar Street, Suite 308
Macon, Georgia 31202-0247
Tel: (478) 803-0550 • Fax: (478) 751-7252
www.maconbibb.us

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Bidder/offer certifies, by submission of this Proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier, transactions, proposals, contracts, and subcontracts. Where the Bidder/offeror or any lower tier participant is unable to certify to this statement, it shall attach an explanation of this solicitation/proposal.

Dated at this 24th day of April, ~~2019~~ 2023

Signature of Contractor: _____

Title: Director of Operations

For Macon Bibb County Personnel Only:

Macon Bibb County Procurement Department will verify that the above bidder/offer certifies, by submission of this Proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency.

Signature of Procurement Officer _____ Date _____

Printed Name _____

Attachment "A"
Required Submission Documents

NON COLLUSION AFFIDAVIT

Date:	4/24/2023
Project:	Bibb County, Georgia
Project #:	N/A
Project Description:	N/A
Services Provided:	General Contracting
State of:	Georgia
County of:	Bibb

I, Nicole Jones having first been duly sworn, deposes and states as follows:

I am the party making the foregoing Proposal or Bid; that such Proposal or Bid is genuine and not collusive or sham; that said Proposer or Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any Proposer or Bidder or person, to put in a sham Proposal or Bid, or that such other person refrain from proposing or bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Proposal Fee or Bid Price of affiant or any other Proposer or Bidder, or to fix any overhead, profit or cost element of said Proposal Fee or Bid Price, or that of any other Proposer or Bidder, or to secure any advantage against Bibb County, Georgia or any person interested in the proposed Contract; and that all statements in said Proposal or Bid are true; and further, that such Proposer or Bidder has not directly or indirectly submitted this Proposal or Bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

Contractor: Evidence-Based Associates

[Signature]
(Signature)

(Seal)



Attachment "A"
Required Submission Documents

MACON-BIBB COUNTY
Vendor Application

Date Submitted: _____

☐ New Application

☒ Revised Application

RETURN THIS COMPLETED FORM TO:

Macon-Bibb County Procurement Department
700 Poplar Street, Ste. 308
Macon, GA 31201

Phone: 478-803-0550
Fax: 478-751-7252
Email: procurement@maconbibb.us

GENERAL VENDOR INFORMATION

Company Name: Evidence-Based Associates

Company Address: 3490 Piedmont Rd. NE Suite 304, Atlanta, GA 30305

Authorized By (Name): Nicole Janer

Title: Director of Operations

Authorized Signature:

Date: 4.24.2023

Telephone Number: 315 317-6025

Fax Number: 267 295-1896

Email Address: njaner@ebanetwork.com

REMITTANCE INFORMATION (where payments should be sent)

Remit to Name: Evidence-Based Associates c/o Empower Community Care

Remit to Address: 3490 Piedmont Rd. NE Suite 304, Atlanta, GA 30305

Phone:

Fax:

Toll Free:

Contact:

Email:

Business Type (choose one):

☐

Individual/Sole Proprietor

☐

Single member LLC

☒

Business - incorporated

☐

Business - not incorporated/partnership

☐

LLC: C S P (circle one)

☐

Other (Specify):

Social Security #:

Federal Tax ID #: 20-1589774

PURCHASE ORDER INFORMATION (where purchase orders should be sent)

Purchase Order Name: Same as above

Purchase Order Address:

Phone:

Fax:

Toll Free:

Contact:

Email:

Payment Terms: Discount %

Days

Net Due

Freight Terms: Ship Via

FOB

E-Verify Information

Private Employer Affidavit is attached :

With E-Verify # 340839

With E-Verify exemption selected _____

Contractor Affidavit is attached: (additional affidavit, if applicable)

With E-Verify # _____

Without E-Verify # but a copy of my driver's license is attached since

I have no employees and no intent to hire employees _____

MBE/DBE/WBE STATUS (Select at least one)

Minority Owned (African American, Hispanic, Native American, Asian American) circle one _____

Woman Owned _____

Disabled _____

Veteran _____

Not Applicable ☒

Do you maintain a local office in Macon-Bibb County?

Yes _____

No ☒

Attachment "A"
Required Submission Documents

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Evidence Based Associates, LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. 3490 Piedmont Rd NE, Suite 304	Requester's name and address (optional)
	6 City, state, and ZIP code Atlanta, GA 30305	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
2	0	-	1	5	8	9	7	7	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**

Signature of
U.S. person ►

Nicole Janer

Date ► **4.23.2023**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Attachment "A"
Required Submission Documents

E-VERIFY AND PRIVATE EMPLOYER AFFIDAVIT

Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies one of the following with respect to its application for an occupational tax certificate, alcohol license, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Business Name: Evidence Based Associates, LLC

SECTION 1 (Choose ONE of the following)

- (A) ☐ On January 1 of the below-signed year, the individual, firm, or corporation employed ten (10) or less employees. (Proceed to Section 3)
- (B) ☒ On January 1 of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees and has registered with the E-Verify program. (Proceed to Section 2)

SECTION 2

The employer has registered with and utilizes the Federal Work Authorization program commonly known as E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A. §36-60-6. The undersigned private employer also attests that its E-Verify number and date of authorization are as follows:

E-Verify Number: 340839

Date of Authorization: 7.5.2010 (Proceed to Section 3)

SECTION 3

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

Executed on April, 24, 20 23 in Oviedo (city), FL (state)

Printed Name of Authorized Officer or Agent: Nicole Jarev

Title of Authorized Officer or Agent: Director of Operations

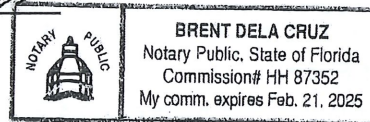
Signature of Authorized Officer or Agent: [Signature]

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 24th DAY OF APRIL, 20 23

NOTARY PUBLIC

My Commission Expires: 2/21/25



Noell Andrews, LCSW

2023 Melrose Place Kathleen, GA 31047

Phone: 478-542-1447 E-Mail: NoellRAndrews@gmail.com

Education

Masters's Degree in Social Work
Valdosta State University

May 2016

B.A. Degree in Sociology and Anthropology

December 2012

Valdosta State University

Work Experience

Functional Family Therapist/Supervisor

Macon, GA

06/2016-present

- Provides a minimum, weekly one-hour home-based counseling services to clients
- Carries a caseload of 7-12 families providing services anywhere from eight to 26 weeks
- Documents client contacts and assessments in a timely manner
- Actively participates in group and individual supervision weekly
- Attends court hearings regularly with clients to advocate on their behalf
- Assists clients with outreach and advocacy
- Prepare treatment plans with clients
- Completes biopsychosocial assessments
- Refers clients to appropriate services as needed

Engages stakeholders by having monthly multidisciplinary meetings and updating the court on cases

****Began supervising in 2020**

The Department of Family and Children Services

Quitman, GA

Social Services Case Manager

05/2013-06/2016

- Conducted face-to-face interviews with children and their caregivers in child protective services investigations, foster care cases, adoptions, and family preservation cases
- Demonstrated outstanding case management skills and dedication to clients
- Documented all client interactions in the required time constraints
- Lead Worker in the foster care unit
- Provided clients with needed community resources and support services

- Counseled youth with diagnosis of ADHD, ODD, RAD, Bipolar Disorder, and Schizophrenia.
- Documented clients sessions in GA SHINES and Kaleidacare systems
- Worked as a part of a multidisciplinary team for teachers, doctors, therapist, etc, to ensure client's needs are addressed.
- Coordinated services with Medicaid(Amerigroup) for clients.
- Served as an advocate for clients in court hearings and panel reviews.
- Spoke to community groups to explain and interpret purposes, programs and policies.
- Completed individual service plans for clients that included goals, treatment objectives, and interventions.
- Participated in discharge planning and completed discharge summaries for clients.
- Coordinated ongoing services for clients during the discharge process. • Recruitment and Training
- Conducted and documented internal investigations for agency.
- Conducted visitations every other week to assess well-being and environmental conditions for each child.

MENTAL HEALTH COUNSELOR INTERN | 01/2014 to 12/2014

Therapy on the Go - Montezuma , MI

- Shadowed internship supervisor.
- Participated in weekly supervision sessions with internship supervisor.
- Interviewed and assessed incoming clients weekly.
- Led group therapy sessions each week. • Collected and analyzed data on individual clients using records, tests, interviews and professional sources.
- Conducted one-on-one counseling sessions. • Completed Psychosocial Assessments.
- Assisted with Trauma Assessments.
- Consulted with clients when developing long term treatment plan goals and objectives.
- Counseled clients to help them understand and overcome personal, social and behavioral problems

SOCIAL SERVICE PROTECT & PLACEMENT SPECIALIST | 03/2009 to 03/2010

Fulton County Dept. of Family and Children Ser - Atlanta, GA

- Maintained a caseload of more than 40 cases at one time.
- Maintained legal documents for court proceedings and submitted testimony.
- Updated documents and maintained permanent records.
- Identified appropriate community resources and provided referrals for services.
- Worked with care team to assess client needs and discuss collaborative treatment efforts.
- Interviewed clients individually and in groups to assess situations, capabilities and problems.
- Supervised visits between children and parents at various sites by setting up age-appropriate activities and maintaining safety of participants.
- Addressed legal issues, assisting with hearings and providing testimony to inform custody arrangements
- Developed and implemented family improvement plans.
- Answered and investigated reports of abuse or neglect.
- Conducted home visits, completed inspections and interviewed family members and witnesses.
- Attended hearings with victims to provide emotional support.
- Interfaced with local court system, attending court proceedings and working directly with attorneys.

**EDUCATION AND
TRAINING**

Fort Valley State University - Fort Valley, GA

Master of Science

Mental Health Counseling, 12/2014

Georgia State University - Atlanta, GA

Bachelor of Science

Social Work, 05/2008

Georgia Military College - Milledgeville - Milledgeville, GA
Associate of Science
Early Childhood Education, 05/2005

Baldwin High School - Milledgeville, GA
High School Diploma
05/2002

Shykerria Tolbert

Professional Summary

Dedicated Social Worker well-versed at liaising with clients to foster access to community resources, treatment and assistance programs. Strong background in supporting client treatment plans. Compassionate and driven with unfailing work ethic and passion for helping others. Pending licensure candidate.

Work History

Grace Harbour - Functional Family Therapist

08/2021 - Current

- Conducted intake and needs assessments to set therapeutic goals and establish professional relationships with clients.
- Maintained accurate and thoroughly documented notes and client records in accordance with licensing standards.
- Assisted clients in locating resources for housing services and financial assistance.
- Delivered counseling services to families dealing with familial issues.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Performed individual and group psychotherapy and conducted teletherapy sessions to help clients pinpoint emotions underlying personal and relational conflicts.
- Encouraged individuals and family members to develop and use skills and strategies for constructively confronting problems.
- Collaborated with social services, referral sources and other treatment professionals to meet patient care needs.
- Mediated conflicts within families to clarify and resolve underlying issues.
- Leveraged practice management software to complete weekly progress notes, update quarterly treatment plans and maintain patient records.
- Countered problematic behavior with healthy alternatives to enhance mental, emotional and physical wellness and increase energy.
- Worked with over 10 families to prevent recidivism and facilitate reconciliation.

Bibb County School District - SUBSTITUTE TEACHER

✉ shytolbert@gmail.com

☎ 4783186055

📍 Macon, GA 31220

Skills

- PPE Compliance
- Decision Making
- Crisis Management
- Treatment plan development
- Providing community referrals
- Individual counseling
- Clinical assessment
- Clinical Documentation
- Family therapy
- Active Listening
- Interpersonal Communication
- Problem-Solving
- Classroom management
- Group and individual instruction
- Child development

Education

08/2019-05/2021

Savannah State University

Savannah, GA

Master of Social Work

01/2014-05/2018

Savannah State University

Savannah, GA

Bachelor of Arts: Social

08/2008-05/2012

Southwest High School

Macon, GA

02/2020 - Current

- Upheld classroom routines to support student environments and maintain consistent schedules
- Kept accurate and current attendance records and assignment sheets to maintain file compliance
- Followed classroom plans left by class teacher to continue student education and reinforce core concepts
- Organized and cleaned teaching areas after daily use to maintain high standards for returning teachers or other substitutes
- Supervised lunchroom and recess activities
- Taught diverse subjects for grades K-8, successfully delivering seamless teaching in absence of regular teacher
- Handled classrooms of up to 25 students, reporting problem students to Teacher and keeping detailed behavioral records
- Completed documentation of attendance, grades and other required details
- Maintained day-to-day classroom management and discipline to promote learning initiatives
- Utilized technology to enhance student education and grasp of materials.

Spectrum Health Systems - SUBSTANCE ABUSE COUNSELOR

04/2020 - 08/2021

- Led supportive group discussions and education sessions with alcohol and drug users and families
- Provided counseling and support to clients with drug and alcohol abuse issues
- Displayed sensitivity to cultural and linguistic needs of clients and families served
- Facilitated group and individual therapy in outpatient setting
- Developed individual treatment goals based on history and diagnosis
- Developed and implemented performance improvement strategies and plans to promote continuous improvement
- Resolved problems, improved operations and provided exceptional service
- Provided comprehensive case management services, including creating treatment plans and connecting clients and families to appropriate resources
- Worked with different disciplines to provide cohesive care to patients
- Directed family-centered, strengths-based, culturally competent and individualized intakes and assessments
- Guided clients in effective therapeutic exercises integrated from Cognitive Behavior Therapy and Dialectical Behavior Therapy (DBT).

The Bridge Counseling And Consultation - MSW Intern 2

08/2020 - 05/2021

- Offered and documented treatment consent forms in patient health records
- Observed and monitored client behavior and responses to treatment

High School Diploma

- Led educational seminars and lectures at local community mental health centers to expand awareness of mental health symptoms and issues
- Developed goal-oriented psychoeducational and activity therapy groups to improve clients' level of functioning
- Consulted with other staff members regarding treatment plans as deemed appropriate by team leader
- Reviewed case files to better assess client needs and proper course of treatment
- Assessed patient behavior, moods and other responses to determine correct diagnosis and devise treatment plans.

Department Of Family And Children Services - MSW Student Intern 1
08/2019 - 05/2021

- Interviewed clients, families or groups to assess situations, limitations and issues and implement services to address needs
- Formulated treatment plan strategies with multidisciplinary teams to provide comprehensive and continuous care plan
- Completed detailed charts to summarize interactions with patients and booked follow-up sessions
- Assessed clients for abuse and neglect to compile documentation for court reports
- Maintained regular contact with clients by calling and visiting clients' homes
- Helped clients develop new coping mechanisms and techniques to drive behavior modification
- Recommended long-term residential treatment, short-term residential treatment and individualized and group drug counseling for clients with substance abuse issues
- Offered therapeutic services and crises intervention to emotionally disturbed children and adolescents
- Explained medical care options to help families make informed healthcare decisions
- Referred families to shelters, legal resources and educational programs
- Referred clients to appropriate team members, community agencies and organizations to meet treatment needs
- Educated families and community members about domestic violence, including its impact on children
- Worked with senior case managers to coordinate team development activities and trainings.

Coastal Harbor Treatment Center - MENTAL HEALTH TECHNICIAN
06/2018 - 08/2019

- Assisted with patient restraint and seclusion scenarios to create safe environment for patient and medical personnel
- Observed patient behaviors and mental status and notified RN of unusual or potentially dangerous occurrences
- Performed scheduled patient safety checks and documented results to establish patients' well-being

- Accompanied new patients to unit and recorded vital signs to establish baseline record upon facility arrival
- Escorted patients from unit to meals, activities and visitation areas to maintain standard of safety and security
- Applied de-escalation and limit-setting techniques to promote patient cooperation
- Participated in continuous quality improvement and performance improvement activities to enhance effectiveness and increase knowledge
- Helped patients with meals, activities of daily living (ADLs) and facility transfers to promote security and patient well-being
- Supported patients needing medical care to relieve patient anxiety and promote positive outcomes
- Treated clients and families with respect and dignity
- Charted on each patient daily.

OnBrand24 - CUSTOMER SERVICE REPRESENTATIVE

12/2017 - 06/2018

- Directed calls to appropriate individuals and departments
- Answered customer telephone calls promptly and in an appropriate manner
- Responded to all customer inquiries thoroughly and professionally
- Coordinated between billing department and customers to resolve problems
- Asked open-ended questions to assess customer needs
- Resolved all customer complaints in a professional manner while prioritizing customer satisfaction
- Scored in top 10% of employees in successful resolution of issues
- Ensured a high level of customer service through a friendly and polite demeanor.

SCHOOL SOCIAL, WINGS Elementary Alternative Learning Program - INTERN

08/2017 - 05/2018

- Identified at-risk students, created detailed plans for specialized education and behavioral skills and communicated plans with parents and school staff
- Offered constructive feedback and contributed ideas at weekly staff meetings
- Gathered data, analyzed it and compiled it into reports distributed to the appropriate personnel
- Conducted competency-based, interactive interviews to identify client needs
- Supported students, teachers, and families during crisis situations
- Collaborated with students, teachers, administrators, parents and outside agencies
- Worked with teachers to implement behavioral improvement plans based on established assessments
- Offered therapeutic services and crises intervention to emotionally

disturbed children and adolescents

- Assessed student assignments to check quality and completeness before submission for grading
- Implemented practice exercises and used repetition, which enabled students to grasp new concepts quickly
- Used behavior modeling and specialized teaching techniques to share and reinforce social skills.

YMCA - JUNIOR COUNSELOR

10/2017 - 03/2018

- Offered constructive feedback to minors under care regarding specific actions, behaviors and words
- Maintained safety and security of all youth under care
- Developed and taught lessons on relevant children's books, poems, movies and themes to promote student interest
- Monitored youth behavior and offered guidance and support
- Utilized cognitive behavior therapy to assist youth in redirecting poor habits
- Supervised individuals in a small group atmosphere to cultivate safety and structure
- Advocated for troubled youth to provide access to resources
- Mentored youth members and taught sustainable habits and coping mechanisms
- Used cognitive behavior therapy to assist youth in recognizing and redirecting poor habits
- Led summer day treatment groups and therapeutic activities to teach functional living skills and address behavioral issues.



LEGISLATIVE SPONSORS

- | | |
|---|--|
| ☒ MAYOR LESTER M. MILLER | ☐ MAYOR PRO TEMPORE SETH CLARK |
| ☐ COMMISSIONER VALERIE WYNN | ☐ COMMISSIONER PAUL BRONSON |
| ☐ COMMISSIONER ELAINE LUCAS | ☐ COMMISSIONER MALLORY C. JONES, III |
| ☐ COMMISSIONER RAYMOND WILDER | ☐ COMMISSIONER BILL HOWELL |
| ☐ COMMISSIONER VIRGIL WATKINS, JR. | ☐ COMMISSIONER AL TILLMAN |
-

A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH RENFROE CONSTRUCTION COMPANY, LLC, IN THE AMOUNT OF \$431,317.00, FOR RENOVATIONS TO THE BIBB COUNTY COURTHOUSE, TO BE PAID FROM 2018 SPLOST FUND, JUDICIAL, COURTHOUSE; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the Courthouse of Macon-Bibb County requires renovating; and

WHEREAS, on May 11, 2023, Macon-Bibb County issued an Invitation for Bids (IFB 23-043-LH) seeking bids for the Courthouse Renovation for MBC, which was advertised on the Macon-Bibb County's Procurement page, and posted to the Georgia Procurement Registry; and

WHEREAS, one thousand five hundred and five (1505) vendors were notified of the IFB, of whom, sixty-two (62) were African American, three (3) were Asian American, twelve (12) were Native American, six (6) were Hispanic/Latino, one (1) were Pacific Island/American, and seven hundred and five (705) were Non Minority; and

WHEREAS, on the published due date of June 15, 2023, two (2) responses were received in Procurement, tabulated for responsiveness, and submitted for specification requirement review; and

WHEREAS, after review of the bids, Renfroe Construction Company, LLC, whose total bid price was the lowest responsive and responsible submission, is recommended for award in the amount of \$431,317.00; and

WHEREAS, Procurement concurs with this contract award; and

WHEREAS, the Macon-Bibb County Commission finds that this resolution is necessary and proper to promote or protect the safety, health, peace, security, and general welfare of Macon-Bibb County and its inhabitants.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission and it is hereby so resolved by the authority of same that the Mayor is authorized to execute an agreement with Renfroe Construction Company, LLC, in the amount of FOUR HUNDRED THIRTY-ONE THOUSAND THREE HUNDRED AND SEVENTEEN DOLLARS AND 00/100 CENTS (\$431,317.00), to be paid from 2018 SPLOST funds, Judicial, Courthouse, and in a substantially similar form as Exhibit A, attached hereto and incorporated by reference.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission hereby declares that the foregoing preamble and whereas provisions set forth hereinabove constitute, and shall be considered to be, substantive provisions of this Resolution and are hereby incorporated by reference into this provision.

BE IT FURTHER RESOLVED that in the event scrivener's errors shall be discovered in this Resolution or in the Exhibits hereto after the adoption hereof, the Macon-Bibb County Commission hereby authorizes and directs that each such scrivener's error shall be corrected in all multiple counterparts of this Resolution.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission grants the Mayor the authority to take any and all further actions necessary to carry out the intents and purposes of this Resolution.

BE IT FURTHER RESOLVED that except as specifically provided herein, any and all ordinances or resolutions or parts of ordinances or resolutions in conflict with this Resolution shall be and the same hereby are repealed, and this Resolution shall be in full force and effect from and after its adoption.

BE IT FURTHER RESOLVED that in the event that this Resolution or part thereof is found by any court of competent jurisdiction to be substantively more appropriately denominated an act of ordinance by the Macon-Bibb County Commission, it is the intent of this Commission that this Resolution or such portion thereof shall be considered to have been adopted as an ordinance of the Macon-Bibb County Commission. Where any law bearing on the subject matter of this Resolution calls for the taking of any legislative action by the governing authority of Macon-Bibb County, and such law specifies for such action to be taken by resolution or by ordinance, it is the intent of this Commission that this Resolution satisfy such requirement, and that this Resolution be construed accordingly.

BE IT FURTHER RESOLVED this Resolution shall become effective immediately upon its approval by the Mayor or upon its adoption into law without such approval.

APPROVED AND ADOPTED this ____ day of _____, 2023.

By: _____
LESTER M. MILLER, Mayor

(SEAL) Attest: _____
JANICE S. ROSS, Clerk of Commission

Exhibit A

INDEPENDENT CONTRACTOR AGREEMENT BETWEEN
MACON-BIBB COUNTY AND
RENFROE CONSTRUCTION CO. LLC

THIS INDEPENDENT CONTRACTOR AGREEMENT (this “Agreement”) is made by and between Macon-Bibb County, a political subdivision of the State of Georgia, (“County”), and Renfro Construction, Co., LLC (“Contractor”), a Georgia corporation having a principal place of business at 5916 East Lake Parkway, Suite 300, McDonough, Georgia 30253, collectively the Parties (“Parties”).

In consideration of the mutual promises and obligations contained in this Agreement, the Parties agree as follows:

1. Term and Compensation

1.1 Term

This Agreement shall commence on the date it is executed by both parties and shall continue in full force and effect until completion of Contractor’s duties, not to exceed one year from contract execution. The Agreement may only be extended thereafter by written mutual consent, unless terminated earlier by operation of and in accordance with this Agreement. This Agreement shall automatically terminate on June 30 of each year and automatically renew with no action required on the part of either party hereto on the subsequent July 1, until the work required hereunder is completed or this Agreement is otherwise terminated in accordance with the provisions herein.

1.2 Compensation

Contractor shall receive FOUR HUNDRED THIRTY-ONE THOUSAND, THREE HUNDRED SEVENTEEN DOLLARS AND 00/100 CENTS (\$431,317.00) as full compensation for services performed under this Agreement, in accordance with Exhibit A. Payment of all amounts due are to be made upon presentation of an invoice and will be considered past due thirty (30) days from receipt of invoice. The County will only pay for items used and actual work performed. Change orders will be issued for any variance from this Agreement. Any unauthorized work or material change will not be compensated unless a change order has been approved in writing by the County.

Any material that is to be incorporated into the work of this project may be consigned

to Macon-Bibb County in care of the Contractor. If shipping papers show clearly that any such material is so consigned, the shipment shall be exempt from the tax on transportation of property under provisions of Section 3478(b) of the Internal Revenue Code, as amended. It is incumbent upon Contractor to ensure that materials eligible for exemption under the Internal Revenue Code are properly documented and County shall not be liable in the event that any materials are deemed to not be eligible for the aforesaid exemption. Contractor shall pay all transportation charges.

County shall not pay any interest, penalties, or other amount claimed beyond the amount authorized by the County Commission. County is tax exempt and cannot agree to pay State or Federal taxes.

Prior to the issuance of final payment, Contractor shall certify in a form satisfactory to County that all subcontractors, staff, materialmen, suppliers, and other persons engaged by Contractor in connection with this Agreement have been paid in full or will be paid in full utilizing the funds constituting final payment to Contractor.

2. Services and Obligations of Independent Contractor

2.1 Scope of Services

Contractor shall commence, diligently pursue, and complete the services as set forth in this Agreement and as more specifically detailed in Exhibit A – Invitation for Bids # 23-043-LH Courthouse Renovation for Macon-Bibb County – Attachment B “Specifications” (“Exhibit A”), attached hereto and incorporated by reference. In general terms, this project shall include without limitation, as described in Exhibit A.

2.2 Schedule

Contractor shall commence work as soon as practicable, but no later than 10 calendar days from the County’s issuance of the Notice to Proceed. Contractor shall complete all work within 210 calendar days following the County’s issuance of the Notice to Proceed. This Schedule shall include all clean up, demobilization, and other work necessary to return the project area to its final state. The County shall charge the Contractor liquidated damages of ONE HUNDRED FIFTY DOLLARS AND 00/100 CENTS (\$150.00) for each day that the project is delayed beyond the scheduled completion date, unless the Contractor obtains an extension of time from the County. Time is of the essence; therefore, Contractor shall execute all work diligently, completing all work within the timeframe established between County and Contractor, unless extended in writing by mutual consent of the Parties.

2.3. Method of Performing Services

(a) General

All work to be performed under this Agreement shall comply with all applicable codes, ordinances, and regulations. Contractor shall obtain all permits and licenses and pay all fees as required. Contractor shall also arrange for all required and necessary inspections required by authorities having jurisdiction over the project and submit certificates of approval to the County.

(b) Layout of Work

Contractor shall verify all existing conditions and contiguous work to form a designated worksite, providing all necessary measurements, lines, and levels. Contractor shall assume full responsibility for the accuracy of the work layout.

(c) Work Area

- (i) Contractor shall confine operations to as small an area as possible, using only the areas designated for on-site storage. Contractor shall use best efforts to not impede or disrupt courthouse operations; however, the Parties agree and acknowledge that some degree of disruption is unavoidable given the nature of the Project. Contractor and County shall use best efforts to consult and arrange operations to not interfere with one another during the course of the Project.
- (ii) Contractor shall protect all surrounding and adjoining private and public property, taking every precaution to prevent damage or injury to trees, shrubs, curbs, sidewalks, or internal structures not subject to renovation under this Project near, along or adjacent to work. Should damage occur, Contractor shall restore, at Contractor's own expense, any such property damage or injuries to a condition equal to that existing before such damage or injury was done, by repairing, rebuilding or otherwise restoring to the satisfaction of the County.
- (iii) In case of failure on part of Contractor to restore property and repair damages or injury, County may, after forty-eight (48) hours written notice, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and the cost thereof shall be deducted from any compensation due, or which may become due to Contractor under

this Agreement.

(d) Vandalism

The Contractor shall take every precaution not to leave equipment and materials where they can be reached and used for defacing new or existing work at any time.

(e) Material Disposal

- (i) Contractor shall not allow trash, or excess material to accumulate and shall be responsible for removing same from the premises.
- (ii) Such items shall be disposed of off premises.
- (iii) No burnishing of trash, excess materials, or other items shall be permitted at the premises.
- (iv) All costs of removing trash shall be the responsibility of Contractor.
- (v) Contractor shall be responsible for the place and method of proper disposal.

(f) Inspection

- (i) Inspectors may be appointed by the County to inspect all materials used and all work performed. Such inspection may extend to all or any part of the work and to the preparation and manufacture of the materials to be used. The inspectors will not be authorized to revoke, alter, enlarge, or relax the provisions of the specifications for this project, nor will they be authorized to approve or accept any portion of the completed work or to issue instruction contrary to the plans and specifications. The inspector shall have authority to reject defective material and to suspend work that is being improperly done, subject to the final decision of the inspector.
- (ii) The County shall serve as the referee and final decision maker with regards to all matters related to design, specifications, and project terms of this Agreement. County does not agree to waive any rights to trial by jury.
- (iii) County and inspectors shall have free access to all parts of the work site

and to all material intended for use in the project. Work will be inspected as it progresses, but failure to reject or condemn defective work at the time it is performed will in no way prevent its rejection whenever it is discovered before the work is finally accepted and approved, nor will final acceptance and approval constitute waiver by the County of any right of action for defective work or the failure to perform this Agreement according to its terms.

2.4 Resources

All equipment, personnel, and materials required for the proper performance of services shall be furnished by and shall remain under the control of Contractor. Contractor shall be responsible, at its sole cost, for procuring and using such resources in proper and qualified, professional and high-quality working and performing order.

2.5 Bonds

Contractor shall submit both a payment bond and a performance bond in an amount equal to the total contract price. Contractor's bonding company/surety shall be rated B+ or better in the current Key Rating Guide as issued by A.M. Best Company, Oldwick NJ and must be licensed to do business in the State of Georgia.

3. Non-Employment Relationship between County and Contractor

3.1 Independent Contractor Relationship

Nothing in this Agreement shall be construed to create an employer-employee relationship between the Parties. This Agreement shall not render the County an employer, partner, agent of or joint venturer with Contractor for any purpose. Contractor shall have no claim against County for vacation pay, sick leave, retirement, social security, workers' compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind whatsoever. The compensation set forth in this Agreement shall be the sole payment for services rendered.

3.2 Withholding Taxes and Benefits

Contractor will be solely responsible for withholding, accruing, and paying all income, social security, and other taxes and amounts required by law for Contractor and staff. Contractor shall also be responsible for all statutory insurance and other benefits

required by law for Contractor and any staff. Contractor shall provide County with a completed W-9 form.

4. Contractor Representations and Warranties

4.1 Authority

Contractor has all the necessary power and authority to enter into and perform its obligations under this Agreement, and the execution and delivery of this Agreement and the consummation of the transactions contemplated by this Agreement have been duly authorized by all necessary actions on its part. This Agreement constitutes a legal, valid and binding obligation of Contractor, enforceable against it in accordance with its terms. No action, suit or proceeding in which Contractor is a party that may restrain or question this Agreement or the provision of services by Contractor is pending or threatened. Agreement does not violate the terms of any agreement between Contractor and any third party.

4.2 Professional Standards

The services performed will be performed in a professional and workmanlike manner in accordance with the standards imposed by applicable law and the practices and professional standards used in well managed operations performing services like the services being provided. All labor and workmanship shall be guaranteed for a minimum of one (1) year from the date of completion.

4.3 Conformity

The development, creation, delivery, provision, implementation, maintenance, and support of all services shall conform in all material respects to the description of services in this Agreement, including all Exhibits attached hereto.

4.4 Representations and Warranties

Contractor will make no representations, warranties, or commitments binding the County without the County's prior written consent.

4.5 Compliance with Laws

Contractor will perform all services in compliance with all applicable local, state, and Federal laws. Contractor will be responsible for, and compensation paid under this Agreement shall include, the cost of obtaining, maintaining and complying with, and paying all fees and taxes associated with all applicable licenses, authorizations,

consents, approvals, and permits required of Contractor in performing services and complying with this Agreement.

5. Contractor's Obligations

5.1 Personnel

Contractor shall be responsible, at its own cost, for all recruiting, hiring, training, educating, and orienting of all Contractor's personnel, all of whom shall be fully qualified and shall be authorized under applicable law to perform the services.

5.2 Subcontracting and Assignments

Contractor shall provide all relevant information of any subcontractors and provide a copy of any subcontractor's business registration with the State of Georgia. Contractor shall remain responsible for the performance of the subcontractors, remain County's sole point of contact for the services, and be responsible for the payment of any subcontractors. Subject to the foregoing, the terms, covenants, and conditions of this Agreement shall be binding on the successors and assigns of either party. Notwithstanding the terms of any subcontractor's agreement, in no circumstances shall any subcontractor have any greater rights as against the County than the Contractor has under this Agreement; and in no circumstances shall the County's responsibilities towards any subcontractor be greater than County's responsibilities to Contractor under this Agreement.

5.3 Conflicts of Interest

Contractor and all subcontractors thereof shall immediately notify County in writing, specifically disclosing any and all potential or actual conflicts of interest, which arise or may arise during the execution of its work in the fulfillment of the requirements of the Agreement. County shall make a written determination as to whether a conflict of interest exists and the actions to be taken to resolve the conflict of interest. Failure to properly disclose any conflicts of interest shall result in immediate termination of this Agreement. Upon termination, Contractor shall be entitled to compensation for services performed prior to the date of termination, on a pro rata basis, provided such services are reasonably satisfactory to the County.

5.4 Payment and Performance Bond

Contractor shall purchase payment and performance bonds prior to the commencement of any construction on the Project. Each bond shall: be in a form approved by County; incorporate by reference the terms of this Contract; be executed by a company certified by the Secretary of the United States Department of Treasury pursuant to the Act of July 30, 1947 (61 Stat. 646, as amended; 6 U.S.C. 6-13); be executed by a company licensed and authorized to do business in the state of Georgia; and be accompanied by a power of attorney certifying that the persons executing the bond have the authority to do so. The penal sum of each bond shall be an amount not less than the contract price.

Contractor shall deliver bonds and powers of attorney to County prior to commencement of the work. The bonding company that issues the bonds must be registered with The Surety Association of America (SAA).

In the event the Contract Price is adjusted by Change Order executed by the parties, the penal sum of both of the performance bond and the payment bond shall be deemed to be automatically increased by like amount without requiring additional notice to the Surety.

6. Company Prohibitions to Create a Safe Work Environment

6.1 Drug Free Workplace

Contractor, employees and subcontractors shall not be in possession of or use a controlled substance or marijuana during the performance of this Agreement, except for those controlled substances prescribed by a licensed medical provider. County has a no tolerance policy for violation of this rule.

6.2 Prohibition on Unlawful Discrimination and Harassment

County does not discriminate based on race, color, national origin, sex, age, religion or disability in any employment policies and practices. County prohibits unlawful discrimination or harassment, including sexual harassment. Neither Contractor, employees, nor subcontractors shall engage in unlawful harassment or discrimination while on the premises of the County. County has a no tolerance policy for violation of this rule.

6.3 Equal Employment Opportunity

During the performance of this Agreement, Contractor shall not discriminate against any employee, or applicant for employment, because of race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, disability, or political affiliation. As used herein, the words "shall not discriminate" shall mean and include without limitation the following: recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated.

7. Termination

7.1 Termination for Convenience

Either party may terminate this Agreement with thirty (30) days written notice to the other Party. Upon termination, Contractor shall return all property of the County to the County. The County shall pay Contractor all earned fees.

7.2 Termination for Default

The County may, by written notice of default to Contractor, terminate the whole or any part of this Agreement should Contractor fail to perform this Agreement within the time specified herein or any extension thereof; fail to perform any of the other provisions of this Agreement; or fail to make progress so as to endanger performance of this Agreement in accordance with its terms, and such failure is not cured within a period of ten (10) days or longer (as the County may authorize in writing) after receipt of notice from the County specifying such failure.

In the event the County terminates this Agreement in whole or in part for default, the County may procure, upon such terms and in such manner as the County may deem appropriate, services similar to those terminated, and Contractor shall be liable to the County for any excess costs.

8. Notices

All notices required or permitted to be given under this Agreement shall be in writing (the "Notice") and deemed given when (a) hand delivered by the sender and properly receipted for by a responsible person of the receiving party, (b) deposited in the United States Mail, properly addressed, with sufficient postage affixed, via first class mail, return receipt requested, (c) via Federal Express, UPS or similar national overnight

courier service with delivery charges prepaid; or (d) via facsimile with a copy sent that same day via (a), (b), or (c). All Notices shall be addressed as follows:

For County:

Macon-Bibb County, Georgia
Attn: Mayor
700 Poplar Street
Macon, GA 31202-0247

For Independent Contractor:

Renfro Construction Co. LLC
Attn: James R. Melton, Jr.
4611 Ivey Drive, Suite 400
Macon, GA 31206

Either party has the right to designate in writing, served as provided above, a different address to which any notice, demand or communication is to be mailed.

9. Indemnification

Contractor and subcontractors shall indemnify and hold County, its officers, and employees harmless from damages, liabilities, costs or expenses, including reasonable attorney's fees and defense costs that arise from any act or omission on the part of Contractor, its agents, employees, subcontractors, or others working at the direction or on behalf of Contractor. Contractor's obligation to indemnify any Releasees shall survive the expiration of this Agreement by either Party for any reason.

10. Insurance Requirements

10.1 General Terms

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia and shall be obtained prior to commencement of work. Insurance shall remain in force throughout the period of the contract with policy terms and limits as specified by County. All deductibles shall be paid by Contractor.

All liability policies obtained by Contractor in satisfaction of this Agreement shall be primary and noncontributory, shall list Macon-Bibb County and all elected officials, officers, agents, and employees thereof as additional insureds, and all such policies shall apply separately to each insured against whom any claim is made, or suit is brought, except with respect to limits of insurance provided. All coverage shall be provided on a "pay on behalf" basis, with defense costs paid in addition to policy limits and there shall be no cross liability performed by Contractor. Contractor shall provide current certificates of insurance for all insurance types required under this Agreement

and shall provide updated certificates of insurance no later than thirty (30) days prior to the renewal or amendment of any required insurance policy. Contractor shall provide complete copies of any or all insurance policies upon written demand. No policy shall be cancelled, non-renewed, or have policy limits reduced outside of this Agreement unless County is given thirty (30) days advance notice from Contractor. Contractor shall further require that no insurer shall cancel, non-renew, or reduce the policy limits of any policy required under this Agreement without first giving thirty (30) days written notice to County.

Contractor agrees to purchase and have the authorized agent state on the insurance certificate that Contractor has purchased the following types of insurance coverages, consistent with the policies and requirements of O.C.G.A. §50-21-37.

10.2 Commercial General Liability Insurance Policy (“CGL”)

Contractor agrees to procure and maintain Comprehensive General Liability (“CGL”) covering bodily and personal injury and property damage. This policy shall name the County and its officers and employees as additional insureds. This policy must be on an occurrence basis and must have separate aggregate limits per project. A company authorized to conduct business in the State of Georgia must issue this policy. Coverage must include water damage. Excess liability coverage may be used in combination with the base policy to obtain the limits noted below. The policy must have the following minimum limits:

\$1,000,000 per occurrence

\$2,000,000 general aggregate

10.3 Business Automobile Liability Insurance (“BAP”)

Independent Contractor agrees to procure and maintain Business Automobile Liability Insurance (“BAP”) with liability limits of not less than \$1,000,000.00, covering any owned, non-owned, or hired motor vehicles, with a maximum deductible of not more than \$5,000.00. Excess liability coverage may be used in combination with the base policy to obtain these limits. This policy shall name the County and its officers and employees as additional insured.

10.4 Workers’ Compensation Insurance

Independent Contractor agrees to procure workers’ compensation coverage in accordance with the statutory limits established by Georgia law and as specified in

Exhibit A. Contractor shall require all Trade Contractors/Subcontractors performing work under this Agreement to obtain an insurance certificate showing proof of Worker's Compensation Insurance and shall submit the certificate on the Contractor's letterhead in accordance with the terms specified in Exhibit A.

10.5 Builder's Risk Insurance

Contractor agrees to procure and maintain Builder's Risk Insurance, to cover an amount equal to the full contract price and written on a Builder's Risk "All Risk", or its equivalent. The policy shall be payable to County and Contractor, as their interests may appear. The Policy shall be endorsed as follows:

"The following may occur without diminishing, changing, altering, or otherwise affecting that coverage and protection afforded the insured under this policy:

- (1) Furniture and Equipment may be delivered to the insured premises and installed in place ready for use; and*
- (2) Partial or complete occupancy by the Owner; and*
- (3) Performance of work in connection with construction operations insured by the Owner, by agents or lessees, or other Contractors of the Owner or Using Agency."*

Should Builders Risk Insurance not be available, Owner will accept an Installation Floater Insurance Policy with the above endorsement in lieu of the Builder's Risk Insurance. Such floaters must insure loss to materials and equipment prior to acceptance by County and must be on an ALL-RISK basis with the policy written for the specific job site for this Project.

10.6 Evidence of Insurance

Contractor shall provide County with certificates of insurance evidencing the insurance required above, and satisfactory to the County, prior to commencing work under this Agreement. Each insurance policy required above shall be issued by a company licensed by the Insurance Commissioner of the State of Georgia to transact the business of insurance in the State of Georgia for the applicable line of insurance and, except otherwise stated in this Agreement, shall be an insurer with a Best Policyholders Rating of "B+" or better and with a financial size rating of Class V or larger. One original certificate of insurance with all endorsements attached must be deposited with County for each insurance policy required. Contractor is responsible for any delay resulting from the failure of its insurance carriers to furnish proof of proper coverage in the prescribed form.

10.7 County's Obligation

The County shall be under no obligation to ensure that Contractor, or any subcontractor, complies with the insurance requirements of this Agreement, and Contractor assumes all liability arising from its, or its subcontractor's failure, to acquire and/or maintain adequate insurance to cover its operations and business. Contractor further agrees to indemnify and hold harmless the County for any claims arising from Contractor's, or any subcontractor's, failure to acquire and/or maintain adequate insurance.

11. Force Majeure

Neither Party shall be liable for any loss or damage suffered by the other Party, directly or indirectly, as a result of the first Party's failure to perform, or delay in performing, any of its obligations contained in this Agreement (except any obligations to make payments hereunder), where such failure or delay is caused by circumstances beyond the first Party's control or which makes performance commercially impracticable, including but not limited to fire, flood, storm or other natural disaster, explosion, accident, war, riot, civil disorder, government regulations or restrictions of any kind or any acts of any government, judicial action, power failure, acts of God or other natural circumstances. This paragraph shall not apply to any delay caused by the COVID-19 pandemic.

12. Arbitration and Jury Trial

Disputes arising under this Agreement shall be governed by and interpreted in accordance with the laws of the State of Georgia. Exclusive jurisdiction and venue for any legal proceeding related to this Agreement shall be in Bibb County Superior Court or the Federal District Court in the Middle District of Georgia (Macon Division.) County does not agree to arbitration nor waive its right to a jury trial. Nothing in this Agreement shall be construed as waiving any immunity held by the County under the Eleventh Amendment of the United States Constitution.

13. Publicity

Contractor shall not release without prior written approval from County, any publicity regarding services provided by the County, including but not limited to notices, information pamphlets, press releases, research, reports, signs and similar public notices prepared by or for Contractor, identifying County receiving goods or services under this Agreement.

14. Work Product, Intellectual Property, and Information

Contractor agrees that all work product, intellectual property, and information generated in providing services to the County shall be considered “work for hire” and will become the property of County from the time of its creation. County shall have the right to use the same without restriction or limitation and without compensation to the Contractor other than that provided for in this Agreement.

15. Confidential Information and Open Records

County is subject to the Georgia Open Records Act and cannot agree to protect confidential information from public disclosure unless that information is subject to an exception. Contractor shall cooperate fully with County in response to all requests made under the Georgia Open Records Act.

16. General Terms

16.1 Waiver

Any waiver by the Parties or failure to enforce their rights under this Agreement shall be deemed applicable only to the specific matter and shall not be deemed a waiver or failure to enforce any other rights under this Agreement, and this Agreement shall continue in full force and effect as though such previous waiver or failure to enforce any rights had not occurred. No supplement, modification, amendment, or waiver of this Agreement will be binding on County unless executed in writing by the County.

16.2 Severability

If any provision of this Agreement is declared invalid, unenforceable, or unlawful, such provision shall be deemed omitted and shall not affect the validity of other provisions of this Agreement.

16.3 Titles, Captions and Headings

The titles, captions and paragraph headings are inserted for convenience only and are in no way intended to interpret, define, or limit the scope or content of this Agreement or any provision hereof.

16.4 No Drafting Presumption

No presumption of any applicable law relating to the interpretation of contracts against the drafter shall apply to this Agreement.

16.5 Survival

Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement or which must survive in order to give effect to its meaning, shall survive the expiration or termination of this Agreement.

16.6 Previous Agreements

Any services authorized by County under previous “quote(s)” for services, and any related contract documents, shall be governed by and subject to this Agreement.

17. Counterparts

This Agreement may be executed in two or more counterparts, each of which taken together shall constitute one and the same instrument. This Agreement shall be fully executed when each Party whose signature is required has signed at least one counterpart, even though no one counterpart contains all the signatures of all the Parties to this Agreement. Reproduced or electronic signatures shall be considered the same as an original signature. Delivery of a copy of this Agreement bearing an original signature by facsimile transmission, by electronic mail or by any other electronic means will have the same effect as physical delivery of the paper document bearing the original signature.

18. Entire Agreement

The Parties acknowledge that this Agreement sets forth the entire agreement and understanding between the Parties and fully supersedes all previous communications, representations or agreements, oral or written, between the Parties pertaining to the same subject matter. This Agreement may only be amended or modified in writing by consent of both Parties. Contractor may not unilaterally amend or modify this Agreement by including provisions in its invoices, or other business forms, which shall be deemed objected to by the County and of no force or effect.

[SIGNATURES TO FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the date executed by both parties.

MACON-BIBB COUNTY:

By: _____
Lester M. Miller, Mayor Date

Attested: _____
Janice S. Ross, Clerk of Commission Date

RENFROE CONSTRUCTION CO., LLC:

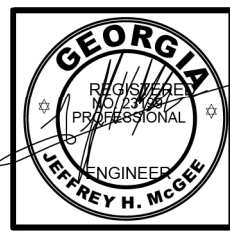
By: _____
James R. Melton, Jr., President Date

Attested: _____
_____(Name)(Title) Date

Exhibit A

MECHANICAL / PLUMBING / FIRE PROTECTION

ELECTRICAL



RENOVATIONS OF BIBB COUNTY COURTHOUSE

Permit Set

GENERAL INFORMATION - 4

- ARCHITECTURAL - 3

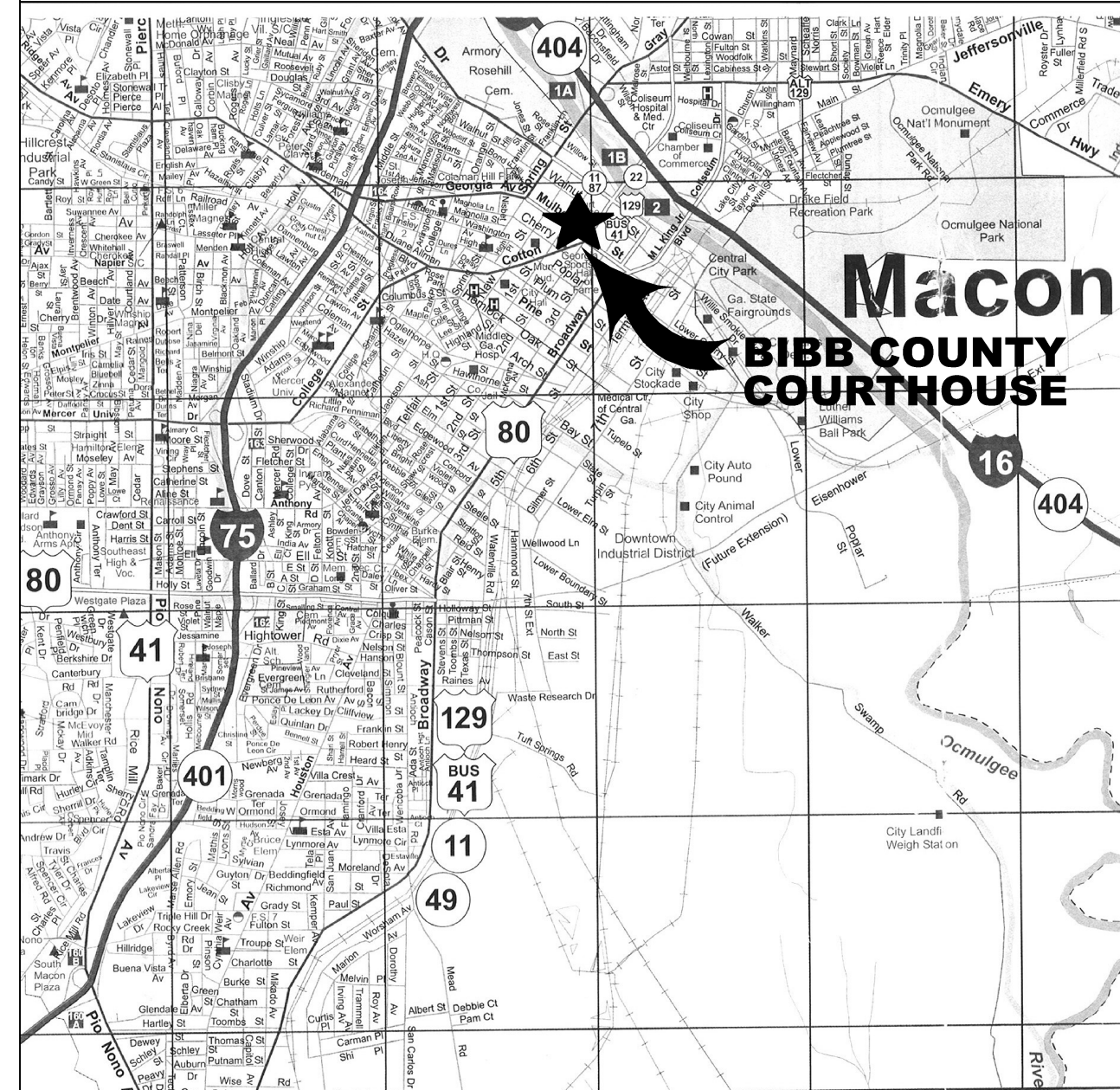
- PLUMBING - 5**

- MECHANICAL - 5**

- | | |
|------|--|
| M0.1 | Mechanical Specifications |
| M0.2 | Mechanical Schedules & Details |
| M1.0 | Overall Mechanical Plan |
| M1.1 | State Courtroom C Mechanical Demolition Plan |
| M1.2 | State Courtroom C Mechanical New Work Plan |

ELECTRICAL - 4

- E0.1 Electrical Legend, Schedules and Details
- E1.1 Partial 5th Floor - Demolition
- E2.1 Partial 5th Floor - Lighting
- E3.1 Partial 5th Floor - Power & Systems

**VICINITY MAP :**

PROJECT NARRATIVE:

Renovation of fifth floor meeting room to be third State Court Courtroom with Jury Room.

BUILDING CODE ANALYSIS :

APPLICABLE CODES

2018 International Building Code with Georgia Amendments
2018 International Fire Code with Georgia State Fire Marshal
Amendments
2018 NFPA 101 Life Safety Code with Georgia State Fire Marshal
Amendments
2018 International Mechanical Code with Georgia Amendments
2018 International Plumbing Code with Georgia Amendments
2020 National Electrical Code
2015 International Energy Conservation Code with
Georgia Amendments
2010 Americans with Disabilities Act Standards
O.C.G.A. 120-3-3 (20203D)

BUILDING DATA

CONSTRUCTION TYPE: III B

USE CLASSIFICATION(S): ASSEMBLY (A3)

OCCUPANCY TYPE: ASSEMBLY

TOTAL BUILDING AREA TO BE RENOVATED: 2,900 S.F.

DESIGN OCCUPANT LOAD:

Courtroom "C" 108 People

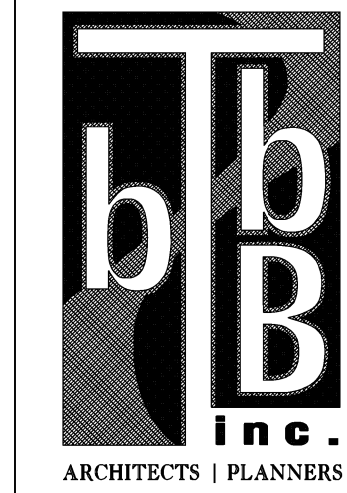
CHANGE OF USE: NO

AUTO SPRINKLER SYSTEM: YES (Existing)

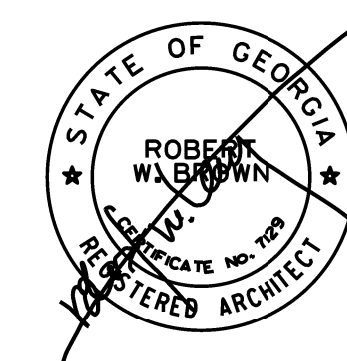
FIRE ALARM SYSTEM: YES

DEFERRED SUBMITTALS (Separate permit)

Sprinkler Fire Protection modifications.
Fire Alarm modifications.



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.btbbinc.com
© COPYRIGHT 2023 BTBB inc.
NOT FOR REPRODUCTION



The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
BIBB COUNTY COURTHOUSE
MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44

Title Sheet, Drawing
Index & Code
Summary

G1.1

F:\PROJECTS\2022-44 Court House Renovations\Working Drawings\2022-44 G1.3 Drawing Specifications.dgn 4/6/2023

DRAWING SPECIFICATIONS

SPECIAL CONDITIONS AND TEMPORARY FACILITIES

- A. EXAMINATION OF SITE:
1. EACH BIDDER BY MAKING HIS BID REPRESENTS THAT HE HAS VISITED THE SITE AND FAMILIARIZED HIMSELF WITH THE LOCAL CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED AND THAT HE HAS READ AND UNDERSTANDS THE BIDDING DOCUMENTS. BIDDERS SHALL EXAMINE THE AREAS WHEREIN WORK OF THIS PROJECT IS TO BE CARRIED OUT AND SHALL TAKE INTO CONSIDERATION ALL CONDITIONS THAT MIGHT AFFECT HIS WORK.
- (A) ARRANGEMENTS TO EXAMINE THE EXISTING BUILDING AND AREAS AFFECTED BY THE WORK OF THIS PROJECT, OTHER THAN AT THE TIME OF THE PRE-BID MEETING MUST BE SCHEDULED THROUGH:
- PATRICIA GRAVES
STATE COURT CLERK
BIBB COUNTY COURTHOUSE
601 MULBERRY STREET
MACON, GA 31201
(478) 621-6200 PGRAVES@MACONBIBB.US
2. FAILURE OF THE BIDDER TO INSPECT FIRST-HAND THE AREAS AFFECTED BY WORK IN THIS PROJECT SHALL NOT RELIEVE HIM OF THE OBLIGATION TO COMPLY FULLY WITH THE SCOPE OF THE WORK AS DEFINED HEREIN.
3. NO CONSIDERATION WILL BE GIVEN ANY CLAIM BASED ON LACK OF KNOWLEDGE OF EXISTING CONDITIONS, EXCEPT WHERE THE CONTRACT DOCUMENTS MAKE DEFINITE PROVISIONS FOR ADJUSTMENT OF COST OR EXTENSION OF TIME DUE TO EXISTING CONDITIONS THAT CANNOT BE READILY ASCERTAINED.
- B. SECURITY: THE CONTRACTOR SHALL PREPARE A COMPLETE SECURITY PLAN THAT MUST BE APPROVED BY THE BIBB COUNTY SHERIFF'S OFFICE (BSO) COURT SERVICES DEPARTMENT. ALL COSTS ASSOCIATED WITH APPROVED SECURITY MEANS AND METHODS SHALL BE BORNE BY THE CONTRACTOR. AT A MINIMUM THE PLAN MUST INCLUDE:
1. BACKGROUND CHECKS FOR ALL WORKERS AND ANY OTHER PERSONS ENTERING THE BUILDING DURING THE COURSE OF THE WORK (I.E. MATERIAL DELIVERIES, LABORERS, SUPERVISORS, ETC.).
2. METHOD OF VISUAL IDENTIFICATION FOR ALL WORKERS AND ANY OTHER PERSONS ENTERING THE BUILDING DURING THE COURSE OF THE WORK.
3. VEHICLE PARKING
4. TRASH REMOVAL/DUMPSTER LOCATION
5. DELIVERY OF MATERIALS (INCLUDING TIME OF DELIVERIES)
6. HOURS OF WORK
7. BUILDING ACCESS POINT
8. MOVEMENT OF WORKERS, MATERIALS, ETC., THROUGH THE BUILDING FROM POINT OF ENTRY TO 5TH FLOOR WORK AREA.
- C. CONSTRUCTION SEQUENCE:
1. THE BUILDING WILL REMAIN OCCUPIED DURING CONSTRUCTION; HOWEVER, THE SPACE TO BE RENOVATED FOR A NEW COURTROOM WILL NOT BE OCCUPIED. THE CONTRACTOR SHALL AT ALL TIMES ENSURE THE PROTECTION OF THE EMPLOYEES, THEIR PROPERTY, AND VISITORS. THE OWNER SHALL HAVE THE AUTHORITY AND DISCRETION TO DIRECT THE CONTRACTOR TO STOP WORK IMMEDIATELY IF THE HEALTH AND/OR SAFETY OF THE EMPLOYEES, VISITORS, OR PROPERTY IS OR COULD BE ENDANGERED, OR IF THE WORK IS DISRUPTING COURT PROCEEDINGS.
- (A) THE CONTRACTOR SHALL CONFINE HIS OPERATIONS TO THE AREAS WHERE WORK IN THIS PROJECT IS REQUIRED, STORING MATERIALS ONLY IN AREAS TO BE DESIGNATED BY THE OWNER.
- (B) THE OWNER SHALL BE RESPONSIBLE FOR MOVING ALL LOOSE FURNISHINGS, FILES, SHELVES, AND OTHER ITEMS THAT ARE NOT BUILT-IN AT SPACES TO BE RENOVATED.
- (C) THE CONTRACTOR SHALL NOT CAUSE DAMAGE OR PERMIT CONDITIONS WHICH MAY CAUSE DAMAGE TO THE BUILDINGS, CONTENTS, FURNISHINGS, ETC. ALL COSTS ASSOCIATED WITH ANY SUCH DAMAGES WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- (1) SHOULD DAMAGE OCCUR, THE CONTRACTOR SHALL RESTORE, AT HIS EXPENSE, ANY SUCH PROPERTY DAMAGE OR INJURIES BY HIS OPERATIONS TO A CONDITION EQUAL TO THAT EXISTING BEFORE SUCH DAMAGE OR INJURY WAS DONE, BY REPAIRING, REBUILDING OR OTHERWISE RESTORING AS MAY BE DIRECTED BY, AND TO THE SATISFACTION OF THE OWNER.
- (2) IN CASE OF FAILURE ON THE PART OF THE CONTRACTOR TO RESTORE SUCH PROPERTY, OR MAKE GOOD SUCH DAMAGES OR INJURY, THE OWNER MAY, AFTER FORTY-EIGHT (48) HOURS WRITTEN NOTICE, PROCEED TO REPAIR, REBUILD, OR OTHERWISE RESTORE SUCH PROPERTY AS MAY BE DEEMED NECESSARY, AND THE COST THEREOF SHALL BE DEDUCTED FROM ANY MONIES DUE OR WHICH MAY BECOME DUE THE CONTRACTOR UNDER THIS CONTRACT.
- (D) THE CONTRACTOR SHALL MAKE EVERY EFFORT TO MINIMIZE INCONVENIENCES TO THE EMPLOYEES AND VISITORS WHILE THE WORK IS UNDERWAY AND TO MAINTAIN ACCESS FOR EMPLOYEES AND VISITORS TO OCCUPIED PORTIONS OF THE BUILDING.

- (E) THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PREPARATION AS NECESSARY TO PROVIDE SUITABLE SURFACES FOR THE SPECIFIED WORK.
- (F) THE CONTRACTOR SHALL COOPERATE WITH THE OWNER OR THE OWNER'S REPRESENTATIVE WITH REGARD TO SCHEDULING OF WORK.
- (G) PUBLIC AREAS AND OTHER OFFICES, ETC., NOT IN THE SCOPE OF WORK:
- (1) PUBLIC AREAS: THE CONTRACTOR SHALL MAINTAIN PUBLIC AREAS (CORRIDORS, EXITS, EXIT PATHS, ELEVATORS, RESTROOMS, ETC.) FOR PUBLIC ACCESS AND USE.
- (2) OTHER OFFICES, ETC., NOT IN THE SCOPE OF WORK: THE CONTRACTOR SHALL MAINTAIN ACCESS FOR PUBLIC AND FOR EMPLOYEES TO ALL OTHER OFFICES, COURTROOMS, ETC., CONDUCTING BUSINESS-AS-USUAL DURING THE COURSE OF CONSTRUCTION. WHERE THE RENOVATION IN SOME WAY IMPACTS ANY SUCH OFFICES, ETC., THE CONTRACTOR SHALL COORDINATE AND SCHEDULE THE WORK SO AS NOT TO DISRUPT NORMAL BUSINESS ACTIVITIES.
- D UTILITIES AND FACILITIES:
1. POWER AND WATER ARE AVAILABLE FOR THE CONTRACTOR'S USE.
2. TOILET FACILITIES: AT BEGINNING OF WORK, THE CONTRACTOR SHALL PROVIDE ON PREMISES, IN APPROVED LOCATIONS, ADEQUATE, TEMPORARY ENCLOSED TOILET AND WASHING FACILITIES FOR USE OF EMPLOYEES. FACILITIES SHALL BE MAINTAINED IN A CLEAN AND SANITARY CONDITION THROUGHOUT PERIOD OF PROJECT. EXISTING TOILET FACILITIES SHALL NOT BE USED BY EMPLOYEES OF THE CONTRACTOR OR THE SUBCONTRACTORS.

ROUGH CARPENTRY

- A. MATERIALS:
1. MISCELLANEOUS LUMBER: BLOCKING, FURRING, AND OTHER MISCELLANEOUS LUMBER SPIB GRADE MARKED NO. 2 SOUTHERN YELLOW PINE, KILN-DRIED WITH MOISTURE CONTENT OF NOT MORE THAN 19% MOISTURE CONTENT.
2. FASTENERS:
- (A) NAILS:
- (1) FOR APPLICATION TO WOOD: ANNULAR THREAD, COATED STEEL, MEETING REQUIREMENTS OF FS FF-N-105; WHERE USED WITH TREATED LUMBER OR PLYWOOD NAILS SHALL BE HOT-DIPPED GALVANIZED, SIZES BEST SUITED FOR INTENDED USE. USE LARGE-HEAD ROOFING NAILS TO ATTACH INSULATING SHEATHING TO WOOD STUDS.
- (2) FOR APPLICATION TO CONCRETE AND MASONRY: UNLESS OTHERWISE NOTED ON THE DRAWINGS SMOOTH SHANK, HARDEN STEEL, COUNTER SUNK HEADS, MEETING REQUIREMENTS OF FS FF-N-105; WHERE USED WITH TREATED LUMBER OR PLYWOOD, NAILS SHALL BE HOT-DIPPED GALVANIZED; SIZES AS BEST SUITED FOR INTENDED USE.
- (B) BOLTS (LAG, TOGGLE, EXPANSION AND MISCELLANEOUS) AND SCREWS: TYPES, SIZES AND FINISHES BEST SUITED FOR INTENDED USE AND MEET FS FF-N-105; BOLT HEADS AND NUTS BEARING ON WOOD SHALL BE FIT WITH WASHERS.
3. GLUE: CS-35, TYPE 1, FULLY WATERPROOF.
4. WOOD PRESERVATIVE: WATER-BORNE, CONTAINING NO ARSENIC OR CHROMIUM, PAINTABLE AND STAINABLE AND APPROVED BY AWWPA.
- B. FABRICATION:
1. ROUGH CARPENTRY: FABRICATE ALL FRAMING, FURRING, AND OTHER ITEMS FROM LUMBER AS DESCRIBED HEREINBEFORE AND TO THE DESIGNS REQUIRED BY THE DRAWINGS.
2. WOOD PRESERVATIVE TREATMENT: ALL LUMBER AND FABRICATED WOOD ITEMS THAT WILL BE IN CONTACT WITH CONCRETE OR MASONRY SHALL BE PRESSURE TREATED WITH WOOD PRESERVATIVE IN ACCORDANCE WITH FS TT-W-00571, TABLE III; AFTER TREATMENT REDUCE MOISTURE CONTENT TO MAXIMUM OF 19 PER CENT.

FINISH CARPENTRY AND MILLWORK

- A. MATERIALS:
1. INTERIOR WOOD:
- (A) OPAQUE FINISH: AWI SECTION 100, GRADE 1, PONDEROSA PINE (FINGER JOINTS PERMITTED).
- (B) TRANSPARENT FINISH: AWI SECTION 100, GRADE 1, SELECT WHITE BIRCH OR AS REQUIRED TO MOST CLOSELY MATCH EXISTING.

2. GLUE: CS-35 TYPE 1, FULLY WATERPROOF.
3. FASTENING DEVICES – NAILS:
- (A) FOR APPLICATION TO WOOD, NAILS SHALL BE ANNULAR THREAD, COATED STEEL AND MEET THE REQUIREMENTS OF FS FF-N-101.
- (B) FOR APPLICATION TO CONCRETE OR MASONRY, NAILS SHALL BE SMOOTH SHANK, HARDENED STEEL, WITH COUNTER-SUNK HEADS AND MEET THE REQUIREMENTS OF FS FF-N-101.
- (C) FINISH NAILS SHALL BE HELICAL THREAD, HARDENED STEEL, BRIGHT FINISH, EXCEPT COATED NAILS SHALL BE USED IN EXTERIOR WORK, AND MEET THE REQUIREMENTS OF FS FF-N-101.
4. BOLTS: ALL BOLTS SHALL BE OF THE SIZES AND TYPES CALLED FOR ON THE DRAWINGS; EXCEPT WHERE USED IN EXPOSED TO VIEW WORK HEADS SHALL BE ROUND.
- B. FABRICATION:
1. GENERAL: ITEMS OF WOOD TRIM MARKED ON THE DRAWINGS WITH NUMBERS PREFIXED BY RB (RANDALL BROTHERS, ATLANTA, GA). THESE NUMBERS ARE USED TO ESTABLISH SIZE AND PROFILE REQUIRED ONLY.
2. STANDING AND RUNNING TRIM: FABRICATE TO DESIGNS AND SIZES SHOWN AND IN ACCORDANCE WITH AWI SECTION 300, PREMIUM GRADE, FOR SPECIFIED FINISH.

CABINETWORK

- A. MATERIALS:
1. SOLID WOOD:
- (A) EXPOSED TO VIEW: AWI SECTION 100 GRADE 1, SELECT WHITE BIRCH (OR AS REQUIRED TO MOST CLOSELY MATCH EXISTING), KILN-DRIED WITH MOISTURE CONTENT OF NOT MORE THAN 8%.
- (B) UNEXPOSED TO VIEW: AWI SECTION 100, GRADE 11, SOUTHERN YELLOW PINE, PLAIN CUT, KILN-DRIED WITH MOISTURE CONTENT OF NOT MORE THAN 11%.
2. PLYWOOD: FOR TRANSPARENT FINISH, AWI SECTION 200, VENEER CORE GRADE A, SELECT WHITE BIRCH VENEER (OR AS REQUIRED TO MOST CLOSELY MATCH EXISTING) ON EXPOSED TO VIEW FACES.
3. PLYWOOD UNDERLAYMENT: FOR LAMINATED PLASTIC AND SOLID SURFACE FABRICATIONS, AWI SECTION 200, BACKING GRADE, MILL OPTION FACE VENEERS.
4. LAMINATED PLASTIC: 1/16" THICK, MEETING REQUIREMENTS OF NEMA GA50 GRADE 10/HCS.
5. GLUE: HEAVY-DUTY CONSTRUCTION ADHESIVE, MEETING SOUTHCOAST AIR QUALITY MANAGEMENT DISTRICT RULE 1168 VOC LIMITS.
6. GROMMETS: 1-PIECE ROUND WITH SPRING CLOSURE; 2-3/8" DIAMETER HOLE, NO. 429-99-726, BY H'A'FELE AMERICA, ARCHDALE, NC / 800-423-3531, OR EQUAL. MINIMUM OF ONE (1) PER EACH DESK SURFACE.
7. BULLET-RESISTIVE FIBERGLASS PANELS: EQUAL TO ARMORTEX NO. O.F. 300, AS MANUFACTURED BY SAFEGUARD SECURITY SERVICES LTD. / SAN ANTONIO, TX.
- (A) NOMINAL THICKNESS – 7/16"
- (B) NOMINAL WEIGHT – 4.0 LBS/SQ. FT.
- (C) WEAPON RATING – 44 MAGNUM
- (D) N.I.J. LEVEL IIIA
- B. FABRICATION SHALL BE IN ACCORDANCE WITH AWI SECTION 400, PREMIUM GRADE FOR TRANSPARENT FINISH WHERE EXPOSED TO VIEW SURFACES ARE EITHER PLYWOOD OR SOLID WOOD; LAMINATED PLASTIC COVERED WORK SHALL BE IN ACCORDANCE WITH AWI SECTION 400, PREMIUM GRADE.

STEEL FRAMES

- A. MATERIALS:
1. METAL DRYWALL FRAMES:
- (A) COMPLY WITH CS 242-62
- (B) FRAMES SHALL BE KNOCK-DOWN TYPE, OF SIZES AND DESIGNS SHOWN ON THE DRAWINGS.
- (C) ALL FRAMES SHALL BE FORMED WITH 5/8" DEPTH INTEGRAL STOPS, UNLESS DETAILED OTHERWISE ON DRAWINGS, AND RABBETS AND SHALL HAVE A DOUBLE RETURN ON THE BACK BEND TO ALLOW FRAME TO BE ERECTED AFTER WALL IS IN PLACE AND SHALL BE DESIGNED SO AS TO GRIP WALL FIRMLY.
- (D) CORNERS SHALL BE MITERED AND REINFORCED AND LOCKED WITH SHEET METAL SCREWS ON THE HEADBAR RETURN TO INSURE POSITIVE LOCKING AND RIGID CORNERS.
- (E) HARDWARE REINFORCEMENTS:
- (1) FRAMES SHALL BE MORTISED, REINFORCED, DRILLED AND TAPPED AT THE FACTORY FOR FULLY TEMPLATED HARDWARE ONLY, IN ACCORDANCE WITH APPROVED HARDWARE SCHEDULE AND TEMPLATES PROVIDED BY THE CONTRACTOR; WHERE SURFACE-MOUNTED HARDWARE IS TO BE APPLIED, FRAMES SHALL HAVE REINFORCING PLATES ONLY; ALL DRILLING AND TAPPING SHALL BE DONE AT THE PROJECT SITE UNDER SECTION 08710.
- (2) MINIMUM THICKNESS OF HARDWARE REINFORCING PLATES SHALL BE AS FOLLOWS:
- HINGE: 7 GAUGE
STRIKE: 10 GAUGE
FLUSH BOLT: 12 GAUGE
CLOSER: 12 GAUGE
SURFACE MOUNTED HARDWARE: 12 GAUGE

- (F) JAMBS SHALL BE FURTHER STRENGTHENED BY TWO HEAVY GAUGE STIFFENERS TO PROVIDE PROPER GRIPPING ACTION AND BEARING SURFACE AGAINST THE WALL.
- (G) ANCHORS (JAMB, SILL) SHALL BE MANUFACTURER'S STANDARD; SILL ANCHORS SHALL REQUIRE NO NOTCHING OF WALLBOARD.
- (H) THERE SHALL BE NO VISIBLE FASTENING DEVICES ALONG FACE OF RABBETS.
- (I) EACH DOOR FRAME STOP SHALL BE PUNCHED ON THE STRIKE SIDE TO RECEIVE RUBBER SILENCERS (3 PER FRAME FOR SINGLE DOORS AND 4 PER FRAME FOR DOUBLE DOORS).
- (J) DUST COVER: SHALL BE PROVIDED FOR STRIKE AND HINGE REINFORCING.
- (K) LOOSE STOPS SHALL BE AS SHOWN ON DRAWINGS AND FASTENED ACCORDING TO MANUFACTURER'S RECOMMENDATIONS.
- (L) FACTORY PRIMING: AFTER MANUFACTURED ALL TOOL MARKS AND SURFACE IMPERFECTIONS SHALL BE DRESSED, FILLED AND SANDED TO MAKE ALL SURFACES SMOOTH, LEVEL AND FREE OF ALL IRREGULARITIES AND THEN CHEMICALLY TREATED, TO ENSURE MAXIMUM PAINT ADHESION, AND COATED WITH A RUST-INHIBITIVE PRIMER, STANDARD WITH THE MANUFACTURER OF THE DRYWALL METAL FRAMES.

SOLID CORE FLUSH WOOD DOORS

- A. MATERIALS:
1. BASIS OF DESIGN: ARCHITECTURAL "SIGNATURE" SERIES WOOD DOORS AS MANUFACTURED BY MARSHFIELD DOOR SYSTEMS / MARSHFIELD, VI.
- (A) PRODUCT INFORMATION IS LISTED FOR REFERENCE PURPOSES TO ESTABLISH MATERIAL CHARACTERISTICS, QUALITY, AND FINISH. ALTERNATE MANUFACTURER'S PRODUCTS SHALL MEET OR EXCEED THE LISTED PRODUCTS.
2. DOOR CONSTRUCTION:
- (A) WORKMANSHIP: COMPLY WITH WDMA PREMIUM GRADE.
- (B) PERFORMANCE STANDARDS: COMPLY WITH WDMA I.S. 1A HEAVY DUTY PERFORMANCE LEVEL.
- (C) FACE VENEERS: 5-PLY, SELECT WHITE BIRCH OR AS REQUIRED TO MOST CLOSELY MATCH EXISTING.
- (1) NON-LABEL DOORS: PARTICLE-BONDED CORE, GRADE LO-2 (AWI SECT. 1300 PC-5).
- (D) VERTICAL EDGES: AWI SECTION 1300-S-4, PREMIUM GRADE, TO MATCH FACE VENEER.
- (E) TOP AND BOTTOM EDGES: MANUFACTURER'S STANDARD MILL OPTION HARDWOOD.
- (F) CROSS BANDS: MIN. 1/16-HIGH DENSITY HARDBOARD.
- (G) ADHESIVE: PER WDMA TM-6.
- B. FABRICATION:
1. NON-LABELED DOORS: MANUFACTURE TO THE DESIGNS SHOWN ON THE DRAWINGS, IN ACCORDANCE WITH AWI SECTION 1300, PREMIUM GRADE, TRANSPARENT FACTORY FINISH.
2. FACTORY MACHINE DOORS FOR HARDWARE THAT IS NOT SURFACE APPLIED, COMPLY WITH FINAL HARDWARE SCHEDULES, DOOR FRAME SHOP DRAWINGS, AND HARDWARE TEMPLATES.
- C. FACTORY-FINISH TO MEET OR EXCEED WDMA I.S. 1A TR-6.
1. TRANSPARENT FINISH:
- (A) STAINING: COLOR TO MATCH EXISTING DOORS AS CLOSELY AS POSSIBLE.
- (B) FINISH: WDMA TR-6 CATALYZED POLYURETHANE.

FINISH HARDWARE

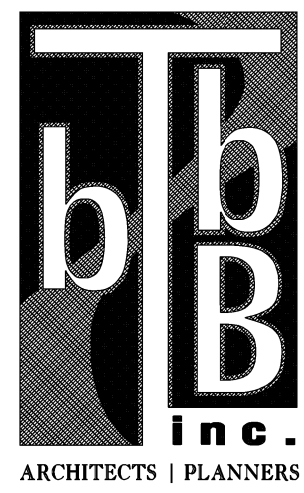
- A. LOCKSET DESIGN: SCHLAGE, LEVER HANDLES.
- B. FINISHES: FINISH TO MATCH EXISTING DOOR HARDWARE.
- C. INCLUDE A NET RELEASE AMOUNT OF \$8,000 FOR FINISH HARDWARE.
- D. FURNISH AND INSTALL PASSAGE SETS, LOCK SETS, PRIVACY SETS, PUSH/PULL PLATES, HINGES, CLOSERS, LOCKSET, AND STOPS, AS REQUIRED.

CARPET

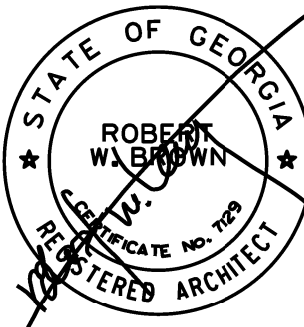
- A. PROTECT EXISTING CARPET TO REMAIN.
- B. NEW CARPET TO MATCH EXISTING, SHAW NO. 59594 "VEIL".
- C. REDUCERS: EQUAL TO MACLANBURG-DUNCAN, GAINESVILLE, GA; COLOR(S) AS SELECTED BY ARCHITECT FROM MANUFACTURER'S STANDARD COLORS.
- D. ADHESIVES: ONLY THAT AS RECOMMENDED BY THE MANUFACTURER OF PRODUCT BEING INSTALLED. ADHESIVES FOR CARPET SHALL MEET ERI GREEN LABEL PROGRAM STANDARDS.

GYPSUM BOARD SYSTEMS

- A. METAL STUDS: CHANNEL TYPE, ROLL FORMED FROM GALVANIZED STEEL, DESIGNED FOR SCREW ATTACHMENT OF GYPSUM WALLBOARD OF SIZES REQUIRED BY THE DRAWINGS AND OF GAUGES REQUIRED BY STUD SIZE, HEIGHT AND SPACING SHOWN ON THE DRAWINGS, BUT IN NO CASE LESS THAN 20 GAUGE; ALLOWABLE DEFLECTION L/360; STUDS TO HAVE 1¼-INCH DIAMETER SERVICE HOLE, 8 INCHES FROM END.
- B. METAL RUNNERS (FLOOR AND CEILING TRACK): GALVANIZED STEEL, IN WIDTH AND OF GAUGE OF STUDS WITH WHICH USED, 1¼-INCH UNHELMNED LEGS.



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.btbinc.com
© COPYRIGHT 2023 BTBB inc.
NOT FOR REPRODUCTION



The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
BIBB COUNTY COURTHOUSE
MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44

Drawing
Specifications

G1.3

F:\PROJECTS\2022-44 Courthouse Renovations\Working Drawings\2022-44 G1.4 Drawing Specifications.dgn 7/6/2023

- C. METAL FURRING CHANNELS: 16 GAUGE COLD ROLLED STEEL, "C" SHAPE, OF SIZES REQUIRED BY THE DRAWINGS OR DESCRIBED HEREINAFTER
- D. METAL SCREW FURRING CHANNELS: 2½" X 7/8" X 1-3/8" FACE WIDTH, GALVANIZED STEEL, WEIGHING NOT LESS THAN 292 LBS/MLF.
- E. FURRING CHANNEL CLIPS: GALVANIZED WIRE, MANUFACTURER'S STANDARD, ESPECIALLY DESIGNED FOR ATTACHING SCREW FURRING CHANNELS TO 1½-INCH FURRING CHANNELS.
- F. HANGER WIRE: 9 GAUGE, GALVANIZED.
- G. GYPSUM WALLBOARD:
1. FIRE RATED: 5/8 INCH THICK, TAPERED EDGE, MEETING REQUIREMENTS OF ASTM C36 FOR TYPE "X" PANELS AND FIRE ENDURANCE TEST AS OUTLINED IN ASTM C-473.
2. MOISTURE RESISTANT: 5/8" THICK, TAPERED EDGE, MEETING THE REQUIREMENTS OF ASTM C-36.
- H. FASTENERS:
1. FOR ATTACHING GYPSUM WALLBOARD TO WOOD FRAMING, FASTENERS SHALL BE 1¼-INCHES TYPE W COARSE THREAD WALLBOARD NAIL, CEMENT COATED.
2. FOR ATTACHING GYPSUM WALLBOARD TO METAL FRAMING, FASTENERS SHALL BE 1-7/8 INCHES, TYPE S, BUGLE HEAD SCREWS, CADMIUM PLATED.
3. FOR ATTACHING SCREW FURRING CHANNELS TO 1½-INCH FURRING CHANNELS, FASTENERS SHALL BE MANUFACTURER'S STANDARD FURRING CHANNEL CLIP.
4. FOR ATTACHING METAL RUNNERS AND SCREW FURRING CHANNELS TO CONCRETE OR MASONRY SHALL BE POWER ACTUATED TYPE CAPABLE OF WITHSTANDING 192 POUNDS OF SINGLE SHEAR AND 200 POUNDS BEARING FORCE WITHOUT EXCEEDING ALLOWABLE STRESS DESIGN OF FASTENER OR MEMBER BEING FASTENED.
5. FOR ATTACHING FRAMING MEMBERS TOGETHER SHALL BE TYPE S, PAN-HEAD SCREWS IN SIZES RECOMMENDED BY THE METAL STUD MANUFACTURER FOR APPLICATIONS REQUIRED.
6. FOR ATTACHING METAL RUNNERS TO STRUCTURAL STEEL SHALL BE POWER ACTUATED TYPE AS RECOMMENDED BY THE METAL STUD MANUFACTURER FOR APPLICATIONS REQUIRED.
- I. ACCESSORIES:
1. OUTSIDE CORNER BEAD: ALL METAL, HOT-DIPPED GALVANIZED, 1" X 1" AND WEIGHING NOT LESS THAN 114 POUNDS PER MLF.
2. CASING BEAD: ALL METAL, HOT-DIPPED GALVANIZED, 7/8 INCH FLANGE, "C" SHAPED, CAPABLE OF BEING TAPED AND FINISHED AND WEIGHING NOT LESS THAN 165 POUNDS PER MLF.
3. INSIDE CORNER REINFORCEMENT: PERFORATED FIBER TAPE WITH CHAMFERED WAFER-THIN EDGES, 2-1/16 INCHES WIDE AND MEETING ASTM C475.
4. RESILIENT FURRING CHANNELS: FABRICATED OF GALVANIZED STEEL WITH EXPANDED METAL LEGS; APPROVED FOR FIRE-RATED CONSTRUCTION.
- J. TAPE: PERFORATED FIBER TAPE WITH CHAMFERED WAFER-THIN EDGES, 2-1/16" WIDE AND MEETING ASTM C475.
- K. JOINT COMPOUND: READY-MIXED COMPOUND, MEETING ASTM C475.
- L. SEALANT: SEALANT IS FURNISHED UNDER SECTION 07900.
- M. SOUND ATTENUATION BLANKETS:
1. WALLS: EQUAL TO OWEN CORNING SOUND ATTENUATION BATTS, MEETING ASTM C 665, TYPE I AND ASTM E 136, UNFACED, FLAME SPREAD 10, SMOKE DEVELOPED 10, 3½" THICK.
2. CEILINGS: EQUAL TO OWENS-CORNING "SONOBATTS" UNFACED GLASS FIBER INSULATION, MEETING ASTM C 665, TYPE I AND ASTM E 136, FLAME SPREAD 10, SMOKE DEVELOPED 10, 3½" THICK.
- N. INSTALLATION:
1. INSTALLATION OF METAL RUNNERS (FLOOR AND CEILING TRACKS):
- (A) ATTACH FLOOR RUNNERS WITH SPECIFIED FASTENERS SPACED NOT LESS THAN 24" O.C.
- (B) ATTACH CEILING RUNNERS WITH THE SPECIFIED FASTENERS AT NOT LESS THAN 24" O.C. AND IN CONFORMANCE WITH THE DETAILS SHOWN ON THE DRAWINGS.
2. INSTALLATION OF METAL STUDS:
- (A) POSITION FULL LENGTH STUDS VERTICALLY, SPACES AS SHOWN ON THE DRAWINGS ENGAGING FLOOR AND CEILING TRACKS. ATTACH WITH SPECIFIED FASTENERS.
- (B) IN GENERAL STUDS SHALL BE SPACED AT 16" O.C.
- (C) PROVIDE DOUBLE STUDS AT INTERIOR AND EXTERIOR CORNERS, EXPANSION JOINTS, PARTITION TERMINATIONS AND WITHIN 2" OF DOOR AND BORROWED LITE OPENINGS IN PARTITIONS. LOCATE NEXT STUD NOT MORE THAN 6" FROM DOUBLE STUDS.
- (D) SECURE ABUTTING AND INTERSECTING WALLS WITH FASTENERS THROUGH STUD FLANGES.
- (E) FOR HORIZONTAL REINFORCEMENT BETWEEN STUDS AND AT DOOR AND BORROWED LITE FRAMES, INSTALL CUT-TO-LENGTH RUNNER SECTIONS WITH SLIT FLANGES SECURED TO STUDS.
3. INSTALLATION OF SOUND ATTENUATION BLANKETS: INSTALL IN ALL METAL STUD WALLS WHERE SHOWN ON PLANS, FULL HEIGHT OF PARTITION.
4. INSTALLATION OF GYPSUM WALLBOARD:
- (A) INSTALL WALLBOARD IN ACCORDANCE WITH MANUFACTURER'S PRINTED INSTALLATION INSTRUCTIONS, EXCEPT WHERE MORE STRINGENT REQUIREMENTS ARE SPECIFIED.

- (B) USE WALLBOARD OF MAXIMUM LENGTHS TO MINIMIZE END JOINTS.
- (C) STAGGER END JOINTS WHEN THEY OCCUR.
- (D) ABUT WALLBOARDS WITHOUT FORCING. FIT ENDS AND EDGES OF WALLBOARD. DO NOT PLACE BUTT ENDS AGAINST TAPERED EDGES.
- (E) SUPPORT END AND EDGES OF WALLBOARD PANELS ON FRAMING OR FURRING MEMBERS.
- (F) AT CEILINGS, APPLY WALLBOARD WITH LONG DIMENSION AT RIGHT ANGLES TO FRAMING.
- (G) AT WALLS AND COLUMNS, APPLY WALLBOARD HORIZONTALLY, ATTACHING UPPER BOARD FIRST; STAGGER END JOINTS ON OPPOSITE SIDES OF PARTITIONS.
- (H) FASTEN WALLBOARD TO FRAMING MEMBERS, USING THE SPECIFIED FASTENERS SPACED AS RECOMMENDED BY THE MANUFACTURER OF THE WALLBOARD BEING INSTALLED FOR THE SPECIFIC INSTALLATION.
- (I) ALL GYPSUM BOARD SHALL BE 5/8" TYPE "X" GYPSUM BOARD EXCEPT AT NEW RESTROOM WALLS.
- (J) INSTALL 5/8" MOISTURE-RESISTANT GYPSUM BOARD AT ALL NEW RESTROOM WALLS.
5. INSTALLATION OF ACCESSORIES:
- (A) INSTALL CORNER BEADS AT ALL OUTSIDE CORNERS.
- (B) INSTALL METAL CASING BEADS AT EXPOSED EDGES OF WALLBOARD AT DOOR AND WINDOW OPENINGS, AT INTERSECTIONS WITH OTHER MATERIALS AND AT OTHER LOCATION SHOWN ON THE DRAWINGS.
6. INSTALLATION OF SEALANT: CAULK ALL PERIMETER JOINTS, ELECTRICAL BOXES AND PENETRATIONS WITH SPECIFIED SEALANT.
- O. JOINT TREATMENT:
1. TAPING OR EMBEDDING JOINTS:
- (A) APPLY COMPOUND TO THIS UNIFORM LAYER TO ALL JOINTS AND ANGLES. CENTER TAPE OVER JOINT AND SET TAPE INTO COMPOUND; LEAVE APPROXIMATELY 1/16 INCH TO 1/32-INCH COMPOUND UNDER TAPE TO PROVIDE BOND.
- (B) APPLY SKIM COAT FOLLOWING TAPE EMBEDMENT, BUT NOT TO FUNCTION AS FILL OR SECOND COAT; FOLD TAPE AND EMBED IN ANGLES TO PROVIDE TRUE ANGLE. DRY EMBEDDING COAT PRIOR TO APPLICATION OF FILL COAT.
2. FILLING:
- (A) APPLY JOINT COMPOUND OVER EMBEDDING COAT TO COVER TAPE. FEATHER OUT FILL COAT BEYOND TAPE AND PREVIOUS JOINT COMPOUND LINE.
- (B) DO NOT APPLY FILL COAT ON INTERIOR ANGLES.
- (C) ALLOW FILL COAT TO DRY PRIOR TO APPLICATION OF FINISH COAT.
3. SMOOTH FINISH: TYPICAL WALL FINISH.
- (A) SPREAD JOINT COMPOUND OVER AND BEYOND FILL COAT ON ALL JOINTS. FEATHER TO SMOOTH UNIFORM FINISH.
- (B) APPLY FINISH COAT TO TAPED ANGLES TO COVER TAPE AND TAPING COMPOUND.
- (C) SAND FINAL APPLICATION OF COMPOUND TO PROVIDE SMOOTH SURFACE READY.
4. FINISHING BEADS AND TRIM:
- (A) FIRST FILL COAT: APPLY JOINT COMPOUND TO BEADS AND TRIM. FEATHER OUT FROM GROUND TO PLANE OF THE SURFACE; DRY COMPOUND PRIOR TO APPLICATION OF SECOND FILL COATS.
- (B) SECOND FILL COAT: APPLY JOINT COMPOUND IN SAME MANNER AS FIRST FILL COAT. EXTEND BEYOND FIRST COAT ONTO FACE OF WALLBOARD; DRY COMPOUND PRIOR TO APPLICATION OF FINISH COAT.
- (C) FINISH COAT: APPLY JOINT COMPOUND TO BEAD AND TRIM; EXTEND BEYOND SECOND FILL COAT; FEATHER FINISH COAT FROM GROUND TO PLANE OF SURFACE; SAND FINISH COAT TO PROVIDE FLAT SURFACE READY FOR DECORATION.
5. FILLING AND FINISHING DEPRESSIONS:
- (A) APPLY JOINT COMPOUND AS FIRST COAT TO FASTENER DEPRESSIONS; APPLY AT LEAST TWO (2) ADDITIONAL COATS OF COMPOUND AFTER FIRST COAT IS DRY.
- (B) LEAVE FILLING AND FINISHED DEPRESSIONS LEVEL WITH PLANE OF WALLBOARD.

SUSPENDED ACOUSTICAL TILE CEILINGS

- A. ACOUSTICAL TILE TO MATCH EXISTING.
- B. SOUND ATTENUATION BLANKETS: EQUAL TO OWENS CORNING "SONO BATTS", UNFACED GLASS FIBER INSULATION, MEETING ASTM C665, TYPE 1 AND ASTM E136, FLAME SPREAD 10, SMOKE DEVELOPED 10, 3½" THICK. INSTALL ABOVE ALL NEW ACOUSTICAL TILE CEILINGS.
- C. HANGER WIRE: 12 GAUGE, GALVANIZED.
- D. DIRECT LOAD CEILING CLIP: MANUFACTURER'S STANDARD.
- E. TILE MARKERS/ADHESIVE:
1. ROSETTES: 2" DIAMETER X 1/16" THICK ALUMINUM WITH WHITE BAKED ENAMEL FINISH.
2. ADHESIVE: EPOXY COMPATIBLE WITH CEILING TILE WITH WHICH USED.
- H. HOLD-DOWN CLIPS: MANUFACTURER'S STANDARD.
1. INSTALL AT ALL RESTROOM CEILINGS

RESILIENT FLOORING

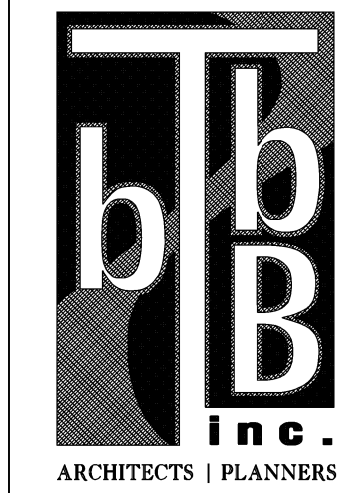
- A. LUXURY VINYL TILE (LVT) EQUAL TO SHAW CONTRACT "TERRAIN II", 20 MIL, 0454V, 6" X 48", MEETING ASTM D2946 SLIP-RESISTANCE, ASTM E662 NBS SMOKE (<450), CLASS III, TYPE B; 10-YEAR COMMERCIAL WARRANTY.
- B. RESILIENT BASE: SET-ON COVE TYPE, 4" HIGH X 1/8" THICK, OF HOMOGENEOUS VINYL AND CONFORMING TO FF SS-W-40A, TYPE II WITH OUTSIDE CORNERS. COLOR SELECTIONS WILL BE SELECTED TO COORDINATE WITH TILE SELECTIONS.
- C. NEUTRAL DIVIDING STRIPS: COMPOSED OF VINYL RESINS AND MINERAL FIBERS, 2 INCHES WIDE X 1/8 INCH THICK, UNLESS SPECIFICALLY NOTED OTHERWISE, IN LENGTHS AS REQUIRED ON THE DRAWINGS AND MEETING FS SS-T-312B (1), TYPE IV, COMP. 1.
- D. NEUTRAL EDGING STRIPS: COMPOSED OF VINYL RESINS AND MINERAL FIBERS, 2 INCHES WIDE X 1/8 INCH THICK, UNLESS SPECIFICALLY NOTED OTHERWISE, IN LENGTHS AS REQUIRED ON THE DRAWINGS, BULLNOSED ONE EDGE AND MEETING FS SSOT 312B (1), TYPE IV, COMP. 1.
- E. LEVELING UNDERLAYMENT: ONLY THAT AS RECOMMENDED BY THE MANUFACTURER OF THE VINYL MATERIAL BEING INSTALLED.
- F. ADHESIVE: ONLY THAT RECOMMENDED BY THE MANUFACTURER OF MATERIAL BEING INSTALLED. ADHESIVES SHALL HAVE VOC CONTENT OF 25 G/L OF LESS.

FIBERGLASS REINFORCED PLASTIC (FRP) PANELS

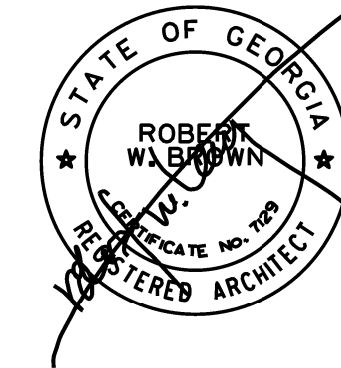
- A. BASIS OF DESIGN: STRUCTOGLAS FLAT FIBERGLASS REINFORCED PLASTIC COMPOSITE (FRP) PANELS AS MANUFACTURED BY CRANE COMPOSITES, INC.
- B. FRP PANELS:
1. RATING: SURFACE BURNING CLASSIFICATION: CLASS A; FLAMESPREAD (ASTM E84) - 25 OR LESS; SMOKE DEVELOPED (ASTM E84) - 450 OR LESS.
2. FINISH, THICKNESS: SMOOTH 0.09 INCH.
3. DIMENSIONAL TOLERANCES
- (A) WIDTH AND LENGTH: 1/8-INCH (3.2 MM).
- (B) THICKNESS: +/- 10%
- (C) SQUARENESS: NOT MORE THAN 1/8-INCH (3.2 MM) OUT OF SQUARE.
4. PERFORMANCE PROPERTIES:
- (A) MEETS USDA/FSIS REQUIREMENTS.
- (B) BARCOL HARDNESS (ASTM D2583): 20-30
5. ACCESSORIES: MOULDING, TRIM, ETC., AS REQUIRED FOR COMPLETE FINISHED INSTALLATION; MATCH PANEL COLOR.
6. INSTALL OVER M.R. GYPSUM BOARD.

SIGNAGE

- A. INTERIOR SIGNAGE: DESIGN IS BASED ON PRODUCTS MANUFACTURED BY SCOTT SIGN SYSTEMS, INC., TALLEVAST, FL.
1. RESTROOM SIGNAGE: DESIGN IS BASED ON ADA APPROVED, 8" X 6" X 1/8" THICK, INJECTED ACRYLIC MOLDED PLAQUES, WITH INTEGRAL FRAME. SIGN TO CONTAIN THE WORD "UNISEX", PICTOGRAM, HANDICAP SYMBOL (WHERE APPLICABLE), AND GRADE 2 BRAILLE. LETTERS SHALL BE A MINIMUM 5/8" HIGH INTEGRAL COPY, RAISED 1/32". COLOR WILL BE AS SELECTED BY ARCHITECT. LETTERS AND PICTOGRAMS SHALL BE OF SAME COLOR ON CONTRASTING BACKGROUND. SIGNS SHALL BE MOUNTED WITH (VHB) VERY HIGH BOND TAPE FASTENED TO BACK OF PLAQUE.
- (A) LOCATE ADJACENT TO NEW RESTROOM DOORS.
2. INCLUDE AN ALLOWANCE OF TWO THOUSAND DOLLARS (\$2,000) TO FURNISH AND INSTALL ADDITIONAL INTERIOR SIGNAGE, AS NEEDED.



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.btbinc.com
© COPYRIGHT 2023 BTB inc.
NOT FOR REPRODUCTION

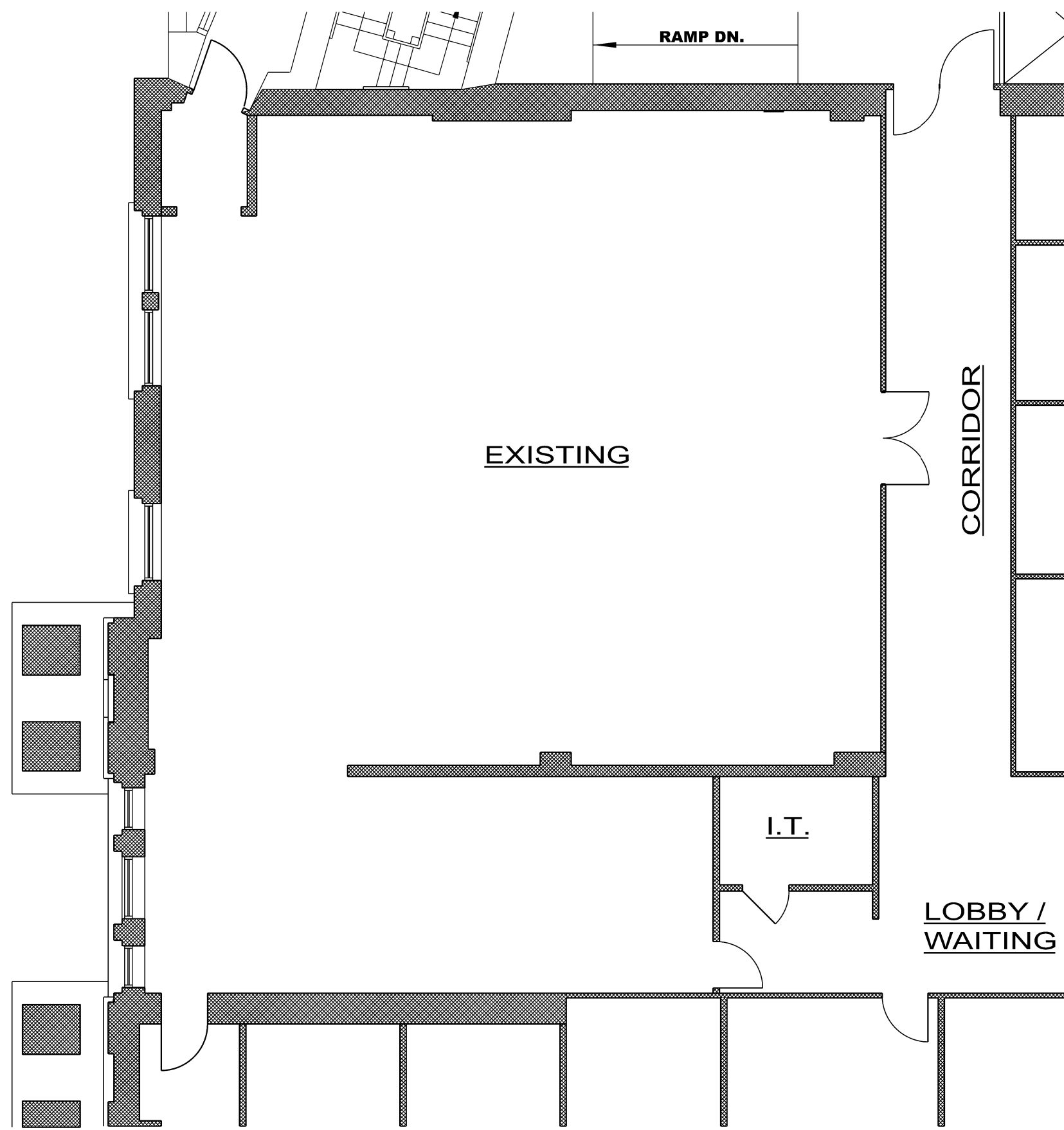


The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

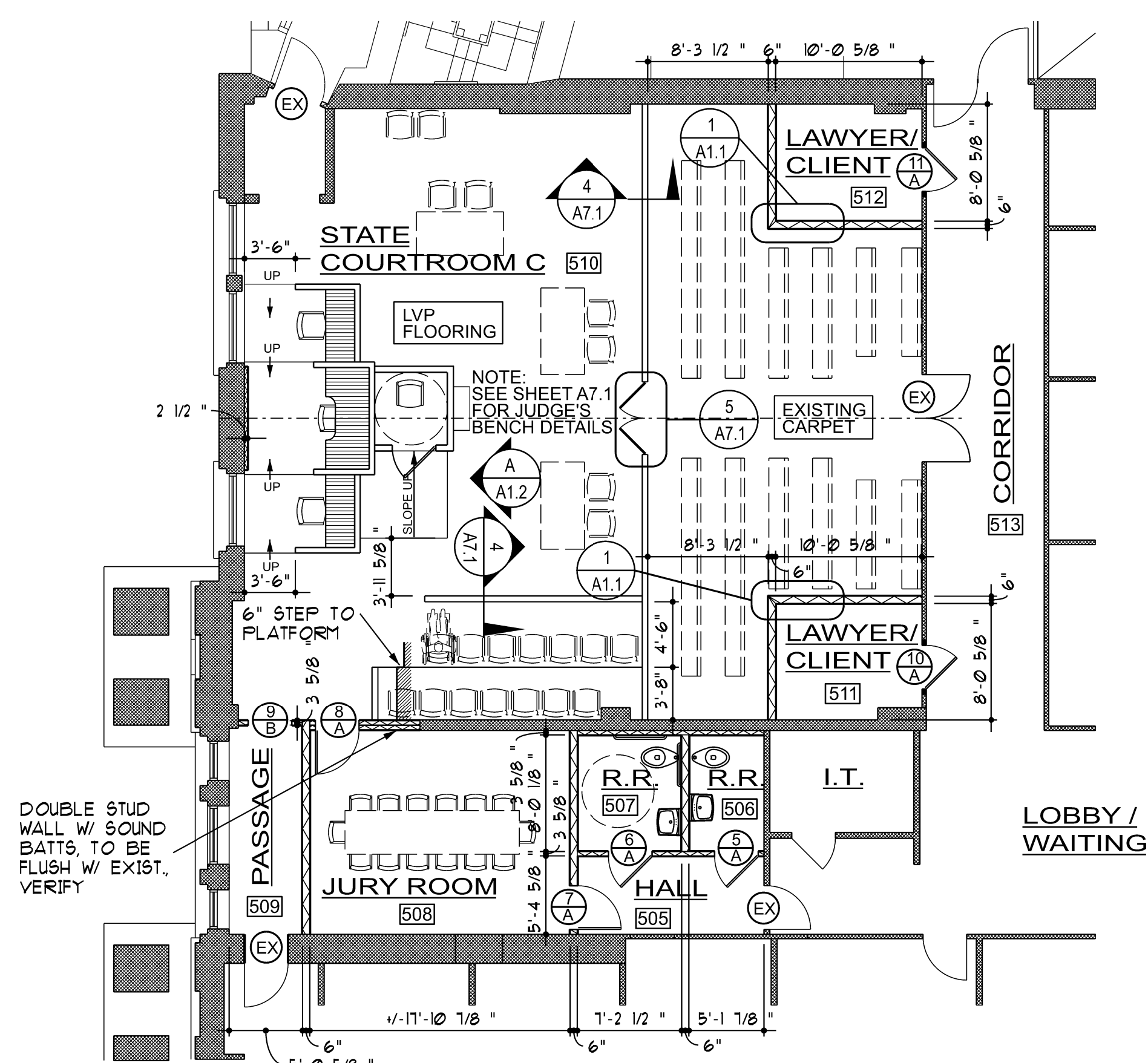
RENOVATIONS OF
BIBB COUNTY COURTHOUSE
MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No: 2022-44	

Drawing
Specifications
G1.4

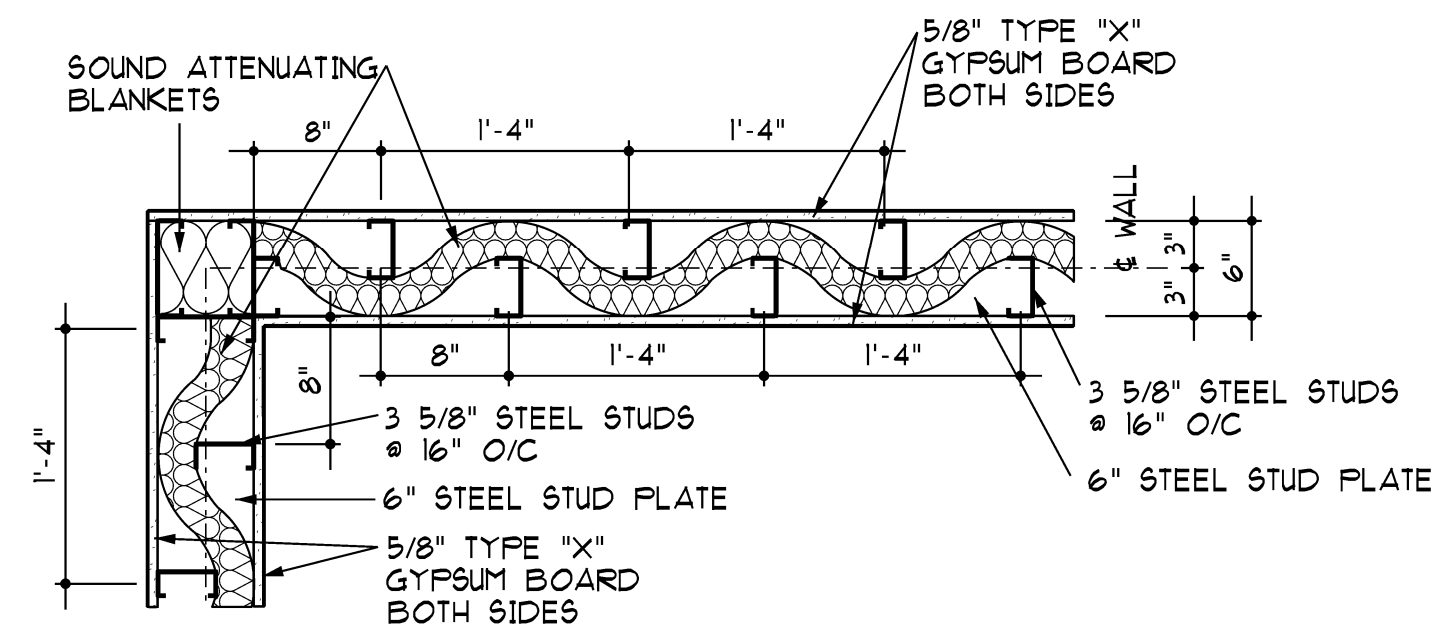


**PARTIAL LARGE SCALE EXISTING
5th FLOOR PLAN**
1/8" = 1'-0"

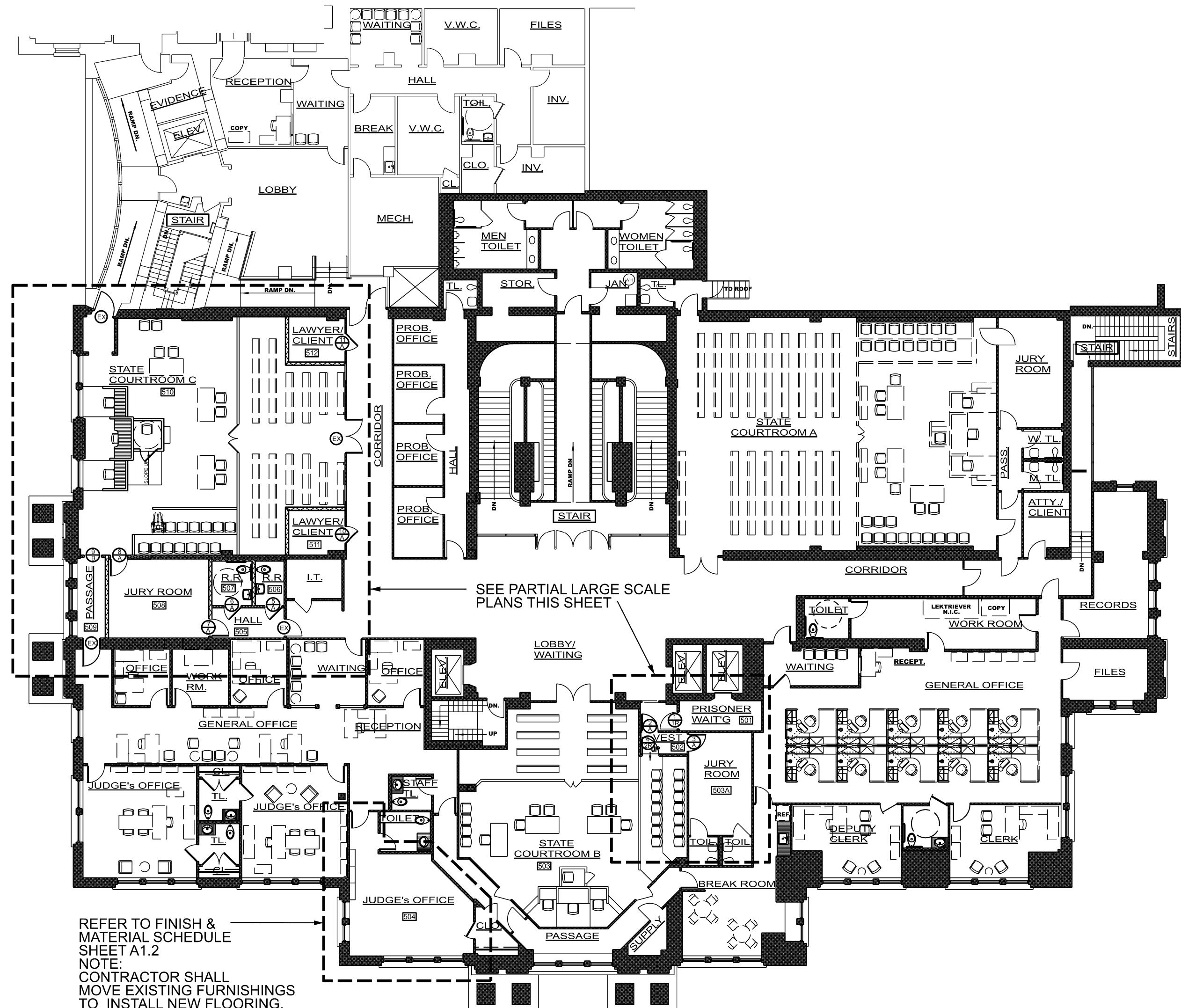


**PARTIAL LARGE SCALE 5th FLOOR NEW WORK PLAN -
STATE COURTROOM C**
1/8" = 1'-0"

NOTE:
FURNISHINGS ARE NOT IN CONTRACT.

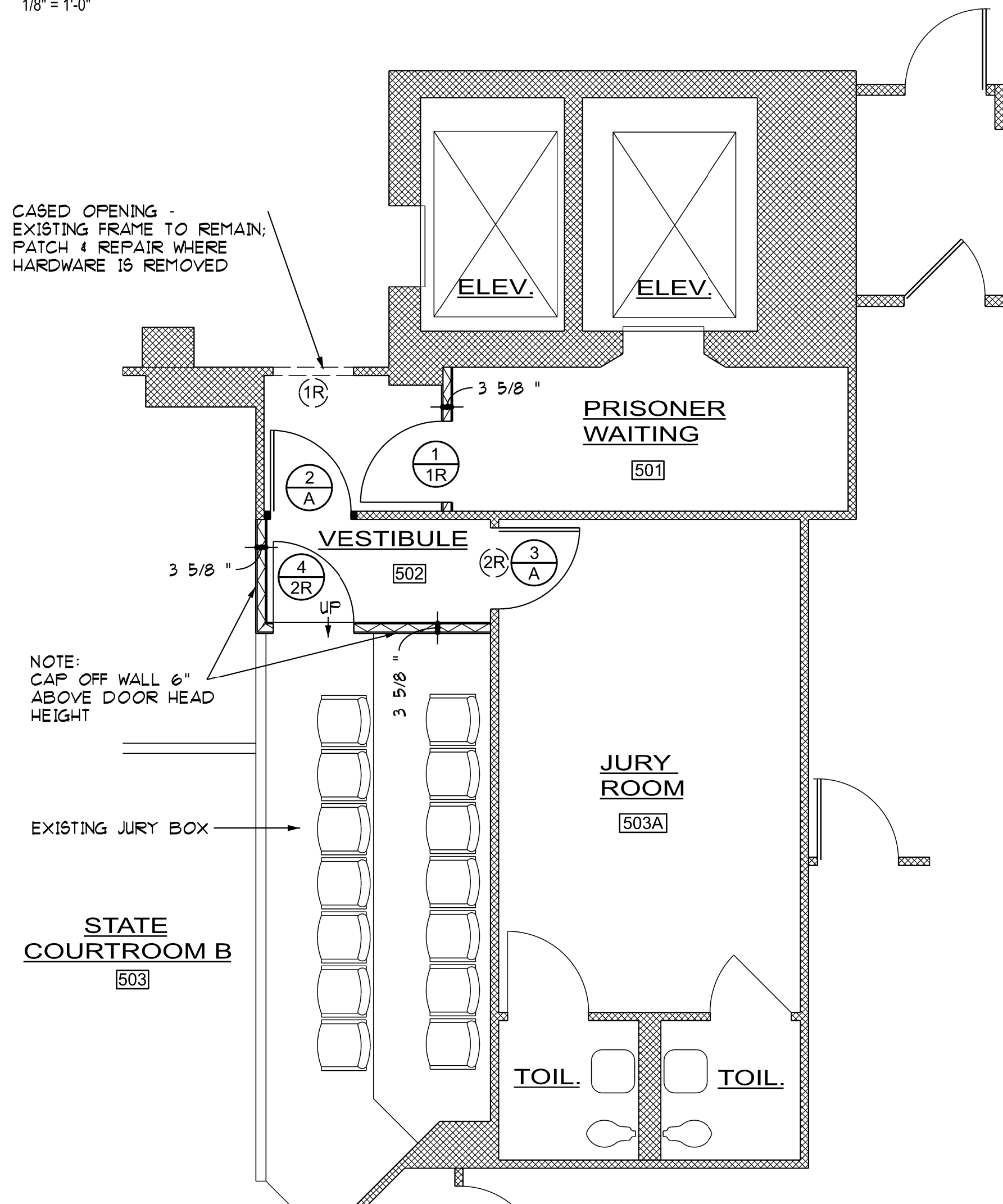


**1
A1.1** **DETAIL @ STAGGERED STUD WALL**
NOTE:
TYPICAL AT ALL WALLS W/ 6" BASE PLATE.
1" = 1'-0"



OVERALL FIFTH FLOOR PLAN
1/16" = 1'-0"

REFER TO FINISH &
MATERIAL SCHEDULE
SHEET A1.2
NOTE:
CONTRACTOR SHALL
MOVE EXISTING FURNISHINGS
TO INSTALL NEW FLOORING.



**PARTIAL LARGE SCALE 5TH FLOOR NEW WORK PLAN @
STATE COURTROOM B**
1/4" = 1'-0"

LEGEND

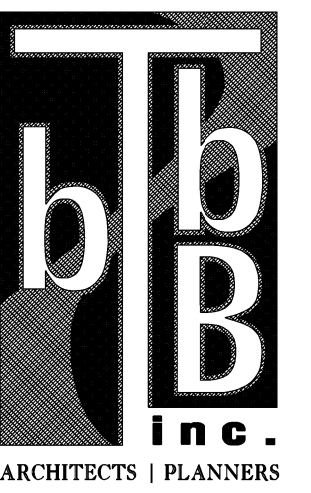
- EXISTING WALL
- NEW INTERIOR WALL W/ STEEL STUDS @ 16" O/C W/ SOUND ATTENUATING BLANKETS & 5/8" GYPSUM BOARD BOTH SIDES. REFER TO PLANS FOR STUD SIZE.
NOTE:
CAP OFF WALL 6" ABOVE DOOR HEAD HEIGHT AT VESTIBULE 502 & COURTROOM B 503.
- EXISTING DOOR TO REMAIN
- EXISTING DOOR TO BE RELOCATED
- NEW LOCATION OF RELOCATED DOOR
- NEW DOOR

**RENOVATIONS OF
BIBB COUNTY COURTHOUSE
MACON, GEORGIA**

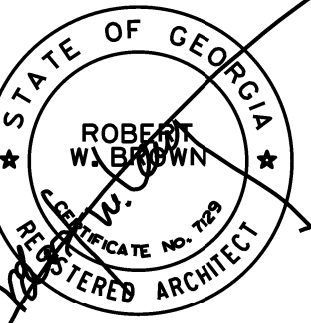
Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44

Overall 5th Floor Plan,
Partial Existing 5th
Floor Plan & New
Work Floor Plans

A1.1



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.btbinc.com
© COPYRIGHT 2023 BTB inc.
NOT FOR REPRODUCTION

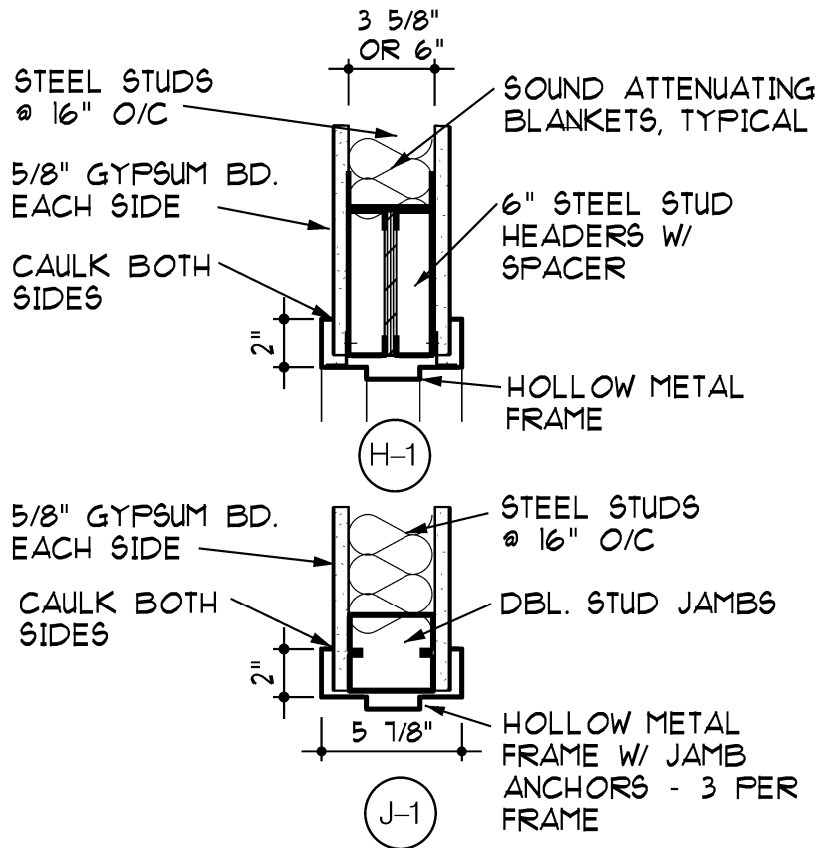


The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

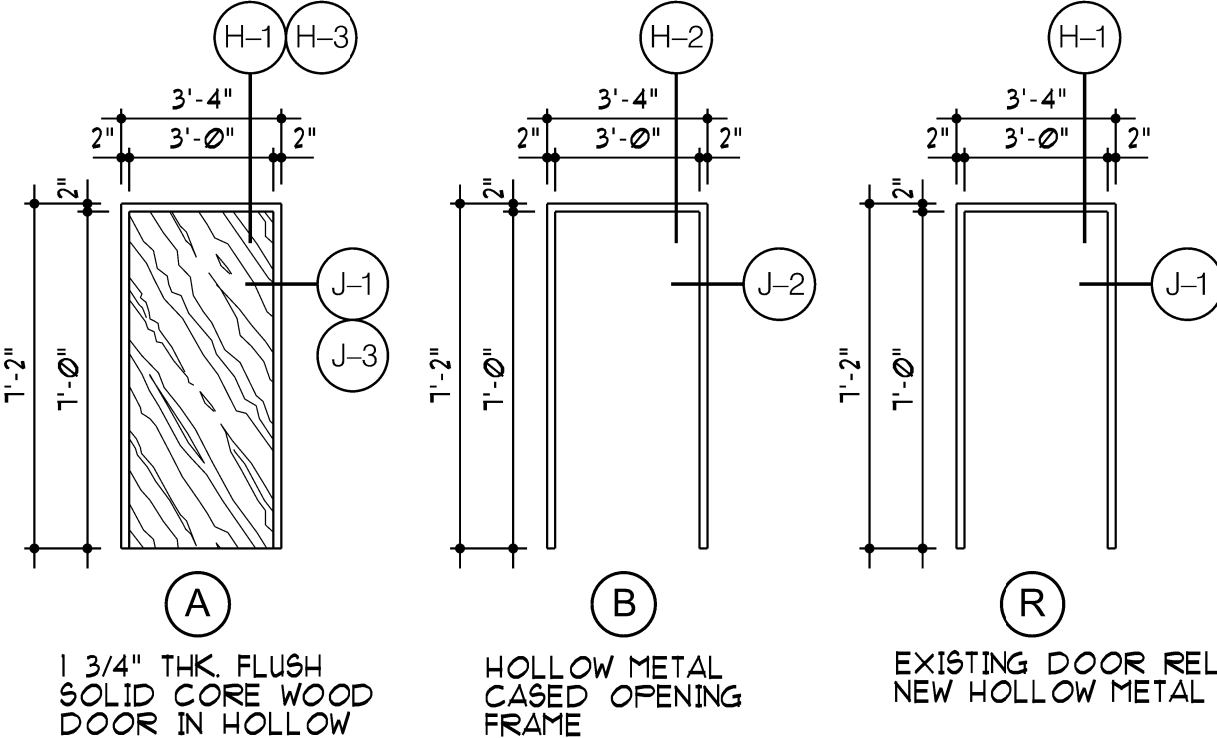
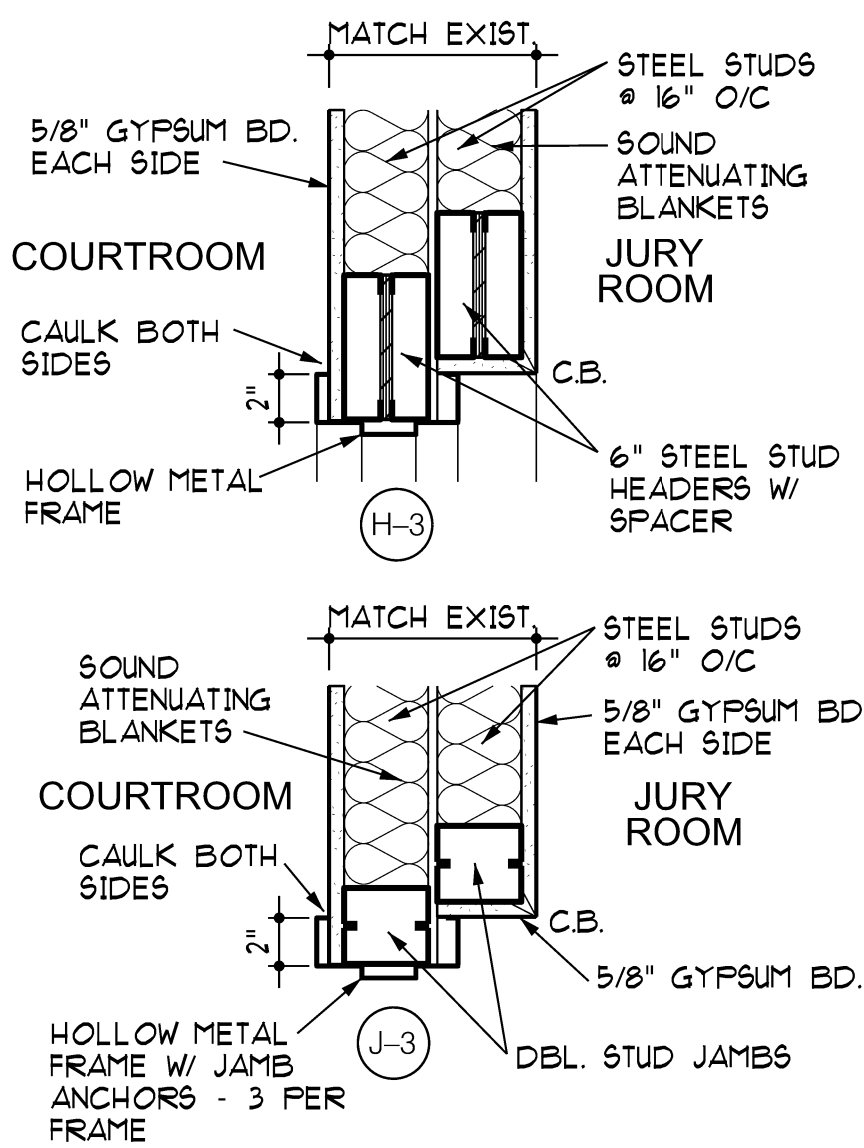
FINISH & MATERIAL SCHEDULE														
RM. No.	ROOM NAME	FLOOR		BASE		WALLS		CHAIRRAIL			CEILING			REMARKS
		MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	HEIGHT	MATERIAL	FINISH	HEIGHT	
501	PRISONER WAITING	EXISTING	CLEAN	EXISTING/ MATCH EX.	MATCH EX.	EXISTING / GYPSUM BD.	PAINT				EXISTING			NOTE 3.
502	VESTIBULE	CARPET	CLEAN	EXISTING/ MATCH EX.	PAINT	EXISTING GYPSUM BD.	PAINT				EXISTING			
503	STATE COURTROOM B	EXISTING	CLEAN	EXISTING/ MATCH EX.	PAINT NEW	EXISTING / GYPSUM BD.	PAINT NEW	WOOD - MATCH EX.	PAINT NEW	EX.	EXISTING			NOTE 3.
503A	JURY ROOM	EXISTING	---	EXISTING	---	EXISTING	---				EXISTING			
504	JUDGE'S OFFICE	LVP	CLEAN	EXISTING	CLEAN	EXISTING	---				EXISTING			
505	HALL	LVP	CLEAN	EX. WOOD/ MATCH EX.	CLEAN	EXISTING / GYPSUM BD.	PAINT	---			AC. TILE	FAC.	9'-0"	
506	RESTROOM	LVP	CLEAN	RESILIENT	CLEAN	EXISTING / GYPSUM BD.	PAINT	---			AC. TILE	FAC.	9'-0"	
507	RESTROOM	LVP	CLEAN	RESILIENT	CLEAN	GYPSUM BD.	PAINT	---			AC. TILE	FAC.	9'-0"	
508	JURY ROOM	CARPET	CLEAN	WOOD	PAINT	EXISTING / GYPSUM BD.	PAINT	---			AC. TILE	FAC.	9'-0"	
509	PASSAGE	CARPET	CLEAN	WOOD	PAINT	EXISTING / GYPSUM BD.	PAINT	---			AC. TILE	FAC.	9'-0"	
510	STATE COURTROOM C	EX. CARPET/ LVP	CLEAN	EX. WOOD/ WOOD	PAINT	EXISTING / GYPSUM BD.	PAINT	WOOD	PAINT	2'-8 3/4"	EXISTING			
511	LAWYER /CLIENT	CARPET	CLEAN	RESILIENT	CLEAN	EXISTING / GYPSUM BD.	PAINT	---			AC. TILE	FAC.	8'-0"	
512	LAWYER /CLIENT	CARPET	CLEAN	RESILIENT	CLEAN	EXISTING GYPSUM BD.	PAINT	---			AC. TILE	FAC.	8'-0"	
513	CORRIDOR	EXISTING	---	EXISTING	---	EXISTING / GYPSUM BD.	PAINT	---			EXISTING			NOTE 3.

ABBREVIATIONS
AC. TILE ACOUSTICAL TILE
EX. EXISTING
FAC. FACTORY
GYPSUM BD. GYPSUM BOARD
LVP LUXURY VINYL PLANK

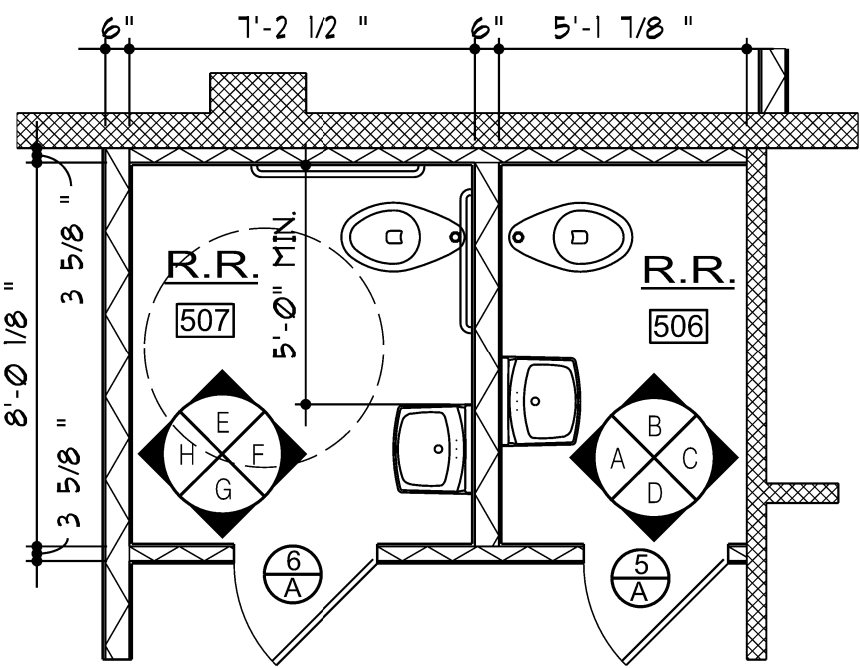
NOTES:
1.) ALL FINISHES ARE NEW UNLESS NOTED SPECIFICALLY AS "EXISTING".
2.) ALL REMAINING EXISTING ACOUSTICAL TILES TO BE CHECKED FOR DAMAGE, MISSING OR DISCOLORATION AND REPLACED.
3.) PAINT NEW WORK - CORNER TO CORNER



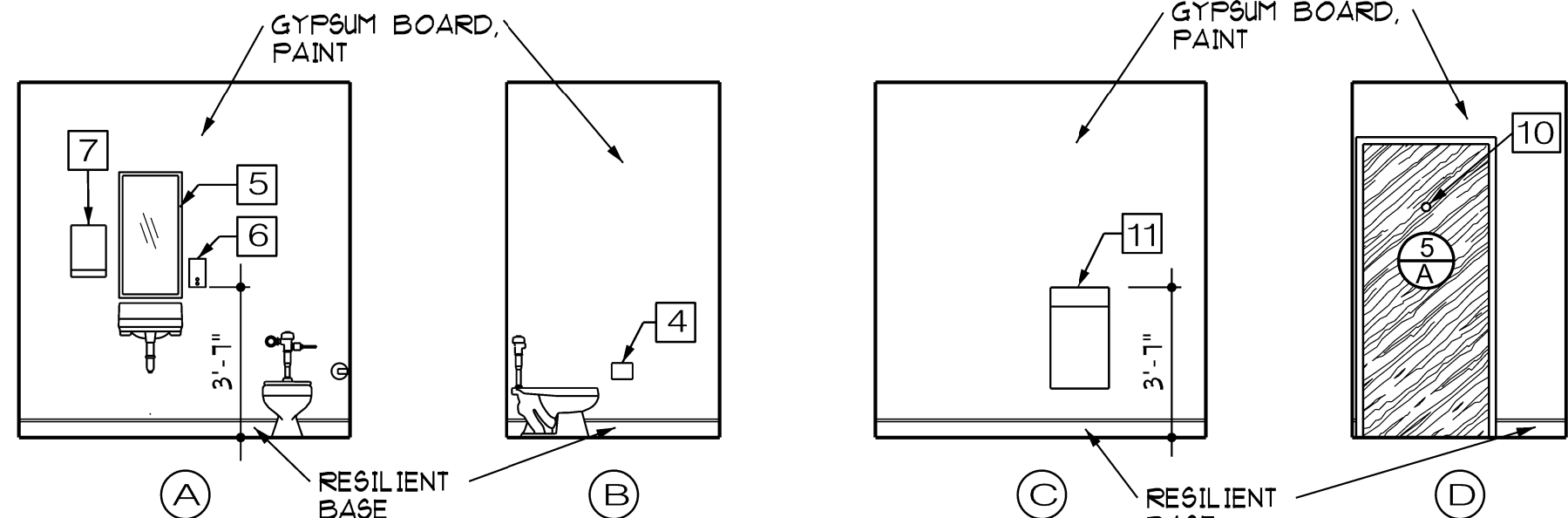
DOOR DETAILS
1 1/2" = 1'-0"



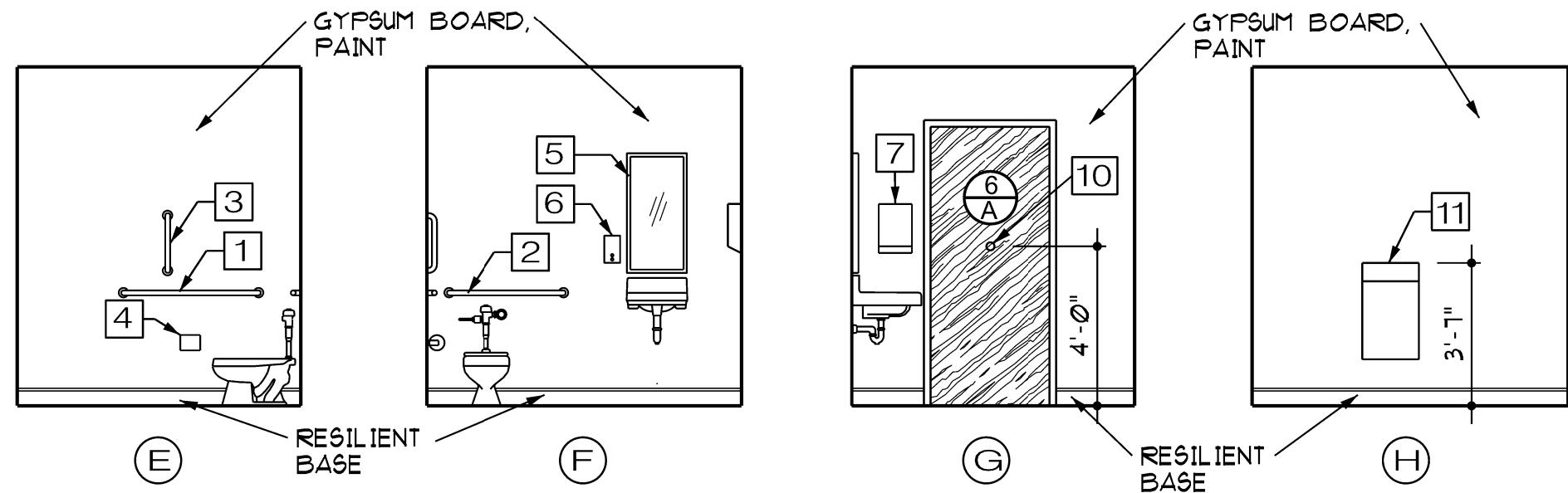
DOOR & FRAME TYPES
1/4" = 1'-0"



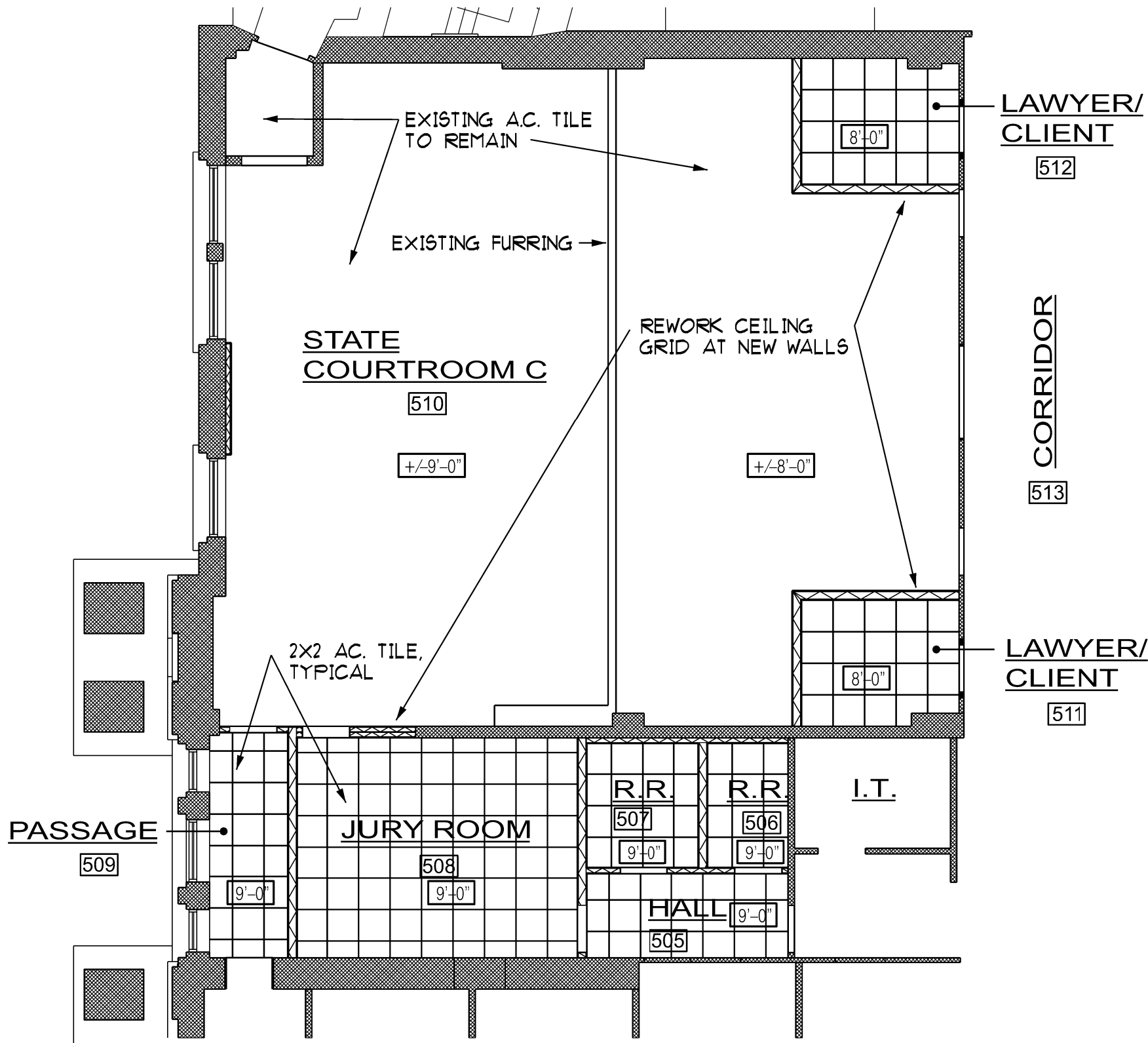
RESTROOMS 506 & 507
1/4" = 1'-0"



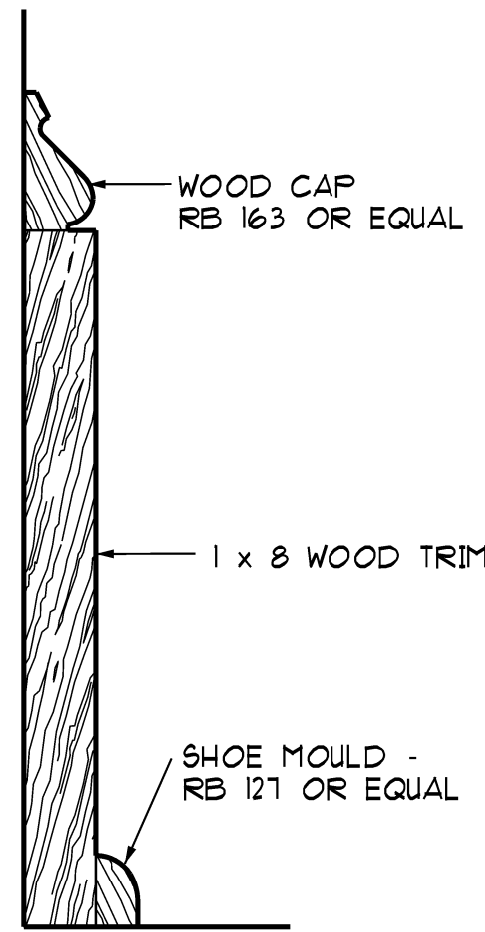
RESTROOM 506



RESTROOM 507

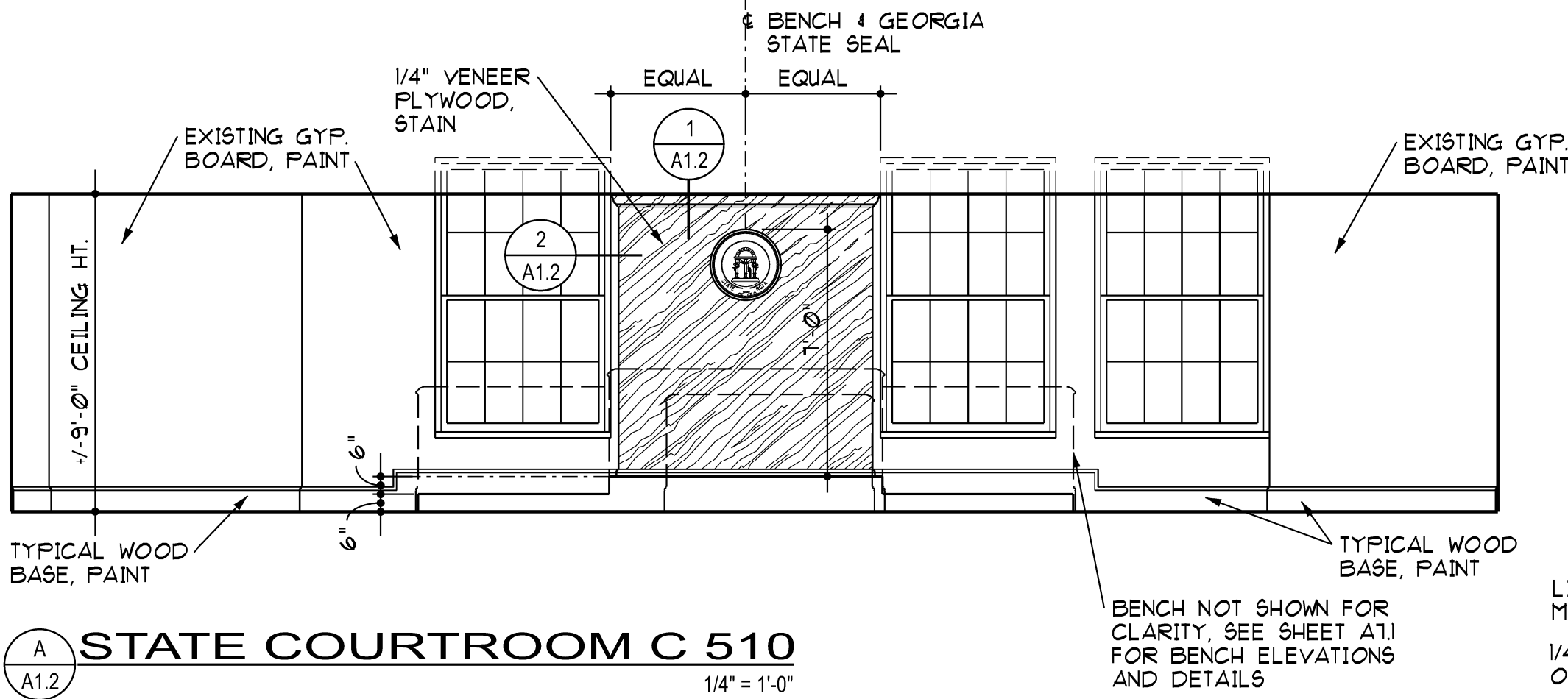


PARTIAL 5TH FLOOR
REFLECTED CEILING PLAN
1/8" = 1'-0"

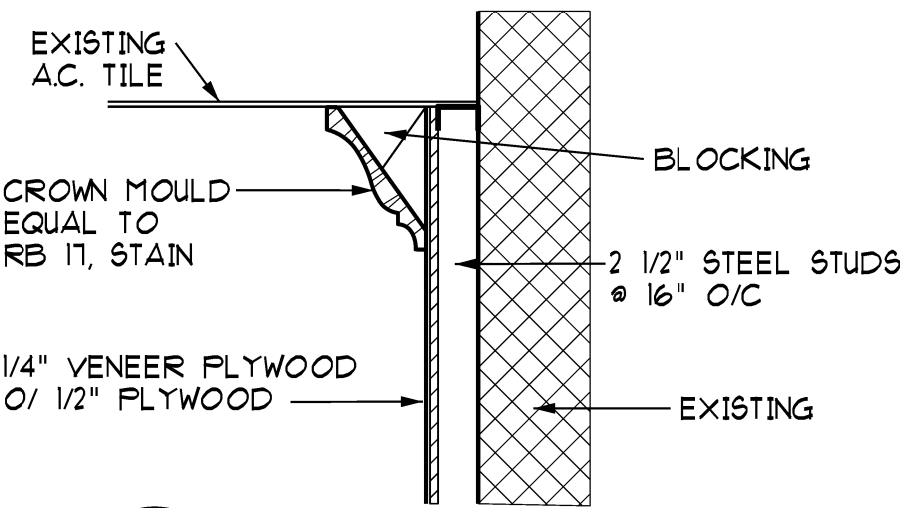


TYPICAL WOOD BASE
1/2 FULL SCALE

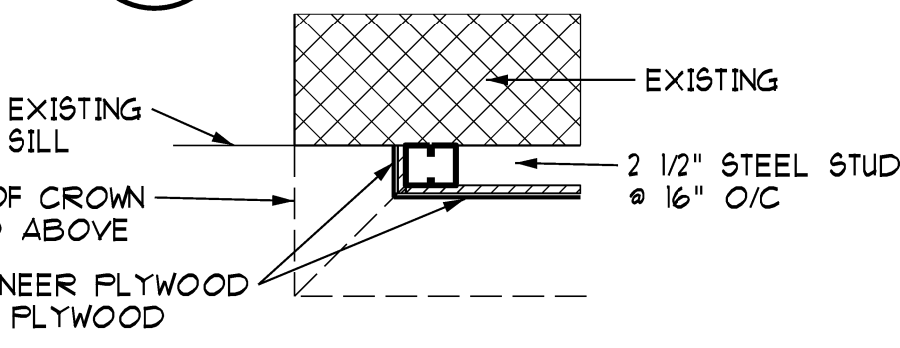
NOTES:
1. VERIFY & MATCH EXISTING WOOD BASE AT ADJACENT CONDITIONS.
2. PROVIDE SHOE MOULD AT ALL FLOORING EXCEPT CARPET.



INTERIOR ELEVATIONS
1/4" = 1'-0"



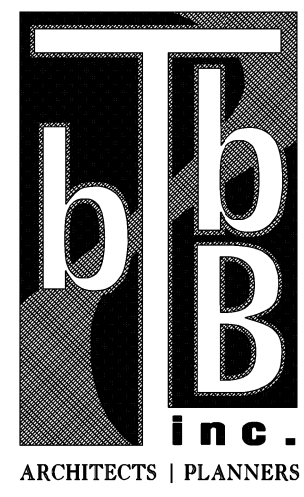
1 FURRING DETAIL
1" = 1'-0"



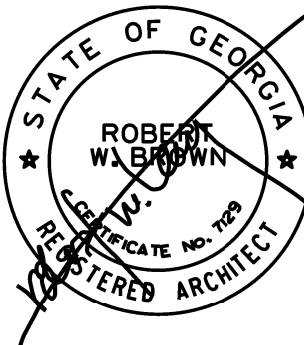
2 FURRING DETAIL
1" = 1'-0"

SCHEDULE OF TOILET ACCESSORIES														
ITEMS	NO.		DESCRIPTION											
	1		42" GRAB BAR – 3200 SERIES											
	2		36" GRAB BAR – 3200 SERIES											
	3		18" VERTICAL GRAB BAR-3200 SERIES											
	4		ROLL PAPER HOLDER – 0263-1											
	5		18" x 36" FRAMED MIRROR – 0620											
	6		SOAP DISPENSER – FURN BY OWNER											
	7		PAPER TOWEL DISPENSER – FURN BY OWNER											
	8		NOT USED											
	9		NAPKIN DISPOSAL – 0852											
	10		COAT HOOK – 7301											
	11		TRASH RECEPTACLE – 20826											
ROOM NAME			QUANTITY											NOTES
RESTROOM 506						1	1	1	1	1	1	1	1	1
RESTROOM 507			1	1	1	1	1	1	1	1		1	1	1

NOTES:
1. ANY ACCESSORIES NOT SHOWN SHALL BE LOCATED AS DIRECTED BY ARCHITECT.
2. REFER TO SHEET G1.2 FOR ACCESSORY MOUNTING HEIGHTS, EXCEPT WHERE SHOWN OTHERWISE.
3. PROVIDE BLOCKING AT ALL TOILET ACCESSORIES AS REQUIRED. BLOCKING SHALL BE 2x8 @ HORIZONTAL GRAB BARS - (SEE G1.2)
4. MIRRORS SHALL BE MOUNTED SO THAT REFLECTIVE EDGE IS MAX. 40" ABOVE FINISHED FLOOR.
5. ACCESSORY NUMBERS ARE AMERICAN SPECIALTIES OR EQUAL.



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.bibbinc.com
© COPYRIGHT 2023 BTBB Inc.
NOT FOR REPRODUCTION



The delivery of this drawing does not constitute a warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

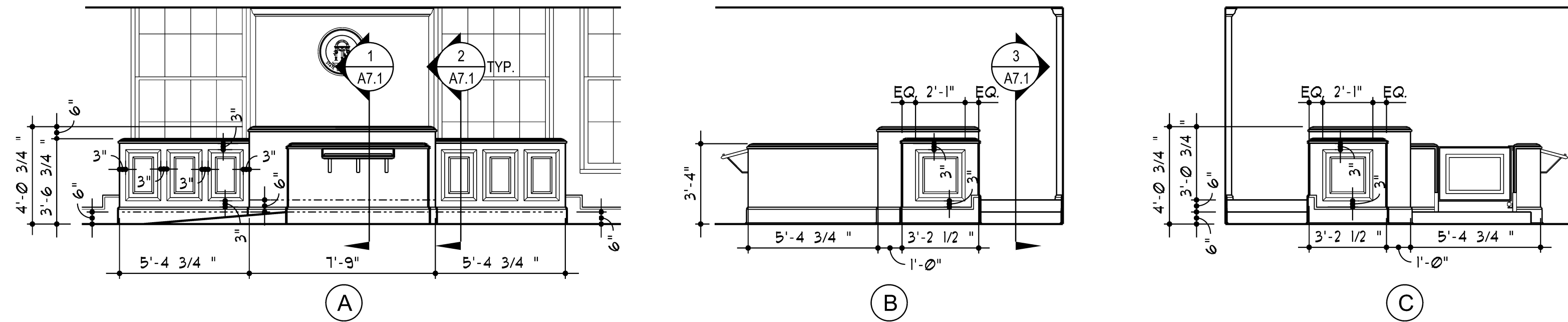
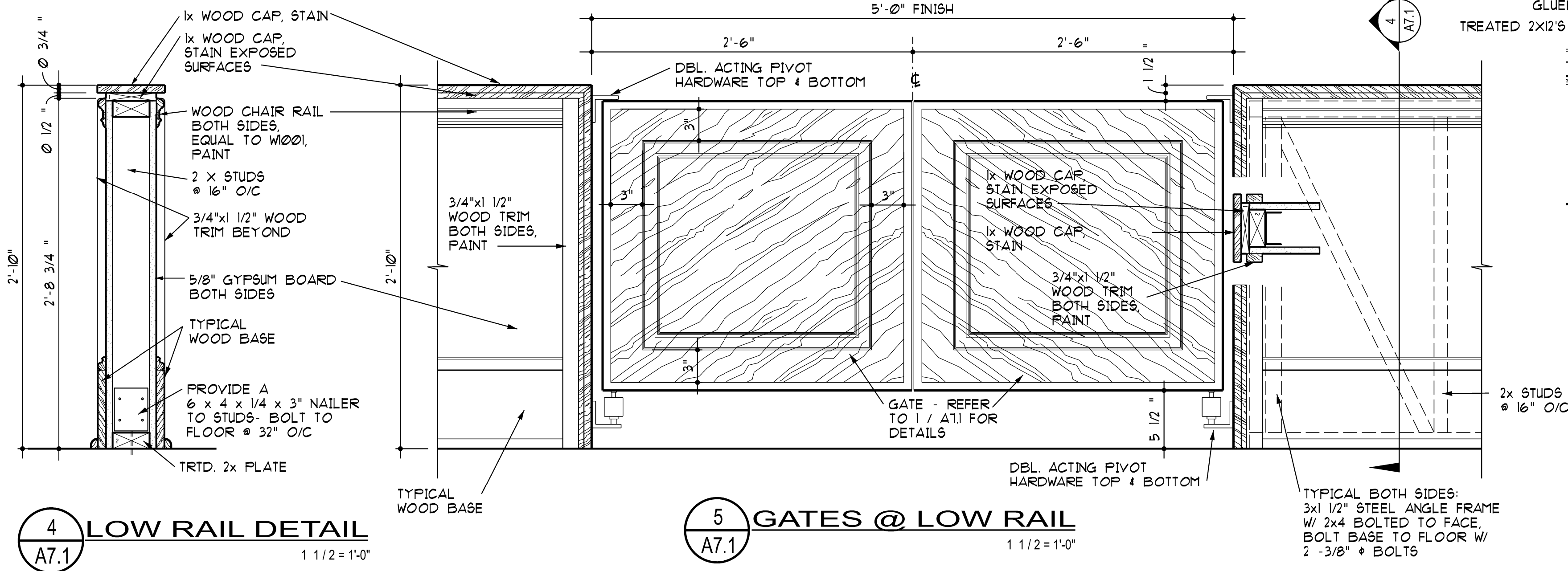
RENOVATIONS OF
BIBB COUNTY COURTHOUSE
MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44

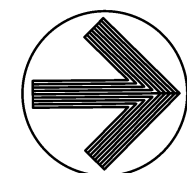
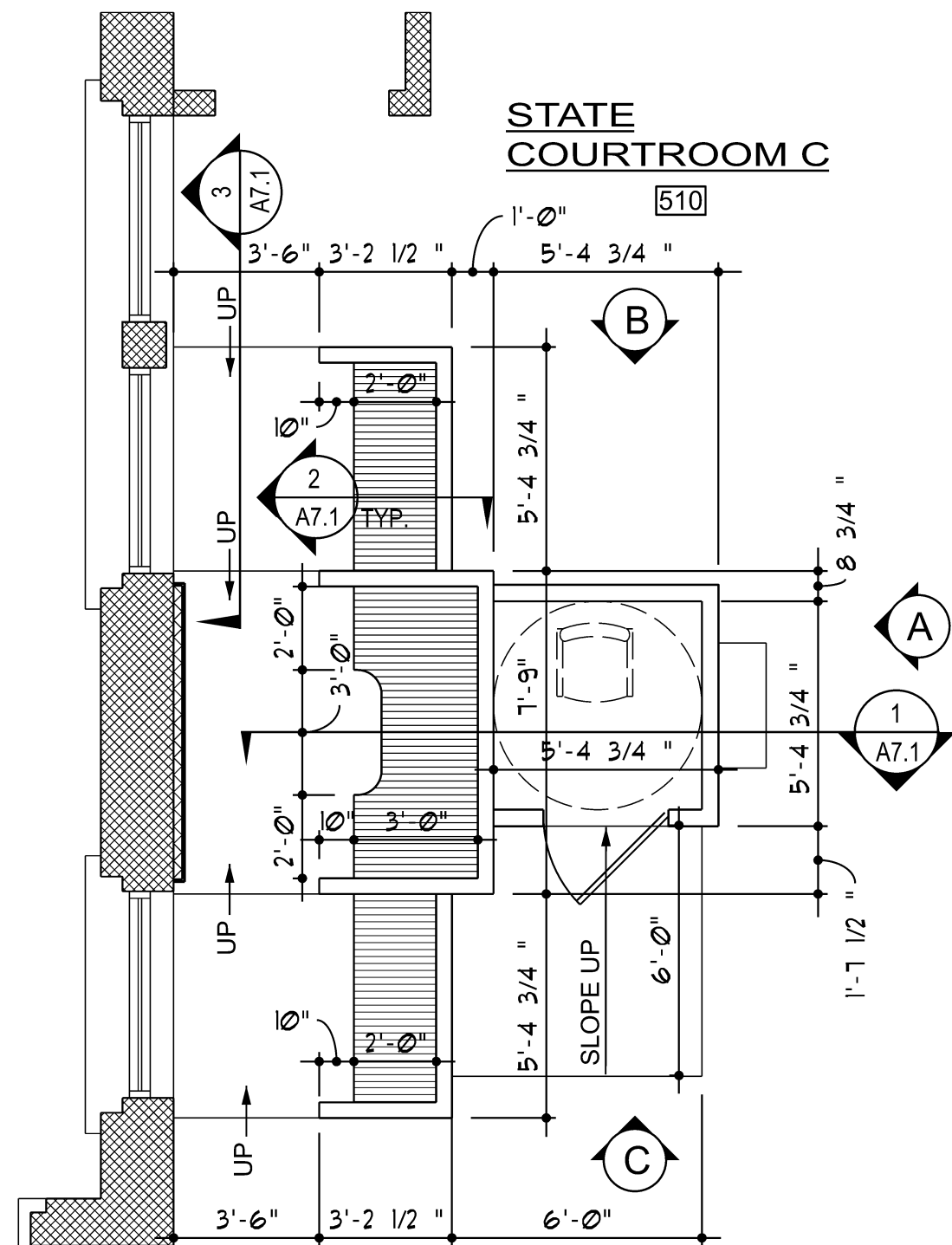
Finish Schedule, Door & Frame Types & Details, Interior Elevations & Partial Reflected Ceiling Plan

A1.2

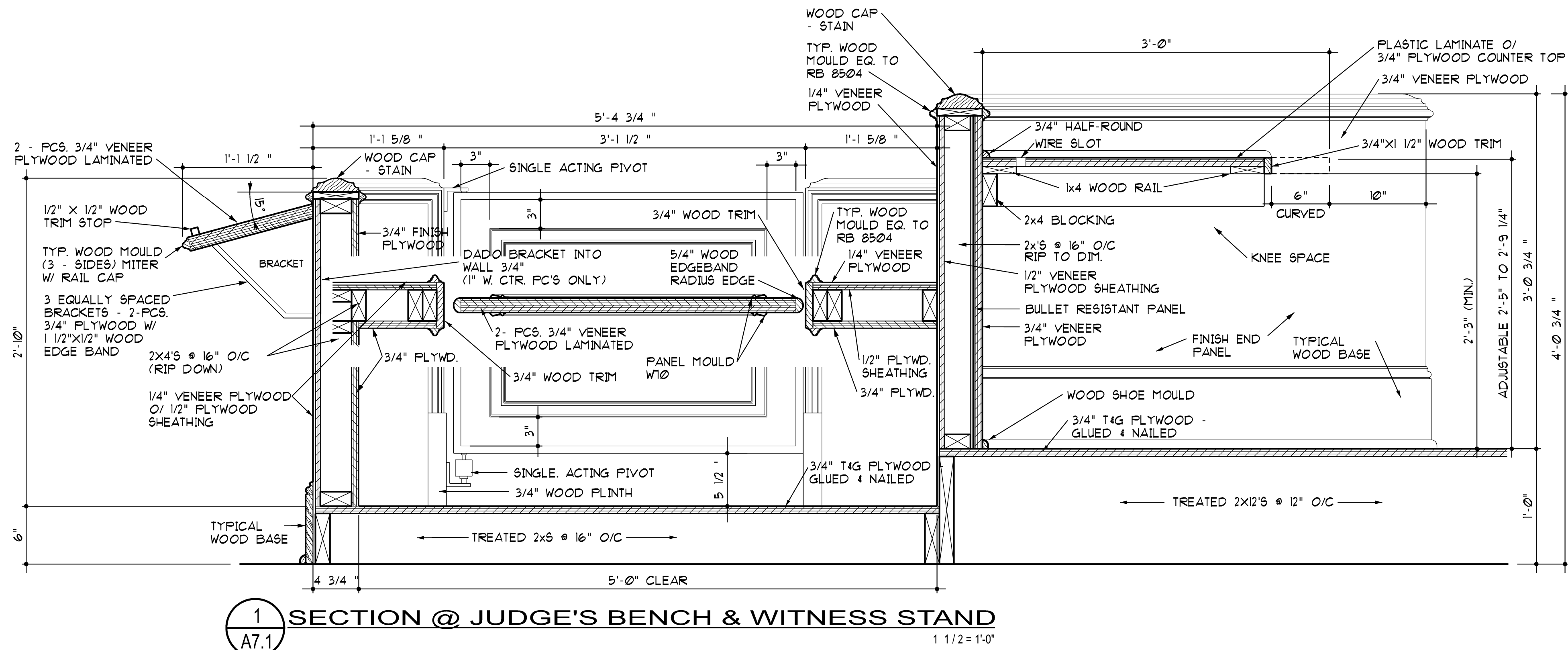
F:\PROJECTS\2022-44 Court House Renovations\Working Drawings\2022-44 A7.1\Partial Large Scale 5th Floor Plan Courtroom C, Judge's Bench Elevations & Details - State Courtroom C.dgn 1/6/2023



INTERIOR ELEVATIONS - JUDGE'S BENCH
1/4" = 1'-0"

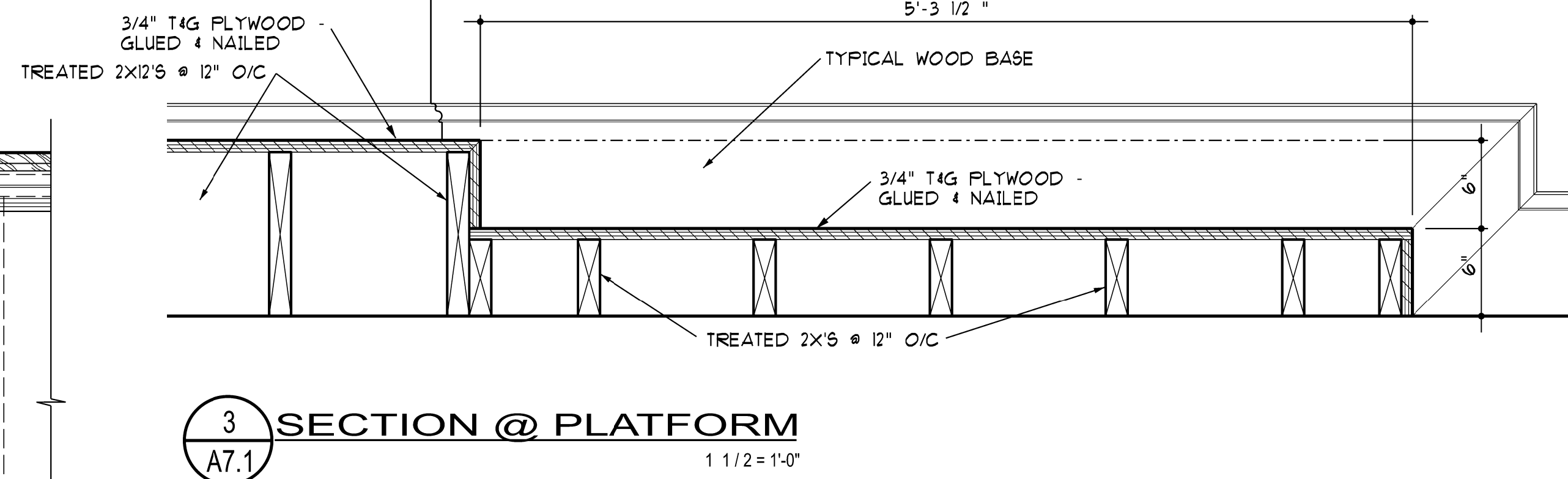


PARTIAL LARGE FLOOR PLAN -
STATE COURTROOM C
1/4" = 1'-0"



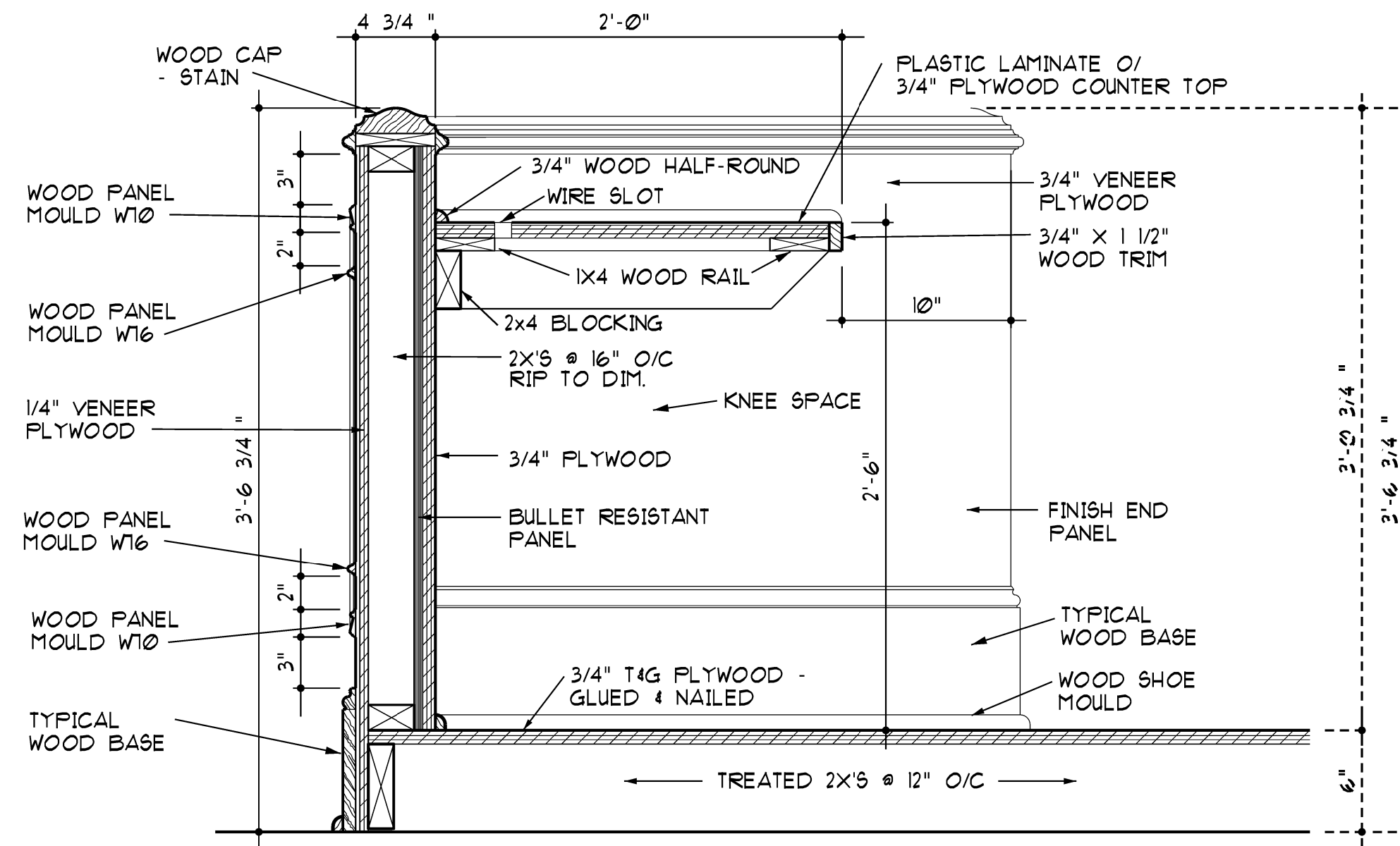
1
A7.1

SECTION @ JUDGE'S BENCH & WITNESS STAND
1 1/2" = 1'-0"



3
A7.1

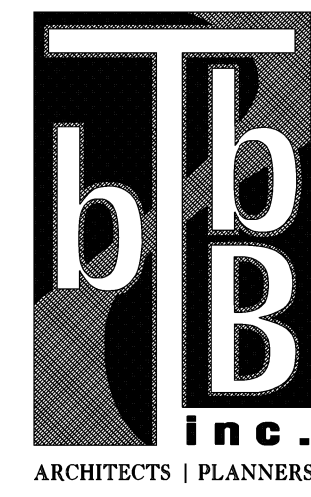
SECTION @ PLATFORM
1 1/2" = 1'-0"



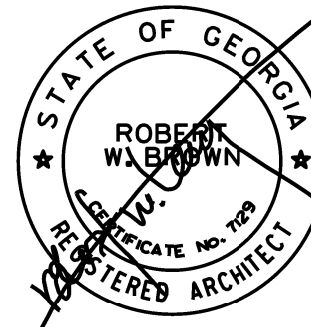
2
A7.1

SECTION @ CLERK / REPORTER WING
1 1/2" = 1'-0"

NOTE: PLATFORM SIMILAR AT JURY BOX.



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.bbbinc.com
© COPYRIGHT 2023 BTBB Inc.
NOT FOR REPRODUCTION



The delivery of this drawing does not constitute a contract. It is the responsibility of the user to ensure that the drawing is used for the intended purpose and that all dimensions, details, etc. are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
BIBB COUNTY COURTHOUSE
MACON, GEORGIA

Drawing Issue Schedule
4-7-2023 Permit Set

Project No: 2022-44

Partial Large Scale 5th
Floor Plan Courtroom C,
Judge's Bench
Elevations & Details

A7.1

PLUMBING SPECIFICATIONS

Provide all plumbing items indicated on the drawings, described herein or otherwise required for a complete and proper installation, including:
A. Plumbing fixtures, fittings and equipment.
B. Hot and cold water systems.
C. Drain waste and vent piping systems.
D. Indirect waste piping, including all valves, traps, piping and accessories for all equipment. Size per equipment requirements.

Comply with all applicable codes, standards and ordinances, including requirements of the Georgia State Minimum Standard Plumbing Code (2018 International Plumbing Code with all Georgia State Amendments), Georgia State Minimum Standard Energy Code (2015 International Energy Conservation Code with all Georgia State Amendments), and the DOJ 2010 ADA Standards for Accessible Design.

The contractor should not attempt to precisely scale dimensions from these drawings to obtain construction dimensions and clearance. The contractor shall verify all actual dimensions and clearances. Although these plans are diagrammatic in nature, they shall be followed as closely as site conditions, new construction, and work by other trades shall permit. Deviations from these drawings, which are required to conform to the available space or to actual building construction, shall be made at no additional cost to the owner.

The submission of a bid or proposal will be construed as evidence that the contractor has familiarized himself with the plans and building site. Claims made subsequent to the proposal for materials and/or labor due to difficulties encountered will not be recognized unless these difficulties could not have been foreseen, even though proper examination had been made.

Fabrication or ordering of any material or equipment prior to verification of site conditions shall be done at the contractor's risk.

All equipment and material shall be new and of first quality. Equipment and material shall be the same or equal to the basis of design listed on these drawings.

Coordinate with all trades and verify all equipment rough-in items and locations with the equipment supplier or contractor. All re-work and corrections required due to lack of coordination shall be the contractor's responsibility, and done at no cost to the owner.

Submit shop drawings and material data submittals to the engineer for approval before installation. No substitutions shall be allowed without prior approval by the engineer. Product data for piping, insulation, valves, specialties and all fixtures and equipment scheduled and specified here. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.

All equipment and flue materials shall be U.L. listed.

Installation shall comply with manufacturer requirements including all clearances recommended for proper operation of service. All serviceable parts shall be readily accessible.

Above ground Sanitary drain and vent piping shall be domestic ASTM A 888 or CISPI 301 hubless cast iron soil pipe and fittings with heavy duty ASTM C 1277 and ASTM C 1540 hubless-piping couplings; and coupled joints. Install cast-iron soil piping according to CISPI's "Cast Iron Soil Pipe and Fittings Handbook," Chapter IV, "Installation of Cast Iron Soil Pipe and Fittings." Slope at 1/8 inch per foot continuously toward public sewer. All aboveground piping shall be adequately supported.

Insulate aboveground floor drains, traps, and sanitary drain piping within 10 feet of drain receiving condensate and equipment drain water below 60" with 1" thick type I performed glass-fiber pipe insulation, 1-1/2" cellular glass, or 1" flexible elastomeric.

All hot and cold domestic water piping shall be ASTM B88 Type L or M smooth hard drawn copper tubing with wrought copper fittings. Exception: piping downstream of beverage backflow preventer shall be Schedule 40 PVC pipe ASTM D 1785 with ASTM D 2466 PVC Socket Fittings. All piping shall be adequately supported. Disinfect all domestic water piping after installation. Prevent dissimilar metal contact between copper pipe and ferrous pipe support components.

DOMESTIC WATER PIPING CLEANING

- A. Clean and disinfect potable domestic water piping as follows:
- Purge new piping and parts of existing piping that have been altered, extended, or repaired before using.
 - Use purging and disinfecting procedures prescribed by authorities having jurisdiction; if methods are not prescribed, use procedures described in either AWWA C651 or AWWA C652 or follow procedures described below:
 - Flush piping system with clean, potable water until dirty water does not appear at outlets.
 - Fill and isolate system according to either of the following:
 - Fill system or part thereof with water/chlorine solution with at least 50 ppm (50 mg/L) of chlorine. Isolate with valves and allow to stand for 24 hours.
 - Fill system or part thereof with water/chlorine solution with at least 200 ppm (200 mg/L) of chlorine. Isolate and allow to stand for three hours.
 - Flush system with clean, potable water until no chlorine is in water coming from system after the standing time.
 - Repeat procedures if biological examination shows contamination.
 - Submit water samples in sterile bottles to authorities having jurisdiction.
 - Prepare and submit reports of purging and disinfecting activities. Include copies of water-sample approvals from authorities having jurisdiction.
 - Clean interior of domestic water piping system. Remove dirt and debris as work progresses.

Domestic water piping shall be insulated with Owens Corning type ASJ/SSL-II heavy density fiber glass with all service jacket. Insulation shall have a flame spread rating not to exceed 25 and a smoke density not to exceed 50 when tested in accordance with U.B.C. standard 42-1. Provide mastic on all joints and exposed ends of insulation. Insulate domestic Cold water piping in unconditioned spaces such as exterior corridors, attic, basements, etc with 1/2" thick insulation for piping 1-1/4" & smaller and 1" thick insulation for piping 1-1/2" & larger. Insulate all domestic Hot water supply and return piping with 1" thick insulation for piping 1-1/4" & smaller and 1-1/2" thick insulation for piping 1-1/2" & larger.

Fixture tailpieces, wall escutcheon, and traps for lavatories and sinks shall be brass tubing, semi-cast, or cast iron: All brass tubing shall be 17 gage, chrome plated. Exception: If the fixture tailpieces and traps are located in cabinets, the tailpiece & trap shall be PVC. Grid drains for public lavatories. Basket strainers for break room sinks.

Water Hammer Arresters shall comply with standard ASSE 1010, metal bellows type or copper piston type.

Lavatory Supports shall be type II, lavatory carrier with concealed arms and tie rod for wall-mounting, lavatory-type fixture. Include steel uprights with feet. For accessible-fixture support include rectangular steel uprights.

Lavatory/ Sink supply fittings: NSF Standard: Comply with NSF/ANSI 61 Annex G, "Drinking Water System Components – Health Effects," for supply-fitting materials that will be in contact with potable water. Standard: ASME A112.18.1/CSA B125.1. Supply Stops: Chrome-plated-brass, one-quarter-turn, ball-type valve with inlet connection matching supply piping. Wheel handle operation. Risers: Chrome-plated, soft-copper flexible tube for exposed applications and ASME A112.18.6, braided– or corrugated–stainless–steel, flexible hose for conceal behind cabinet applications.

Provide ADA Supply and Drain Protective Shielding Guards on ADA fixtures that piping is exposed. Supply and Drain Protective Shielding Guards shall comply with ICC A117.1 and Americans with Disabilities Act (ADA) requirements. Manufactured plastic wraps shall cover hot and cold water supplies, trap, and drain piping.

All pipe hangers, clamps and channels shall be adequately sized to carry pipe loads and prevent sagging.

All other materials not specifically described but required for a complete and proper installation of work of this section, shall be new, first quality of their respective kinds, and as selected by the contractor subject to acceptance by the engineer.

Lay out the plumbing system in careful coordination with the drawings, determining proper elevations for all components of the system and using only the minimum number of bends to produce a satisfactorily functioning system. Follow the general layout shown on the drawings in all cases except where other work may interfere. Unless shown otherwise, lay out all pipes to fall within partition, wall floor, or roof cavities, and to not require furring other than as shown on the drawings.

Do not cut into or reduce the size of any load-carrying member without the prior approval of the architect. Install all pipes to clear all beams and obstructions.

Permanently close and make weatherproof any openings or penetrations of the building envelope made for plumbing systems. All wall and floor penetrations shall be sleeved. All exterior wall or foundation wall penetrations shall use a mechanical seal.

Coordinate all roof penetrations with architectural plans and building and roofing trades.

Provide shut-off balls valves and unions at all water connections to equipment and appliances.

Isolate all dissimilar metals with "EPCO" dielectric unions, except for brass or bronze valves with steel pipe.

Protect the potable water supply against backflow and siphonage from equipment, fixtures, etc., using approved backflow and anti-siphon devices.

Thoroughly clean all piping and equipment. Removing all dirt, rust, oil, and plaster.

Test Sanitary drainage piping by plugging all openings and filling with water to a height equal to a 10 foot head. Allow to stand one hour or longer as required. Repair leaking joints and then re-test.

No work shall be covered until it has been inspected and accepted by the local authority and the engineer.

Domestic water piping tests: Fill domestic water piping. Check components to determine that they are not air bound and that piping is full of water. Test for leaks and defects in new piping and parts of existing piping that have been altered, extended, or repaired. Leave new, altered, extended, or replaced domestic water piping uncovered and unconcealed until it has been tested and approved. Expose work that was covered or concealed before it was tested. Cap and subject piping to static water pressure of 50 psig (345 kPa) above operating pressure, without exceeding pressure rating of piping system materials. Isolate test source and allow it to stand for four hours. Leaks and loss in test pressure constitute defects that must be repaired. Repair leaks and defects with new materials, and retest piping or portion thereof until satisfactory results are obtained.

The entire system shall be warranted for a period of one (1) year beginning with Owner's acceptance of the work. All labor and materials necessary to repair or replace the system, or portions thereof, during that time shall be warranted for a period of one (1) year from the repair or replacement.

Install piping in concealed locations, unless otherwise indicated and except in equipment rooms, and service areas. Install piping indicated to be exposed and piping in equipment rooms and service areas at right angles or parallel to building walls. Diagonal runs are prohibited unless specifically indicated otherwise. Install piping above accessible ceilings to allow sufficient space for ceiling panel removal. Install piping to permit valve servicing. Install piping at indicated slopes. Install piping free of sags and bends. Install fittings for changes in direction and branch connections. Install piping to allow application of insulation. Select system components with pressure rating equal to or greater than system operating pressure. Install escutcheons for penetrations of walls, ceilings, and floors. Verify final equipment locations for roughing-in.

Confirm that millwork is constructed with adequate provision for the installation of counter top lavatories and sinks.

Seal fixtures to wall and floor surfaces with sealant, color to match fixture.

All vents thru roof (VTR) shall be offset a minimum of 10'-0" from all outside air intakes.

Provide Plastic Pipe Markers on all aboveground plumbing piping that Comply with ASME A13.1. Minimum information indicating flow direction arrow and identification of fluid being conveyed. Install labeling on pipe at intervals of not more than 20 feet and at least once in each room.

Provide a complete through penetration fire stopping assembly for fire resistance rated wall assemblies. The through penetration assembly must be listed by an approved third-party test agency (UL), and include the entire listed assembly with all notations. Refer to architectural drawings for fire wall locations.

Approved manufactures: (Items submitted shall be approved by architect and engineer. Architect and engineer reserve the right to reject any item substituted for basis of design item for any reason.)

China Fixtures: American Standard, Kohler, Toto, Zurn, Sloan
Faucets: Delta, T&S Brass, Chicago Faucets, Zurn, Kohler, Grahe, Moen, Speakman, Symmons
Supplies & Traps: Engineered Brass CO., Mcquire, Charlotte Pipe, Brasscraft, IPS, Watts, Zurn
Flush Valves: Sloan, Delany, Zurn, American Standard
Floor Drains & Cleanouts: Zurn, Jay R Smith, Proset, Watts, Mifab, Wade, Josam, Sioux Chief, Oatey
Tankless Electric Water Heaters: A.O. Smith, Rheem, Eemax, Chronomite
Toilet Seats: Bemis, Centoco, Church Seats, Olsonite, Beneka, Zurn, Mainline
ADA Protective Shielding Pipe Covers: Engineered Brass, McGuire, Plumberex, TRUEBRO, Zurn, Oatey
Fixture Supports: MIFAB, Jay R. Smith, Wade, Watts, Zurn
Water Hammer Arresters: AMTROL, Josam, MIFAB, PPP, Sioux Chief, Jay R. Smith, Wade, Watts, Zurn
Outlet Boxes: Acorn, IPS, Oatey
Brass Valves: American, Crane, Watts, Apollo

FIXTURE AND EQUIPMENT SCHEDULE								
#	FIXTURE TYPE	WASTE		WATER SUPPLY		WATER FIX. CONN.		MODEL NUMBER
		BELOW FLOOR	FIXTURE CONN.	COLD	HOT	COLD	HOT	
WC	ADA FLOOR MOUNTED FLUSH VALVE WATER CLOSET 1.28 GPF	3"	3"	1"		1"		AMERICAN STANDARD 3043.001 WATER CLOSET. SLOAN 111 ESS-1.28-XL-OR-HW FLUSH VALVE WITH FACTORY TRANSFORMER. BEMIS 1655SSCT SEAT.
LAV	ADA WALL-HUNG LAVATORY 0.5 GPM	2"	1-1/4"	1/2"	1/2"	1/2"	1/2"	AMERICAN STANDARD 0955.001EC LAVATORY WITH 0059.020EC SHROUD/KNEE CONTACT GUARD. SLOAN SF-2100-4-PLG-BDM-CP-0.5GPM-MLM-IR-FCT FAUCET.
FD	FLOOR DRAIN WITH WATERLESS TRAP PRIMER	3"	3"					WATTS FD-100-A-3-NH-A5-60 FLOOR DRAIN. RECTORSEAL "SURESEAL PLUS" WATERLESS TRAP PRIMER.
HB	HOSE BIBB			3/4"		3/4"		WOODFORD 74.

WATER HEATER SCHEDULE

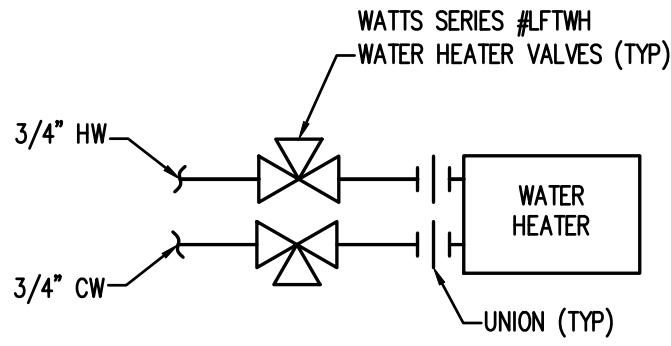
MARK	MANUFACTURER	MODEL NUMBER	TYPE	BTUH/KW
WH	CHRONOMITE	CM-30L/208	TANKLESS ELECTRIC	208/1 6.24 KW

GENERAL PLUMBING NOTES:

DRAWINGS FOR ENGINEERING WORK HAVE BEEN PREPARED USING "AS-DESIGN" DOCUMENTS. NEITHER THE OWNER NOR THE ENGINEER WARRANT THESE TO BE "AS-BUILT" DOCUMENTS AND ACTUAL CONDITIONS AT THE SITE MAY VARY.

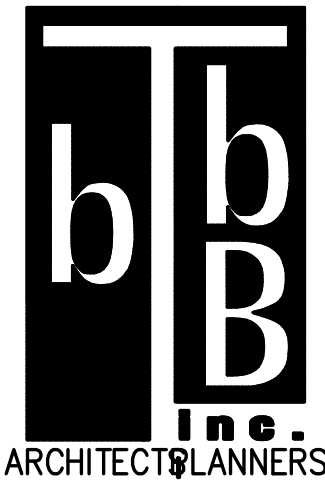
THE WORK INDICATED IS INTENDED TO SHOW THE GENERAL SCOPE OF DEMOLITION/NEW WORK AND IN NO WAY RELIEVES THE CONTRACTOR FROM PROVIDING ANY AND ALL WORK REQUIRED TO COMPLETE THE DEMOLITION/NEW WORK.

WHERE SURFACES ARE DAMAGED BY DEMOLITION, SHALL BE REPAIRED TO MATCH EXISTING (IN MATERIAL, SIZE, ALIGNMENT, JOINT WORK, FINISHES, COLOR, TEXTURE, QUALITY, ETC.) SUCH SURFACES IT DOES NOT INTERFERE WITH NEW WORK OF OTHER TRADES.

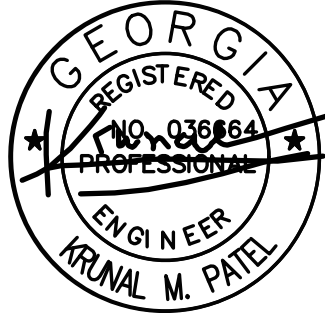


WATER HEATER PIPING SCHEMATIC
SCALE: N.T.S.

LEGEND			
	BALL VALVE		COLD WATER
	CHECK VALVE		HOT WATER
	BALANCING VALVE		HOT WATER RETURN
	PIPE UP		VENT
	PIPE DOWN		SEWER
	PDI UNIT		CW
	WATER HAMMER ARRESTOR		HW
	FINISHED FLOOR ELEVATION		HWR
	TYPICAL		VENT THRU ROOF
	NOT TO SCALE		VTR
	UNDERGROUND		NATURAL GAS



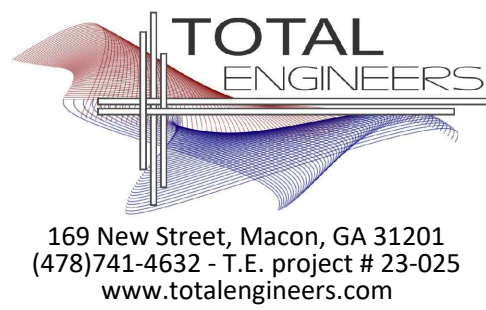
609 Cherry Street, Macon, GA 31201
478.742.1208 / www.btbinc.com
© COPYRIGHT 2023 BTBB Inc.
NOT FOR REPRODUCTION



The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
MACON-BIBB COUNTY COURTHOUSE
CORNER MULBERRY & SECOND STREET, MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44



PLUMBING SPECIFICATIONS

P0.1

FIRE PROTECTION BASIC MATERIALS AND METHODS
(FIRE PROTECTION SECTION 1 OF 2)

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Pipe, fittings, valves, and connections for combination sprinkler and standpipe systems.

1.2 REFERENCES

- A. ASME B16.1 – Gray Iron Pipe Flanges and Flanged Fittings: Classes 25, 125, and 250; The American Society of Mechanical Engineers.
B. ASME B16.3 – Malleable Iron Threaded Fittings; The American Society of Mechanical Engineers.
C. ASME B16.4 – Gray Iron Threaded Fittings; The American Society of Mechanical Engineers.
D. ASME B16.5 – Pipe Flanges and Flanged Fittings; The American Society of Mechanical Engineers; (ANSI/ASME B16.5).
E. ASTM A 47/A 47M – Standard Specification for Ferritic Malleable Iron Castings.
F. ASTM A 53/A 53M – Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless.
G. ASTM A 795/A 795M – Standard Specification for Black and Hot-Dipped Zinc-Coated (Galvanized) Welded and Seamless Steel Pipe for Fire Protection Use.
H. NFPA 13 – Standard for the Installation of Sprinkler Systems; National Fire Protection Association.
I. NFPA 24 – Standard for the Installation of Private Fire Service Mains and Their Appurtenances; National Fire Protection Association.
J. NFPA 72 – National Fire Alarm Code.
K. NFPA 101 – Code for Safety to Life from Fire in Buildings and Structures.
L. Georgia State Minimum Standard Fire Prevention Code (International Fire Code), 2012 Edition, with Georgia State Amendments.
M. UL (FPEI) – Fire Protection Equipment Directory; Underwriters Laboratories Inc.; current edition.
N. UL 262 – Gate Valves for Fire-Protection Service; Underwriters Laboratories Inc..
O. Chapter 120–3–3 of the Rules of the Safety Fire Commissioner.
P. Georgia State Minimum Standard Building Code (International Building Code), 2018 Edition, with Georgia State Amendments. NFPA Code, where more stringent, shall take precedence.

1.3 SUBMITTALS

- A. Product Data: Provide manufacturers catalogue information. Indicate valve data and ratings.
B. Shop Drawings: Indicate pipe materials used, jointing methods, supports, floor and wall penetration seals. Indicate installation, layout, weights, mounting and support details, and piping connections.
C. Project As-Built Documents: Record actual locations of components and tag numbering.
D. Operation and Maintenance Data: Include installation instructions and spare parts lists.

1.4 QUALITY ASSURANCE

- A. Fire Protection
1. The Contractor expressly warrants that the company performing the installation of the fire protection systems has demonstrated proficiency in the installation, start-up and adjustment of such systems by the successful performance of work of the nature specified herein on at least 5 commercial or institutional buildings, each containing minimum of 10,000 ft2 of protected area or greater.
2. The Contractor further warrants that the aforesaid subcontractor has trained personnel, instruments, tools, and equipment to perform the installation specified.
3. The Contractor also warrants that the aforesaid installer has been in business performing services of the nature specified herein for at least five-years.
4. Provide a certificate of competency as issued by the Georgia State Fire Marshal's Office.
B. Conform to UL and FM requirements.
C. Valves: Bear UL and FM label or marking. Provide manufacturer's name and pressure rating marked on valve body.
D. Products Requiring Electrical Connection: Listed and classified as suitable for the purpose specified and indicated.

1.5 DELIVERY, STORAGE, AND PROTECTION

- A. Deliver and store valves in shipping containers, with labeling in place.
B. Provide temporary protective coating on cast iron and steel valves.
C. Provide temporary end caps and closures on piping and fittings. Maintain in place until installation.

1.6 EXTRA MATERIALS

- A. Provide additional materials as provided in these specifications and by NFPA.

PART 2 PRODUCTS

2.1 GENERAL SYSTEM AND PRODUCT REQUIREMENTS

- A. Sprinkler Systems: Conform work to NFPA 13.
B. Standpipe and Hose Systems: Conform to NFPA 14.
C. Welding Materials and Procedures: Conform to ASME Code.
D. Building is light hazard, ordinary hazard group, and extra hazard group. Pipe sizes shall be hydraulically calculated based upon flow test to be conducted by contractor.
E. Provide hydraulic calculations over the most remote 1500 square feet providing density required for hazard as indicated in NFPA 13. Minimum discharge pressure shall be 7.0 PSI. Minimum residual pressure at city water main in the street shall be 20.0 PSI. Provide 10.0 PSI minimum safety margin in hydraulic calculations at design point. Design area reduction per NFPA 13 is not allowed.
F. Basis of design: Contractor shall perform, or have performed, at the same time, a Fire Flow and Twenty Four Hour Static Test to assure flow equals or exceeds specified basis of design flow rate prior to preparing shop drawings, installing system or performing calculations. Prepare calculations based on confirmed flow data or basis of design flow data, whichever is lowest. Flow test shall be performed in accordance with NFPA 13 and Rules and Regulations of Safety Fire Commissioner, O.C.G.A. Chapter 120–3–3. Modify flow test pressures (static and residual), if pressure recorded in 24 hour test is lower than flow test pressures for one hour duration, to lowest hour test pressure.
G. No pipe shall be routed above electrical panels and equipment as required by National Electrical Code, on control side or beneath suspended mechanical equipment except where specifically required by Code, in which case, provisions shall be made for service access.
H. Inspectors test connection(s) shall discharge to the outside of the building in location(s) acceptable to the Architect.
I. Inside auxiliary drains, if needed, shall discharge in location(s) acceptable to the Architect.Drain and test connection piping, if in finished space, shall be installed concealed.

2.2 BURIED PIPING

- A. Refer to Civil plans and specifications for piping type.

2.3 ABOVE GROUND WET SYSTEM PIPING

- A. Steel Pipe: ASTM A 795 Schedule 10 or ASTM A 53 Schedule 40, black. Piping 2" and smaller shall be threaded. Piping 2 1/2" and larger shall be grooved with rigid couplings.
1. Cast Iron Fittings: ASME B16.1, flanges and flanged fittings and ASME B16.4, threaded fittings.
2. Malleable Iron Fittings: ASME B16.3, threaded fittings and ASTM A 47/A 47M.
3. Mechanical Grooved Couplings: Rigid malleable iron housing clamps to engage and lock, "C" shaped elastomeric sealing gasket, steel bolts, nuts, and washers; galvanized for galvanized pipe. Reducing couplings are NOT allowed.

2.4 PIPE HANGERS AND SUPPORTS

- A. Hangers for Pipe Sizes 1/2 to 1–1/2 inch: Malleable iron, adjustable swivel, split ring.
B. Hangers for Pipe Sizes 2–inches and Over: Carbon steel, adjustable, clevis.
C. Multiple or Trapeze Hangers: Steel channels with welded spacers and hanger rods.
D. Vertical Support: Steel riser clamp.
E. Floor Support: Cast iron adjustable pipe saddle, lock nut, nipple, floor flange, and concrete pier or steel support.
F. Provide support for any vertical pipe 36" in length or greater except armovers. Provide supports 12'–0" O.C. maximum or at floor levels.
G. Threaded rods shall NOT be bent. Bending is permitted only in unthreaded sections of hanger rods. Bending shall occur as close to the hanger as possible. Provide a swivel assembly if required.

2.5 GATE VALVES

- A. Up to and including 2 inches:

1. Manufacturers:
a. Nibco Scott; Product T–104–O
b. Jenkins; Product 275J
c. Hammond; Product 1B681
d. Stockham; Product B–133
e. Kennedy; Product Fig. 66
2. Bronze body, bronze trim, rising stem, handwheel, solid wedge or disc, threaded ends.

- B. Over 2 inches:

1. Manufacturers:
a. Nibco Scott; Product F–607–OTS
b. Crane; Product 467
c. Jenkins; Product 825–A
d. Hammond; Product 1R1154
e. Stockham; Product G–634
f. Kennedy; Product Fig. 68
2. Iron body, bronze trim, rising stem pre-grooved for mounting tamper switch, handwheel, OS&Y, solid rubber covered bronze or cast iron wedge, flanged ends.

2.6 GLOBE VALVES

- A. Bronze body, rubber disc, union bonnet, 174 W.M.P., threaded ends.

- B. Up to and including 2 inches:

1. Manufacturers:
a. Nibco–Scott; Product KT–65.
b. Kennedy; Product 97SD.
c. United; Product 125S.
d. Fairbanks; Product 4691–3.

2.7 ANGLE VALVES

- A. Bronze body, rubber disc, union bonnet, 174 non-shock cold water, threaded ends.

- B. Up to and including 2 inches:

1. Manufacturers:
a. Nibco–Scott; Product T–301–W.
b. Kennedy; Product 98SD.
c. United; Product 126S.
d. Fairbanks; Product 4691–3.

2.8 BUTTERFLY VALVES: Not allowed.

2.9 CHECK VALVES

- A. Iron body, U.L. Listed– F.M. Approved, swing type, bronze trimmed, bronze seat and disc, flanged ends.

- B. Manufacturers:

1. Jenkins; Product 629
2. Crane; Product 375
3. Stockham; Product G–939
4. Mueller; Product A–2120–6
5. Kennedy; Product #126

2.10 INDICATOR POSTS

- A. Cast iron base, top section, & cap; malleable iron wrench and locking device; steel stem; cast iron coupling; bronze target holder with aluminum "shut" and "open" targets; Underwriters Laboratories listed, and Factory Mutual approved; available for varying trench depth; and with adjustable depth features.

- B. Manufacturers:

1. Kennedy Fig. Series 741.
2. Nibco NIP–1.
3. Stockham G–951.
4. Mueller A–20804.

2.11 UNDERGROUND GATE VALVES

- A. 2 1/2–inch and larger, iron body, non–rising stem, bronze stem, iron mounted disc with bronze rings, cast iron 2–inch square operating nut, flange, ends, AWWA spec. C–500.

- B. Manufacturers:

1. Kennedy Fig. 701X.
2. Nibco F–609.
3. Stockham G–635.
4. Mueller A–2075–20.
5. M & H Fig. 3067.

PART 3 EXECUTION

3.1 PREPARATION

- A. Ream pipe and tube ends. Remove burrs. Bevel plain end and ferrous pipe.
B. Remove scale and foreign material, from inside and outside, before assembly.
C. Prepare piping connections to equipment with flanges or unions.
D. Storage: All piping shall be stored above ground and protected to prevent dirt and debris from entering pipe.

3.2 INSTALLATION

- A. Install sprinkler system and service main piping, hangers, and supports in accordance with NFPA 13 and these specifications.
B. Install standpipe piping, hangers, and supports in accordance with NFPA 14.
C. Install post indicator valve (PIV) upstream of backflow device.
D. Route piping in orderly manner, plumb and parallel to building structure. Maintain gradient.
E. Install piping to conserve building space, to not interfere with use of space and other work.
F. Group piping whenever practical at common elevations.
G. All piping shall be installed above ceilings in a concealed manner except where no ceilings are present
H. Sleeve pipes passing through partitions, walls, and floors.
I. Install piping to allow for expansion and contraction without stressing pipe, joints, or connected equipment.
J. Reducing Tees: Weld-on threaded outlet tees and Couplet–300 by Bonney Forge Division of Energy Products Group, Central Sprink 701, "TEE–LET" 300 by Merit Manufacturing Corp., NAF300 by North Alabama Pipe Corp., F400 by Grinnell Corp. may be used for side outlet reducing tees more than two pipe sizes smaller than main. Discs shall be retrieved and connected to pipe at point of cutting. Cutting shall comply with NFPA 13, Chapter 6.5.2.3.

- K. Couplings may be used on gridded systems at only one end of each gridded branch line or on 2 1/2" or larger riser nipple to 2" or smaller branch line to facilitate connection provided that the coupling is connected to piping by a cut groove. Rolled grooves are not acceptable.
L. Pipe Hangers and Supports:

1. Install hangers to provide minimum 1/2 inch space between finished covering and adjacent work.
2. Place hangers within 12 inches of each horizontal elbow.
3. Use hangers with 1–1/2 inch minimum vertical adjustment. Design hangers for pipe movement without disengagement of supported pipe.
4. Support vertical piping at every floor. Support riser piping independently of connected horizontal piping.
5. Where several pipes can be installed in parallel and at same elevation, provide multiple or trapeze hangers.

- M. Slope piping and arrange systems to drain at low points. Use eccentric reducers to maintain top of pipe level.
N. Prepare pipe, fittings, supports, and accessories for finish painting. Where pipe support members are welded to structural building framing, scrape, brush clean, and apply one coat of zinc rich primer to welding.
O. Do not penetrate building structural members unless indicated.
P. Provide sleeves when penetrating floors and walls. Seal pipe and sleeve penetrations to achieve fire resistance equivalent to fire separation required.
Q. When installing more than one piping system material, ensure system components are compatible and joined to ensure the integrity of the system. Provide necessary joining fittings. Ensure flanges, union, and couplings for servicing are consistently provided.
R. Die cut threaded joints with full cut standard taper pipe threads with red lead and linseed oil or other non-toxic joint compound applied to male threads only.
S. Install valves with stems upright or horizontal, not inverted. Remove protective coatings prior to installation.
T. Provide gate valves for shut-off or isolating service. No valve shall be installed with the centerline, if horizontal, or wheel, if vertical, more than 9'–0" AFF.
U. Provide drain valves at main shut-off valves, low points of piping and apparatus.

3.3 CLEANING AND PROTECTION

- A. All materials, equipment and mechanical rooms shall be cleaned prior to the Final Inspection.
B. Wash down and scrub clean all mechanical room floors, walls, equipment bases and equipment.
C. Paint equipment where finish has been damaged requiring retouching of finish to match factory finish.
D. Chipped or scraped paint shall be retouched to match original finish.
E. All dents and sags in equipment casing shall be straightened.
F. All equipment, pipe, pipe fittings and appurtenances shall be free of rust and stains prior to substantial completion.

3.4 FINISHING EQUIPMENT AND MATERIAL

- A. Use paint systems specified in Division 9 for the substrates to be finished.
B. Paint shop-primed equipment.
C. Re-install electrical cover plates, hardware, light fixture trim, escutcheons, and fittings removed prior to finishing.
D. Paint all exposed pipes, unless otherwise indicated.
E. All ferrous fasteners and hanger supports not having a corrosion resistant plated finish shall be painted to prevent rust.
F. Paint all equipment, including that which is factory-finished, exposed to weather or to view on the roof and outdoors.
G. Paint all exposed un-insulated ferrous materials.

END OF SECTION

FIRE SUPPRESSION SPRINKLERS
(FIRE PROTECTION SECTION 2 OF 2)

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Wet Type Sprinkler System
B. Dry–pipe sprinkler system.
C. System design, installation, and certification.
D. Fire department connections.

1.2 REFERENCES

- A. NFPA 13 – Standard for the Installation of Sprinkler Systems; National Fire Protection Association.
B. NFPA 14 – Standard for the Installation of Standpipe and Hose Systems; National Fire Protection Association.

1.3 SUBMITTALS

- A. Product Data: Provide data on sprinklers, valves, and specialties, including manufacturers catalog information. Submit performance ratings, rough–in details, weights, support requirements, and piping connections.
B. Shop Drawings:
1. Indicate hydraulic calculations, detailed pipe layout, hangers and supports, sprinklers, components and accessories. Indicate system controls.
2. Submit shop drawings, product data, and hydraulic calculations to Fire Marshal for approval and to Architect for review. Submit to Architect prior to submitting to Fire Marshal. Submit proof of approval to the Architect.
C. Project As–Built Documents: Record actual locations of sprinklers and deviations of piping from drawings. Indicate drain and test locations. Provide two (2) CD and three (3) paper copies of as-built drawings.
D. Manufacturer's Certificate: Certify that system has been tested and meets or exceeds specified requirements and code requirements. All certificates shall be signed by certificate holder.
E. Operation and Maintenance Data: Include components of system, servicing requirements, record drawings, inspection data, replacement part numbers and availability, and location and numbers of service depot.

1.4 QUALITY ASSURANCE

- A. Maintain one copy of referenced design and installation standard on site.
B. Conform to UL requirements.
C. Equipment and Components: Provide products that bear UL label or marking.
D. Products Requiring Electrical Connection: Listed and classified by Underwriters Laboratories Inc., as suitable for the purpose specified and indicated.

1.5 DELIVERY, STORAGE, AND PROTECTION

- A. Store products in shipping containers and maintain in place until installation. Provide temporary inlet and outlet caps. Maintain caps in place until installation.
B. Store piping off floor and out of elements. Provide cover for piping to prevent dirt and debris from entering piping. Piping and fittings shall be rust free when installed.

1.6 EXTRA MATERIALS

- A. Provide extra sprinklers of type and size matching those installed, in quantity required by referenced NFPA design and installation standard.
B. Provide suitable wrenches for each sprinkler type.
C. Provide metal storage cabinet located at piping entrance to building.

PART 2 PRODUCTS

2.1 SPRINKLER SYSTEM REQUIREMENTS

- A. Sprinkler System: Provide coverage for entire building.
B. Occupancy: comply with NFPA 13.
C. Water Supply: Contractor shall perform or have performed an NFPA–13 water flow test data and a 24 hour static pressure test. Adjust flow test to lowest pressure recorded by 24 hour test of one hour duration.
D. Interface system with building fire alarm system.
E. Provide fire department connections where indicated on FP and civil drawings.

2.2 SPRINKLERS

- A. Tyco and affiliates, Automatic Sprinkler, Reliable, Viking.
B. All sprinklers installed shall be by the same manufacturer.
C. Contractor shall select temperature ratings in accordance with NFPA 13, paragraph 8.3.2.
D. Suspended Ceiling Type: Recessed pendant type with matching flush push on escutcheon plate.
1. Finish: Chrome plated.
2. Escutcheon Plate Finish: Chrome plated.
3. Quick response Glass bulb type temperature rated for specific area hazard.
E. Gypsum Board Ceiling Type: Concealed pendant type with matching push on escutcheon plate.
1. Finish: Brass.
2. Escutcheon Plate Finish: Enamel. Verify color with architect.
F. Exposed Area Type: Standard upright type.
1. Finish: Brass.
2. Fusible Link: Quick Response Fusible solder link type temperature rated for specific area hazard.
G. Sidewall Type: Standard horizontal sidewall type with matching flush push on two piece escutcheon plate.
1. Finish: Chrome plated.
2. Escutcheon Plate Finish: Chrome plated.
3. Quick Response Fusible solder link type temperature rated for specific area hazard.
H. Guards: Finish to match sprinkler finish.

2.3 PIPING SPECIALTIES

- A. Dry Pipe Sprinkler Alarm Valve: Check type valve with divided seat ring, rubber faced clapper to automatically actuate water motor alarm and electric alarm, with accelerator; with test and drain valve.
B. Water Motor Alarm: Hydraulically operated impeller type alarm with aluminum alloy chrome plated gang and motor housing, nylon bearings, and inlet strainer. By some manufacturer as Alarm Valve.
C. Electric Alarm: Electrically operated chrome plated gang with pressure alarm switch.
D. Water Flow Switch: Vane type switch for mounting horizontal or vertical, with two contacts; rated 10 amp at 125 volt AC and 2.5 amp at 24 volt DC. Notifier, Simplex, Potter, Grinnell.
E. Tamper Switch: Switch designed for installation on indicator valves with cased aluminum housing with red finish. Notifier, Simplex, Potter, Grinnell.
F. Fire Department Connections: Elkhart, Craker Standard, Potter Roemer.
1. Type: Free standing type with ductile iron pedestal chrome plated finish.
2. Outlets: Two way with thread size to suit fire department hardware; threaded dust cap and chain of matching material and finish.
3. Drain: 3/4 inch automatic drip, outside.
4. Label: "Sprinkler – Fire Department Connection".

PART 3 EXECUTION

3.1 INSTALLATION

- A. Install in accordance with referenced NFPA design and installation standard and these specifications.
B. Sprinklers shall be in line with and centered between down lights unless shown otherwise.
C. Install equipment in accordance with manufacturer's instructions.
D. Each floor of multi story buildings shall be zoned.
E. All dry system piping shall be galvanized down stream of dry valve.
F. Install buried shut-off valves in valve box. Provide post indicator.
G. Provide approved double detector check assembly at sprinkler system water source connection.
H. Locate fire department connection within forty (40'–0") feet of nearest fire hydrant and with sufficient clearance from walls, obstructions, or adjacent siamese connectors to allow full swing of fire department wrench handle.
I. Locate outside alarm gong on building wall at piping entrance to building.
J. Place pipe runs to minimize obstruction to other work.
K. Place piping in conceded spaces above finished ceilings.
L. Center sprinklers in two directions in ceiling tile and provide piping offsets as required.
M. Apply masking tape or paper cover to ensure conceded sprinklers, cover plates, and sprinkler escutcheons do not receive field point finish. Remove after painting. Replace painted sprinklers.
N. Where sprinklers are required under rectangular duct, the centerline of the sprinkler shall be minimum 6" under duct
O. Install air compressor on vibration isolators.
P. Flush entire piping system of foreign matter.
Q. Hydrostatically test entire system.
R. Require test be witnessed by Fire Marshal.
S. All drain piping shall discharge to the outside 6" maximum above grade unless noted otherwise.
T. Where sprinklers are required under oval or round duct, the centerline of the sprinkler shall be under the centerline of the duct.

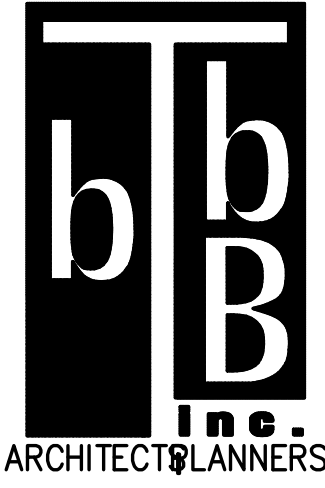
3.2 INTERFACE WITH OTHER PRODUCTS

- A. Ensure required tamper and flow devices are installed and connected as required to fire alarm system including but not limited to Floor control valves, alarm check valve, elevator shaft isolation valve, Post Indicator Valve (PIV) and backflow device valves.

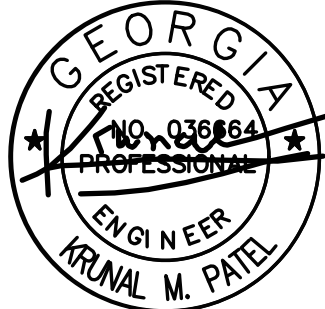
3.3 SCHEDULES

- A. System Hazard Areas:
1. Office & Public Areas, nd similar occupancies – Light Hazard Design; 0.10 GPM/sq. ft. over the most remote 1500 square foot.
2. Building Service Areas, Electrical Equipment Rooms, General Storage Areas, Mechanical Equipment Rooms, Restaurant Service Areas, and similar occupancies – Ordinary Hazard Group 1 Design; 0.15 GPM/sq.ft. over the most remote 1500 square foot.

END OF SECTION



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.btbinc.com
© COPYRIGHT 2023 BTB inc.
NOT FOR REPRODUCTION



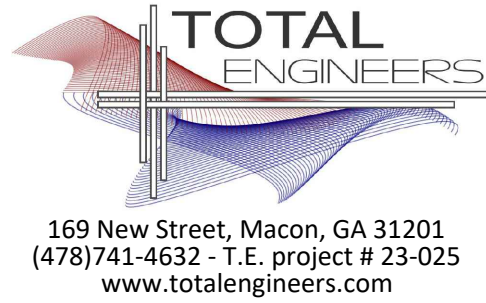
The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
MACON-BIBB COUNTY COURTHOUSE
CORNER MULBERRY & SECOND STREET, MACON, GEORGIA

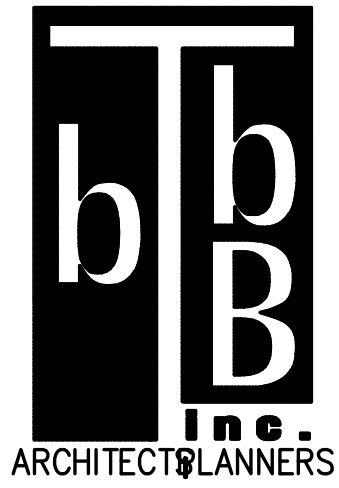
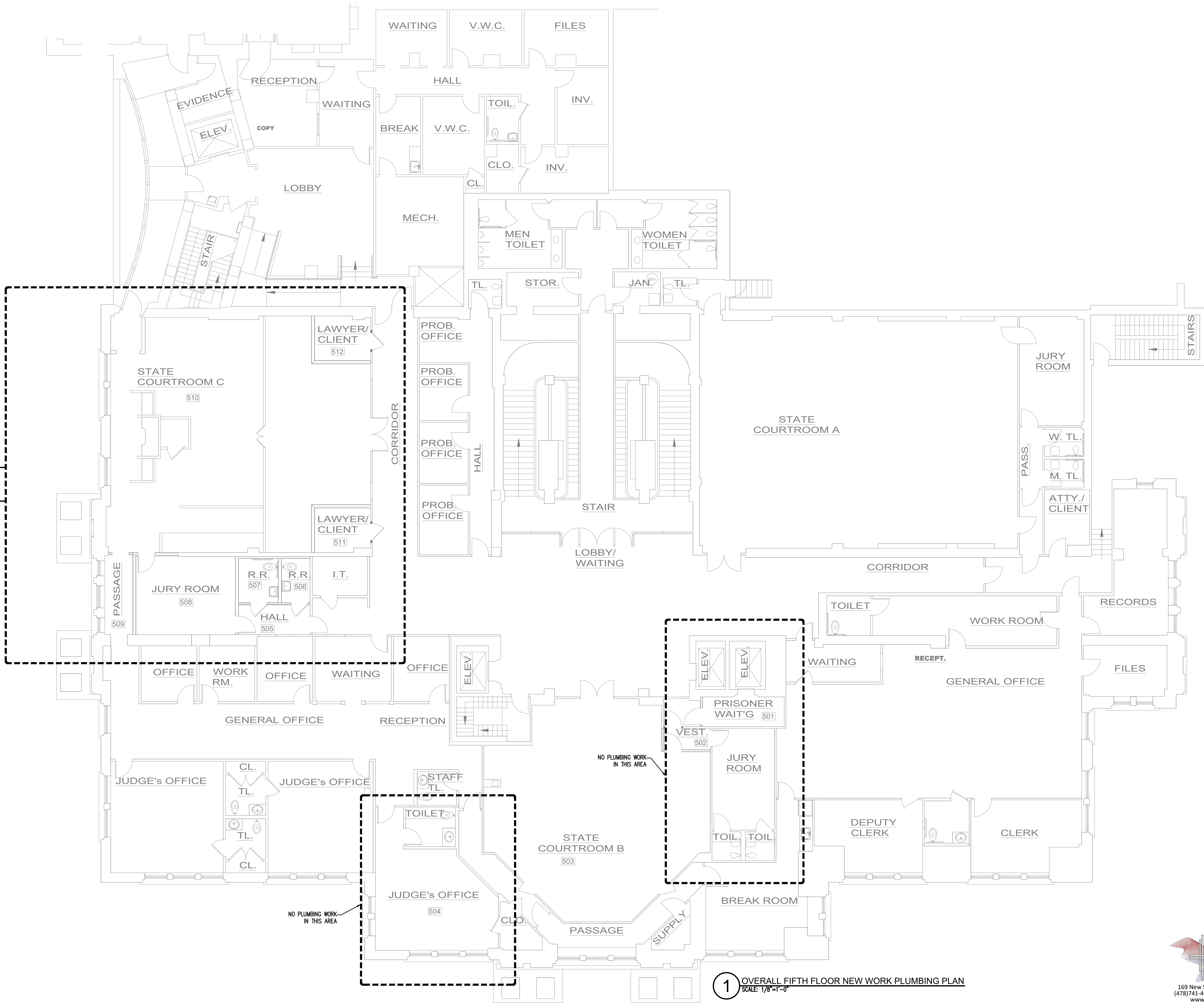
Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44

FIRE SPRINKLER
SPECIFICATIONS

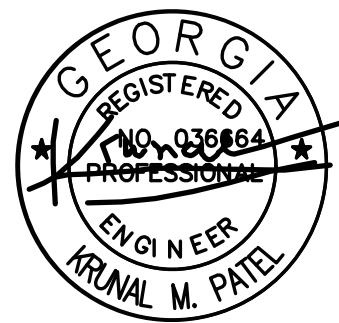
P0.2



169 New Street, Macon, GA 31201
(478)741-4632 - T.E. project # 23-025
www.totalengineers.com



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.bbbinc.com
© COPYRIGHT 2023 BTBB Inc.
NOT FOR REPRODUCTION



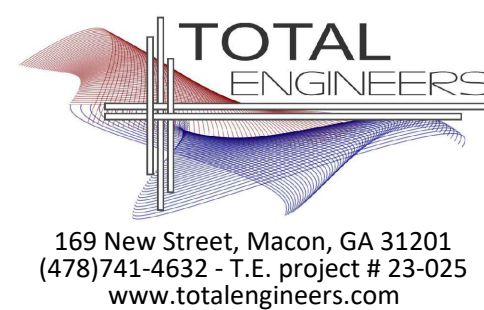
The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
MACON-BIBB COUNTY COURTHOUSE
CORNER MULBERRY & SECOND STREET, MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44

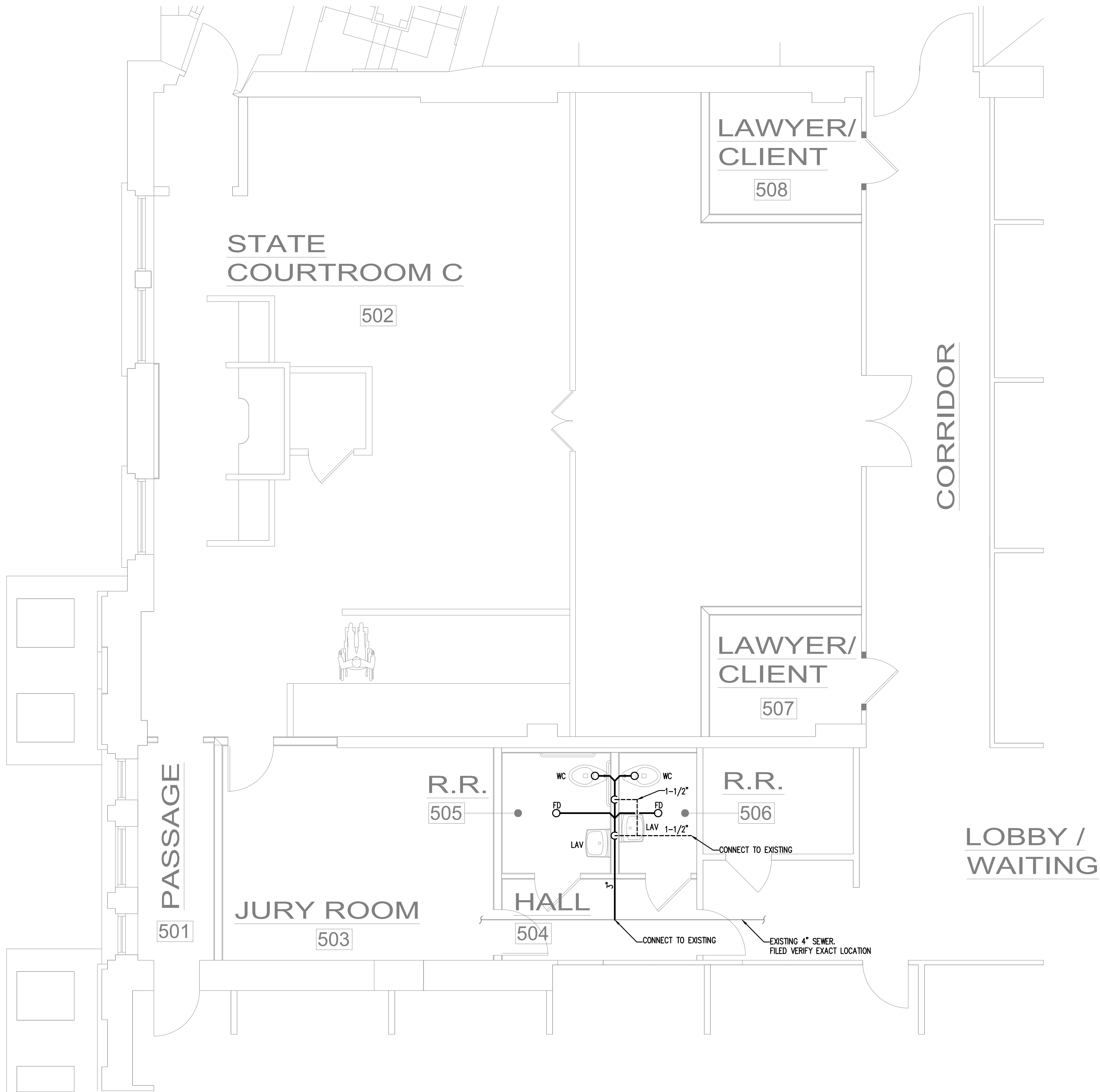
OVERALL FIFTH FLOOR PLUMBING PLAN

P1.1

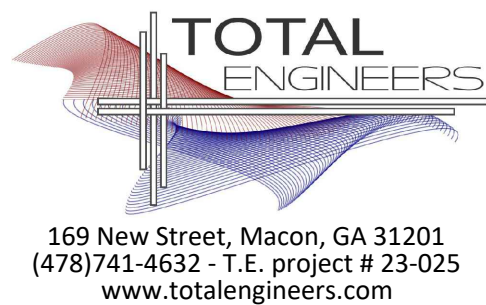


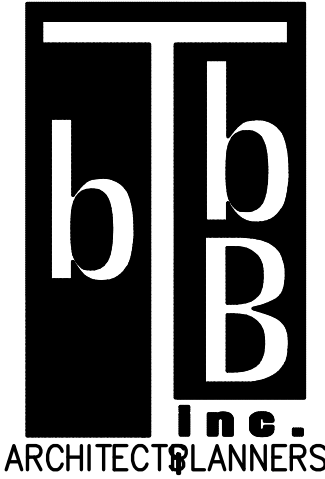
169 New Street, Macon, GA 31201
(478)741-4632 - T.E. project # 23-025
www.totalengineers.com

1 OVERALL FIFTH FLOOR NEW WORK PLUMBING PLAN
SCALE: 1/8"=1'-0"

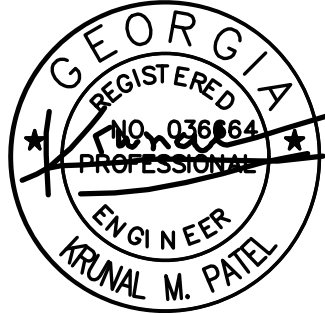


1 STATE COURTROOM C NEW WORK PLUMBING PLAN - SEWER
SCALE: 1/4"=1'-0"





609 Cherry Street, Macon, GA 31201
478.742.1208 / www.btbinc.com
© COPYRIGHT 2023 BTBB Inc.
NOT FOR REPRODUCTION



The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
MACON-BIBB COUNTY COURTHOUSE
CORNER MULBERRY & SECOND STREET, MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No: 2022-44	

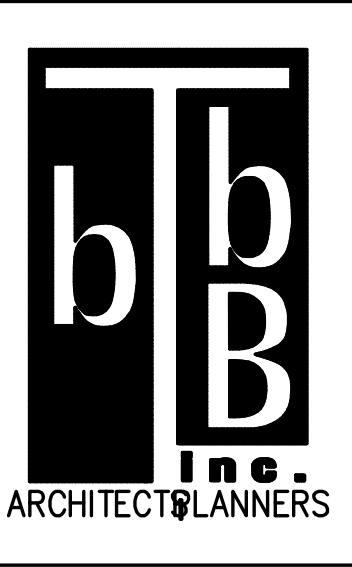
STATE COURTROOM C
PLUMBING PLAN
- SEWER
P2.1

MECHANICAL SPECIFICATIONS

- 1) Provide all heating, ventilation and air conditioning items indicated on the drawings, described in this specification or required for a complete and proper installation.
- 2)Comply with all pertinent codes, ordinances and regulations. Refer to website for Dept. of Community Affairs for current Codes Editions.
- 3)The contractor shall not attempt to precisely scale dimensions from these drawings to obtain construction dimensions and clearances. The contractor shall verify all actual dimensions and clearances. Although these plans are diagrammatic in nature, they shall be followed as closely as site conditions, new construction, and work by other trades shall permit. Deviations from these drawings, which are required to conform to the available space or the actual building construction, shall be made at no additional cost to the owner.
- 4)Furnish without extra charge, any additional material and labor required to comply with the above codes and standards, even though the work may not be described in the contract documents. Where the requirements of the contract documents exceed the requirements of the above codes and standards, the contract documents shall take precedence.
- 5)All equipment and material shall be new and of first quality. Equipment and material shall be the same or equal to the basis of design listed on these drawings and shall be UL listed.
- 6)Cooperate and coordinate with other trades in order that all systems in the work may be installed in the best arrangement.
- 7)Examine the areas and conditions under which work of this section will be installed. Correct conditions detrimental to the proper and timely completion of the work. Notify Architect of any discrepancies. Do not proceed until unsatisfactory conditions have been corrected.
- 8)Avoid interference with structure, and with work of other trades. Install all equipment per manufacturer's instructions. Install accessible parts, including equipment, coils, valves, dampers, controls, and filters with adequate clearance for inspection, adjustments, repair and replacement.
- 9)All other materials not specifically described but required for a complete and proper installation shall be as selected by the contractor subject to acceptance by the Engineer.
- 10) All ductwork shall be fabricated from galvanized sheet metal duct and conform to SMACNA "HVAC Duct Construction Standards--Metal and Flexible. Seal all joints in ductwork with mastic sealant.
- 11) Flexible duct: Flexmaster; Atco UPC#36(R--6.0); Atco UPC#31 (R--8) or Thermaflex, Type 3, insulated. 5'-0" Maximum length unless noted otherwise. Class 1 rating with R--value of 6.0 when located inside building insulation envelope and R--8 when located outside building insulation envelope. Install with no more than 135 degrees maximum of total bends per run. Maximum individual bend shall not exceed 45 degrees each. Support at five feet on centers with hangers having at least 2--inches of width at duct contact points. Flexible connectors shall not pass through any wall floor or ceiling weather rated or not. Provide 36--squares of metal duct at penetration of draft stops, fire walls and smoke walls
- 12) Duct Liner: Owens Corning Aeroflex Plus, or equivalent. Incombustible glass fiber complying with ASTM C 1071; flexible blanket; impregnated surface and edges coated with acrylic polymer shown to be fungus and bacteria resistant by testing to ASTM G 21. Apparent Thermal Conductivity: Maximum of 0.31 at 75 degrees F. Service Temperature: 250 degrees F. Density: 1.5 pounds/cubic foot. Install using adhesive (50% coverage) and galvanized steel fasteners with welded press--on head Thickness: 1--inch.
- 13) Provide fire and smoke rated flexible connections between fans and ducts. Material shall comply with NFPA 90A requirements for material in supply air stream.
- 14) Install all equipment in accordance with manufacturer's instructions and recommendations including clearances recommended for proper operation or service. All filters and serviceable parts shall be readily accessible.
- 15) Indoor duct insulation: Foil--faced fiberglass, Owens Corning type 75 or equal, 2.2" thick(R--6), unless the insulated duct is outside building insulation envelope (attic, crawlspace or unconditioned space) in which case the duct insulation thickness shall be 3? thick(R--8). Duct shall have a flame spread rating of not more than 25 and smoke developed rating of not more than 50. Glass--Fiber Insulation: All service duct wrap with foil scrim and having backing and a k--value of 0.30 at 75° F mean temperature and an average maximum density of 0.75 lb/cu. ft.
- 16) All supply, return and outside air ducts shall be insulated. Insulate the concealed tops of all ceiling mounted supply air diffusers with foil--faced fiberglass, 1.5#/cubic foot density, 2? thick. Seal edges to ceiling grid with foil faced tape to provide vapor tight seal.
- 17) All low pressure duct branches shall contain manual balancing dampers. Manual balancing dampers shall also be installed in the continuation of the main, if the main duct is smaller or the same size as the branch duct, or if the continuation of the main serves only one device.
- 18) Make all duct elbows right angle type with single --thickness turning vanes or construct with centerline radius 1--1/2 times the duct width.
- 19) Duct sizes shown on plans are clear, interior dimensions. Duct sizes shown shall be enlarge to allow for liner at locations of interior liner.
- 20) Do not cut into or reduce the size of any structural member without the permission of the Architect.
- 21) Provide weather--proof flashing at all duct and pipe penetrations through the building walls and roof. As a minimum, flashings shall be designed and installed in accordance with SMACNA standards. Flashings shall be guaranteed weatherproof.
- 22) Support all HVAC units, ductwork, piping and other appurtenances from structure, provide vibration isolation at all fans which are not internally isolated. Provide hanger rod with built in rubber--in--shear isolator. Between drain pan and unit provide 4 each rubber--in--shear isolator. Do not attach vibration isolator to drain pan. Do not screw or drive fasteners into non--structural components such as roof decks or non--load bearing walls.
- 23) Thoroughly clean all components and remove all dirt, scale, oil, and other foreign substances. Provide clean air filters for all equipment.
- 24) Perform all tests necessary to demonstrate the integrity of the complete installation to the approval of the Engineer and all other authorities having jurisdiction. Make all adjustments necessary and balance the completed system in accordance with the data shown. Balance the systems in accordance with NEBB or AABC standards. Acceptable tolerances shall be minus ten percent to plus five percent of all measurements. Balancing shall be done by an independent licensed (by NEBB or AABC) TAB contractor. Make the following tests and submit reports to the Architect:
- a) Airflow rate at each supply and exhaust outlet or inlet.
 - b) Total airflow rate and total static pressure for each supply and exhaust fan. Test exhaust fans with room doors closed.
 - c) Motor speed, for multiple speed fans (e.g. high, medium, low).
 - d) For direct drive fans, provide speed settings and actual rpm, including ECM motor driven fans
 - e) Provide fan and motor rpm for belt driven fans. Provide sheave sizes.
 - f) Motor current (and compare with nameplate data) at all motors.
 - g) Manufacturer, model and serial number for each piece of HVAC equipment scheduled on drawings.
 - h) Calibrate thermostats to be within one degree of actual temperature at thermostat.
 - i) Verify that all HVAC devices operate as scheduled or indicated (i.e. ON--OFF, 2--stage, variable output (SCR heaters), etc.
- 25) The entire system shall be warranted for a period of one (1) year beginning with Owner's acceptance of the work. Compressors shall include a minimum of five (5) year parts only warranty from the manufacturer. All labor and materials necessary to repair or replace the system or portions thereof, during that time shall be warranted for a period of one (1) year from the repair or replacement.
- 26) SUBMITTALS AND SUBMITTAL PROCEDURES:
- a. Contractor shall review the submittal data and check for the purpose of compliance with safety requirements, verification of dimensions, contract documents and methods and means prior to submitting to design professional. Contractor shall indicate approval by indicating such on the submittal.
 - b. Transmit each submittal electronically in PDF format.
 - c. Sequentially number submittal files and transmittal form. Revise submittals with original number and a sequential alphabetic suffix. File names shall describe item included in file.
 - d. Identify Project, the Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy. Each file shall include an index of items included in file.
 - e. Apply the Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
 - f. Submittal data for all items in project shall be submitted at one time. Submittal shall be divided into groups with file sizes not exceeding 6 MB. If there is unavailable data such as control submittal, etc., these may be submitted later if not doing so would delay project progress. Data shall include capacities, complete installation instructions, dimensional data and electrical data, BHP, motor HP, operating weights and load distribution at mounting points.
 - g. Deliver submittals electronically to the Design Professional.
 - h. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - i. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
 - j. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
 - k. Provide space for the Contractor and the Architect/ review stamps.
 - l. When revised for resubmission, identify all changes made since previous submission.
 - m. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
 - n. Submittals not requested will not be recognized or processed.
 - o. Provide files containing only related items (such as piping, equipment, air distribution, etc.)
- 27) Instruct Owner's representative in the operation of the systems, using the operation and maintenance manual as a teaching aid.
- 28) Provide an operation and maintenance manual. As a minimum, the manual shall contain:
- a. A complete list of all equipment and appurtenances with equipment designations (per Drawings), manufacturers, and catalog numbers.
 - b. Copies of manufacturers' brochures and instructions for operation and maintenance of all mechanical equipment, including replacement parts lists.
 - c. Typed system operation and maintenance instructions, including inspection, lubrication, and service instructions and schedules.
 - d. List of names, addresses and phone numbers of distributors of all equipment and appurtenances.
 - e. Manufacturers' warranties.
- 29) Grilles, Registers and Diffusers: Grilles, registers, and diffusers as indicated on the drawings have been selected from the catalog of the manufacturer noted as the basis of design. Sizes, types, and performance of the devices to be provided must be coordinated to insure conformity with design basis. Sidewall supply grilles and registers shall have vertical front blades; sidewall return grilles shall have horizontal blades. Grilles and registers with borders shall have felt or rubber gaskets cemented to the back face and holding screws not over 18 inches on centers around the perimeter. Holding screws shall be counter--sunk to fit flush with face of grille or register. Grilles passing air through partitions shall be as described for wall return grilles, one for each side of partition. Register dampers shall be of the gang--operated, opposed blade type, operated through the face of the register. Operating mechanism shall not project through the register face. Mounting frame shall be coordinated with architectural reflected ceiling plans. Construction shall be of steel or aluminum as scheduled, with frame type to match ceiling construction. Sidewall supply grilles and registers shall be double--deflection type, with vertical front vanes. Construction shall be of steel, with 3/4 inch blade spacing. Return air grilles, return air registers, exhaust grilles, exhaust registers and transfer air grilles located in ceilings shall be constructed of aluminum with "egg--crate" design, with 1/2 inch x 1/2 inch x 1/2 inch grids. Frame style shall be compatible with ceiling construction. Install wall grilles and registers with horizontal edges parallel to ceiling. Concentric diffuser assemblies at roof top units shall have paint--ready exterior finish and 1--inch lined supply and return ducts that transition to diffuser size within 24 inches vertically of the bottom of roof top unit curb.

- 30) Basic motor requirements: basic requirements apply to mechanical equipment motors, unless otherwise indicated. Motors 1/2 hp and larger: Polyphase, unless otherwise scheduled. Motors smaller than 1/2 hp: single phase. Frequency rating: 60 Hz. Service factor: according to NEMA MG 1, general purpose continuous duty, design type "B." Enclosure: open drip--proof, unless otherwise indicated. Efficiency: motors shall have a higher efficiency rating than industry standard average motor as delineated in IEEE Standard 112, test method 13. Thermal protection: where indicated or required, internal protection automatically opens power supply circuit to motor when winding temperature exceeds a safe value calibrated to temperature rating of motor insulation. Thermal protection device automatically resets when motor temperature returns to normal range, unless otherwise indicated.
- 31) Hangers and supports: Building attachments: concrete inserts or structural--steel fasteners appropriate for building materials, and beam clamps. Hanger materials: galvanized, sheet steel or round, threaded steel rod. Hangers installed in corrosive atmospheres: electrogalvanized, all--thread rod or galvanized rods with threads painted after installation. Straps and rod sizes: comply with SMACNA's "HVAC Duct Construction Standards--Metal and Flexible" for sheet steel width and thickness and for steel rod diameters. Duct attachments: sheet metal screws, blind rivets, or self--tapping metal screws; compatible with duct materials. Trapeze and riser supports galvanized steel shapes and plates: steel shapes complying with ASTM A 36/A 36M.
- 32) Sealant materials: joint and seam sealants, general: the term "sealant" is not limited to materials of adhesive or mastic nature but includes tapes and combinations of open--weave fabric strips and mastics. Joint and seam tape: 2 inches wide; glass--fiber fabric reinforced. Joint and seam sealant: one--part, nonsag, solvent--release--curing, polymerized butyl sealant, formulated with a minimum of 75 percent solids. Flanged joint mastics: one--part, acid--curing, silicone, elastomeric joint sealants, complying with ASTM C 920, type S, grade NS, class 25, use 0.
- 33) All HVAC equipment such as AH, CU, EF, AC, HP, and RTU shall have visible nameplates with their associated marks on them.
- 34) Ceiling Ventilator shall have corrosion resistant galvanized steel housing with four--point mounting capability. It shall be ducted to a cap on wall or roof using round ductwork. Blower assembly shall be removable, have a centrifugal--type blower wheel and a permanently lubricated motor designed for continuous operation. Non--metallic damper/duct connector shall be included. Air delivery shall be no less than scheduled and sound level no greater than scheduled. All air and sound ratings shall be certified by HVI. Ceiling ventilator shall be Energy Star? qualified and have an energy efficient permanent split capacitor motor.
- 35) Acceptable Manufacturers are:

Grilles, Registers & Diffusers:	Titus, Nailor, Price, Tuttle & Bailey, Kruger, Metal Aire(Color selection submitted to Architect)
Fans:	Twin--City, Cook, Greenheck, PennBarry, Acme, American CoolAir, Captive Air, Solar & Palau
Louvers/Dampers/Fire Dampers:	United Enertech, Greenheck, Ruskin, Arrow United, Lloyd Industries, Air Balance (Color selection submitted to Architect)



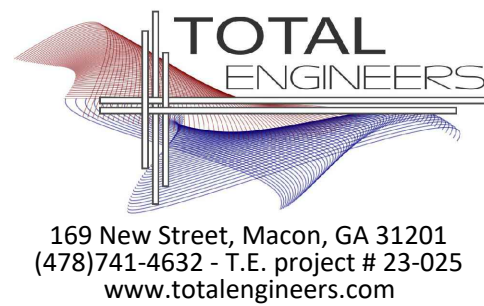
609 Cherry Street, Macon, GA 31201
478.742.1208 / www.bbbinc.com
© COPYRIGHT 2023 BTBB inc.
NOT FOR REPRODUCTION



The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
MACON-BIBB COUNTY COURTHOUSE
CORNER MULBERRY & SECOND STREET, MACON, GEORGIA

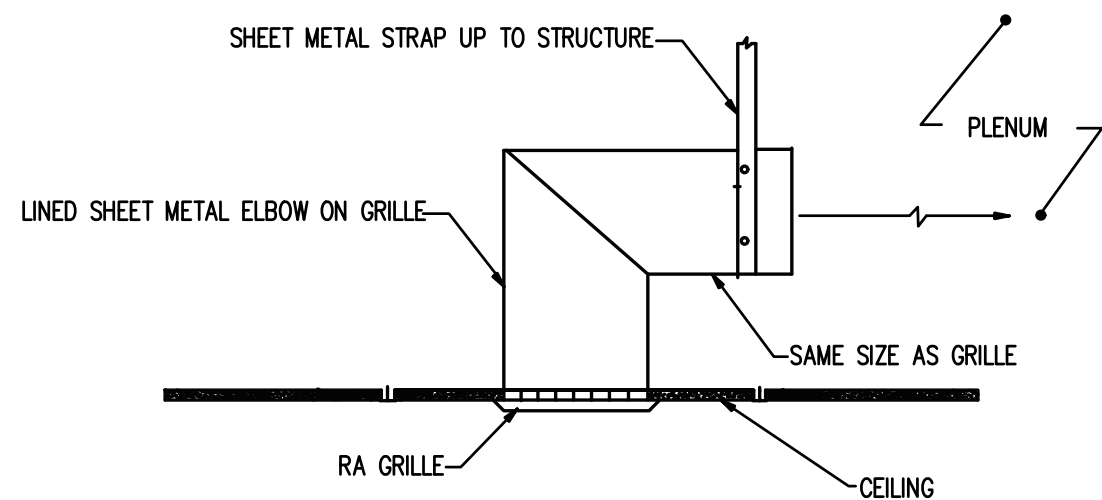
Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44



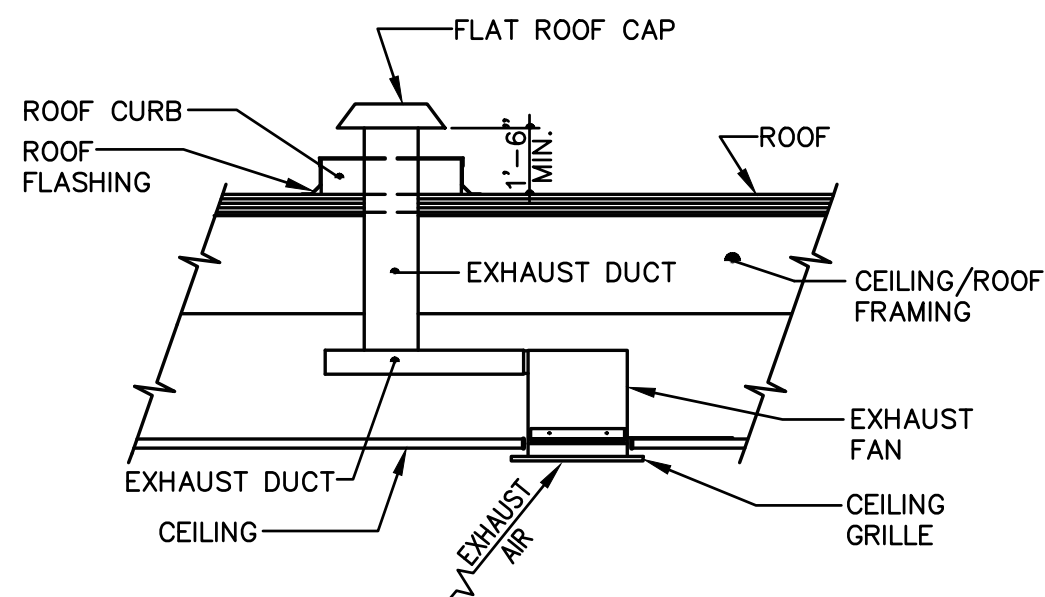
169 New Street, Macon, GA 31201
(478)741-4632 - T.E. project # 23-025
www.totalengineers.com

MECHANICAL
SPECIFICATIONS

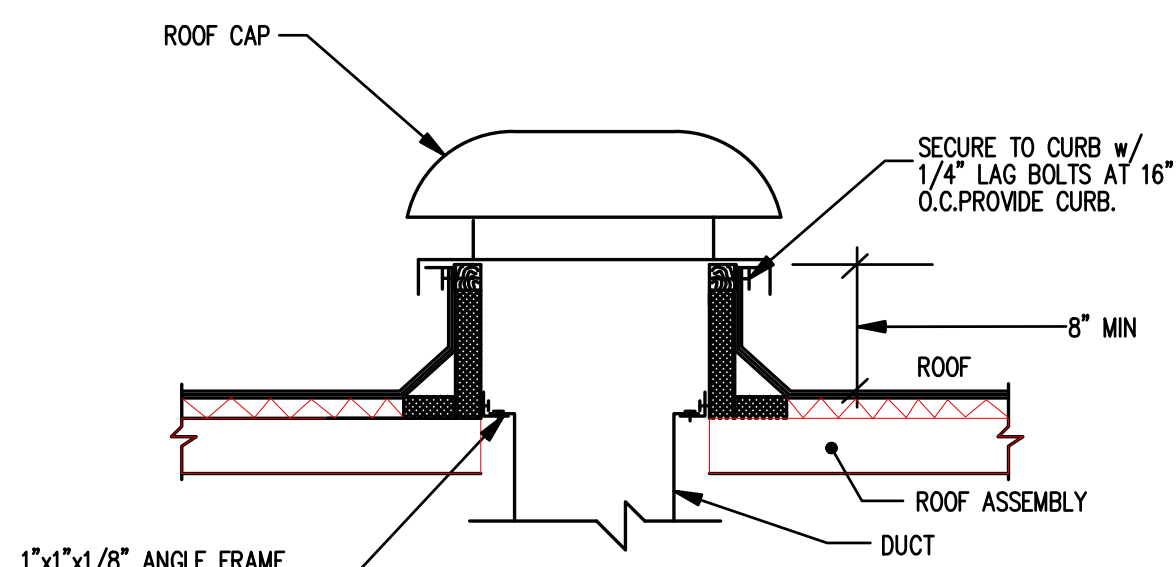
M0.1



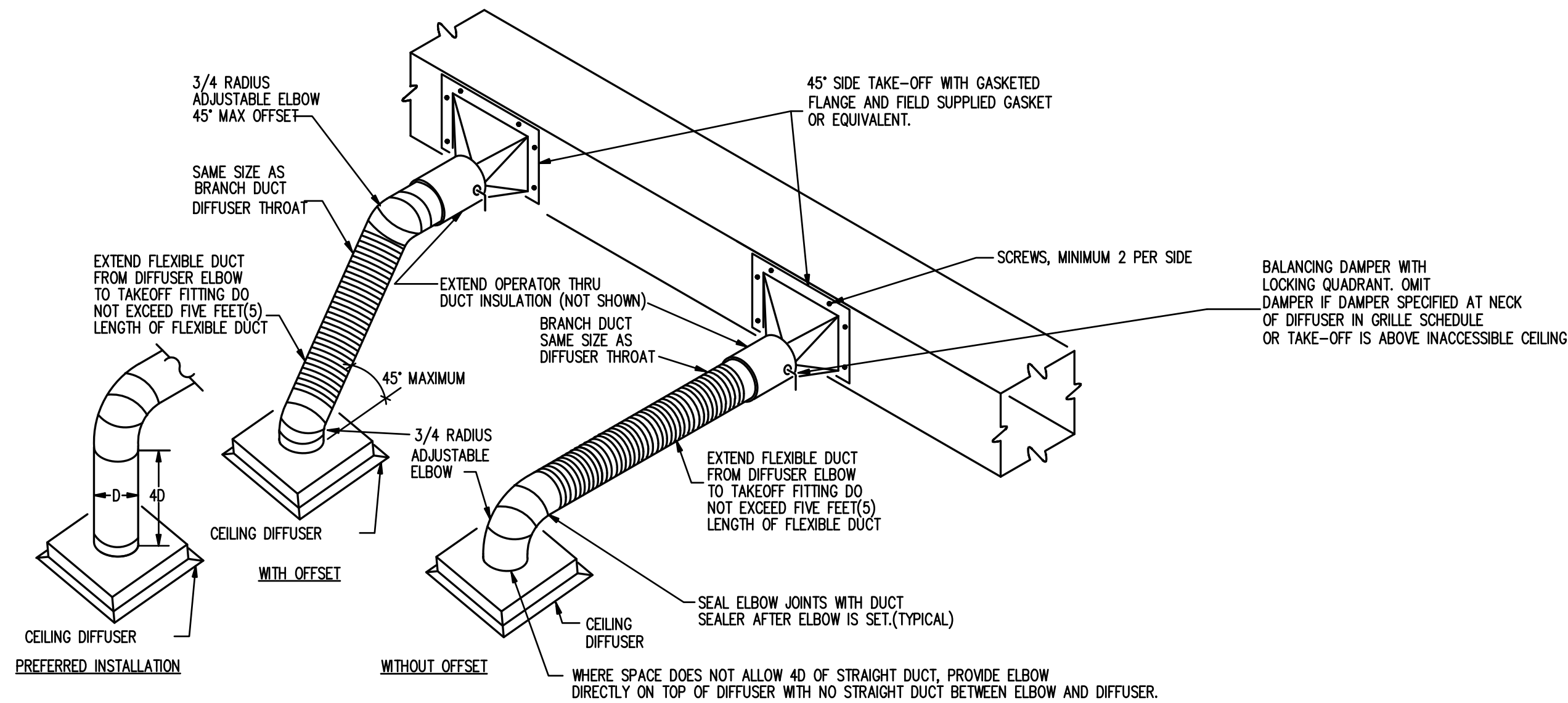
1 RETURN AIR GRILLE DETAIL
SCALE: N.T.S.



2 CEILING EXHAUST FAN DETAIL
SCALE: N.T.S.



3 ROOF CAP DETAIL
SCALE: N.T.S.



4 DIFFUSER RUN OUT DETAIL
SCALE: N.T.S.

MECHANICAL SYMBOLS & ABBREVIATIONS LEGEND

	NEW PIPE, DUCTWORK OR EQUIPMENT
	DUCT SIZE: FIRST DIMENSION IS SIDE DRAWN
	FLEXIBLE ROUND DUCTWORK
	FIRE DAMPER, SMOKE DAMPER, SMOKE DETECTOR
	CEILING SUPPLY DIFFUSER
	CEILING RETURN OR EXHAUST AIR
	S.A. DUCT OUT OF TU BOX WITH DUCT LINER FOR THR FIRST FIVE FEET OF DUCT OUT OF TU BOX
	SIDEWALL REGISTER OR GRILLE
	CHANGE IN PIPE OR DUCT SIZE OR SHAPE
	REFRIGERANT PIPING
	CONDENSATE OR OTHER DRAIN PIPING
	ELBOW TURNED DOWN OR TURNED UP IN PIPING
	THERMOSTAT, ARROW SHOWS CONTROL WIRING PATH
	TIME CLOCK
	DIAMETER
	UNDER-CUT DOOR 3/4", UNLESS OTHER SIZE NOTED
	INDICATES EQUIPMENT ON PLANS; TOP ITEM SHOWS TYPE OF EQUIPMENT AND BOTTOM ITEM SHOWS SPECIFIC MARK NUMBER
	ITEM IN HEXAGON SHOWS AIR DEVICE MARK NUMBER, ITEM ABOVE LINE SHOWS NECK SIZE, ITEM BELOW LINE SHOWS AIR FLOW THROUGH DEVICE, AND NUMBER IN FRONT SHOWS QUANTITY IF MORE THAN ONE
	ABOVE FINISHED FLOOR
	AIR HANDLING UNIT
	BYPASS DAMPER
	BTUH, MBH
	CAPACITY
	CFM
	CEILING
	CONDENSING UNIT
	DB, WB
	EA, EG
	EF
	EXT SP
	HP
	MVD, VD
	OA
	RA, RG
	RTU
	SA
	SF
	VAC, PH
	W, KW
	UH
	AUDIBLE/VISUAL ALARM DEVICE CONNECTED TO DUCT SMOKE DETECTOR
	ACCESS DOOR
	CONTROL DAMPER-OPPOSED BLADE
	CONTROL DAMPER-PARALLEL BLADE
	BACKDRAFT DAMPER
	RADIUS ELBOW (R=1.5)
	VANED ELBOW
	MANUAL VOLUME DAMPER (MVD), MOTOR OPERATED DAMPER (MOD)
	X INDICATES SECTION NUMBER/XX INDICATES ON WHICH DRAWING SECTION APPEARS

FAN SCHEDULE

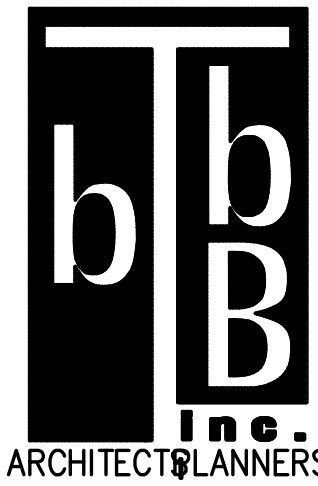
MARK	CFM	EXT. SP IN W.G.	DRIVE TYPE	MOTOR (HP/W)	MAX FAN (RPM)	MAX. SONES	POWER / PHASE	BASIS OF DESIGN	SERVES	NOTES
EF-1	70	0.25	DIRECT	20.0 W	690	1.3	115/1	GREENHECK SP-B90	R.R.	1:2:3:4:5
EF-2	70	0.25	DIRECT	20.0 W	690	1.3	115/1	GREENHECK SP-B90	R.R.	1:2:3:4:5

1. VERIFY ELECTRIC POWER REQUIREMENTS WITH ELECTRICAL PLANS, WHICH TAKE PRECEDENCE OVER THIS INFORMATION.
2. INTERLOCK FAN WITH LIGHTS SUCH THAT FAN COMES ON WHEN LIGHTS ARE ON. ELECTRICAL TO PROVIDE 15 MINUTE TIME DELAY.
3. PROVIDE FACTORY SOLID STATE FAN SPEED CONTROLLER.
4. DIRECT DRIVE CENTRIFUGAL CEILING FAN. PROVIDE FACTORY SUPPLIED DISCONNECT, BACK DRAFT DAMPER AND MOTOR WITH THERMAL OVERLOAD.
5. PROVIDE MANUFACTURER'S DESIGNER GRILLE.

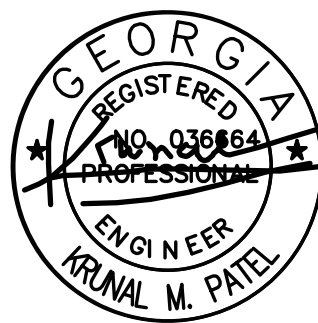
AIR DEVICE SCHEDULE

MARK	SERVICE	NECK SIZE	FACE SIZE	MATERIAL	TYPE	PATTERN	MOUNTING TYPE	LAYOUT BASIS	NOTES
S1	SUPPLY	SEE PLANS	24"x24"	STEEL	SQUARE CONC.	4-WAY	LAY-IN	TITUS TMS	1:2:3
S2	SUPPLY	SEE PLANS	12"x12"	STEEL	SQUARE CONC.	4-WAY	LAY-IN	TITUS TMS	1:2:3
R1	RETURN	SEE PLANS	24"x12"	ALUMINUM	EGGORATE	---	LAY-IN	TITUS SOF	1:4
R2	RETURN	SEE PLANS	24"x24"	ALUMINUM	EGGORATE	---	LAY-IN	TITUS SOF	1:4

1. PROVIDE WHITE ENAMEL FINISH.
2. INSULATE BACK OF DEVICE.
3. BALANCE AIRFLOW TO QUANTITY SHOWN.
4. PROVIDE FULL SIZE SHEET METAL PLENUM FOR DUCT CONNECTION.



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.bbinc.com
© COPYRIGHT 2023 BTB inc.
NOT FOR REPRODUCTION



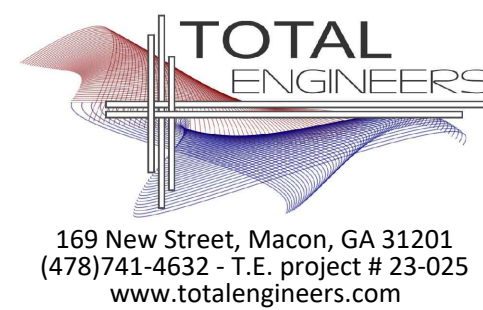
The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF MACON-BIBB COUNTY COURTHOUSE CORNER MULBERRY & SECOND STREET, MACON, GEORGIA

Drawing Issue Schedule

4-7-2023	Permit Set

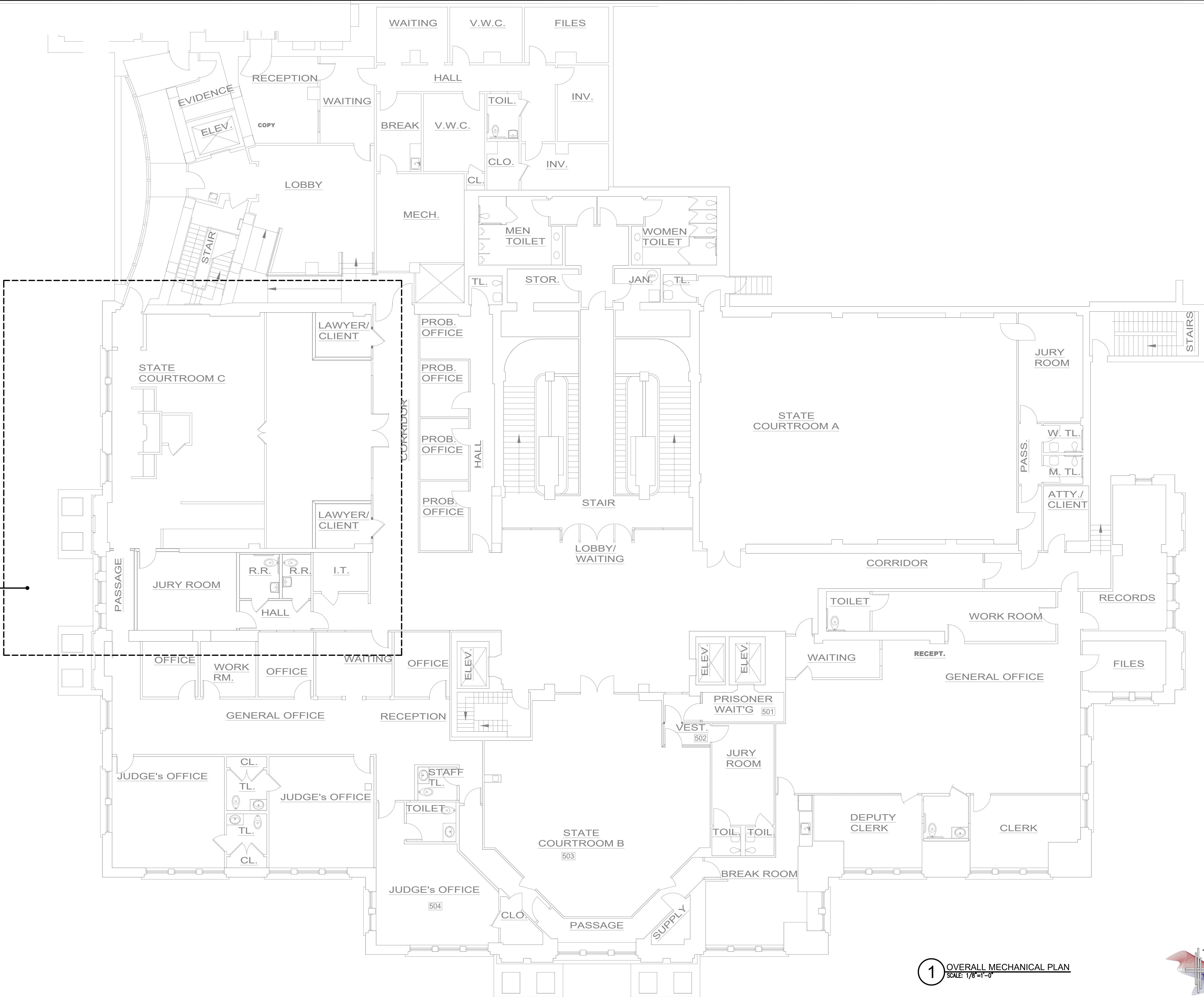
Project No: 2022-44



169 New Street, Macon, GA 31201
(478)741-4632 - T.E. project # 23-025
www.totalengineers.com

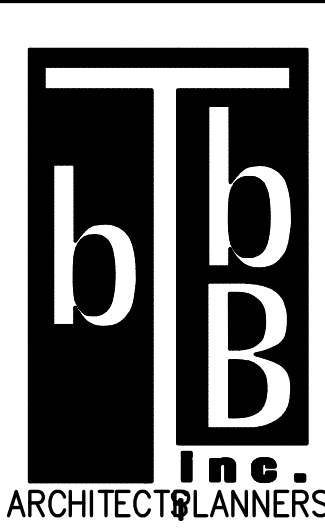
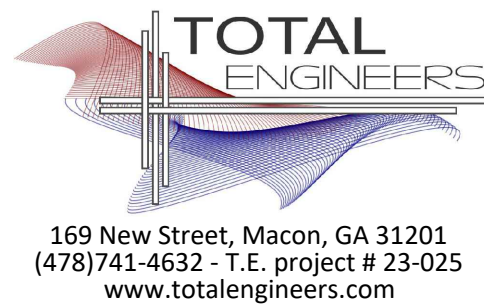
MECHANICAL SCHEDULES & DETAILS

M0.2

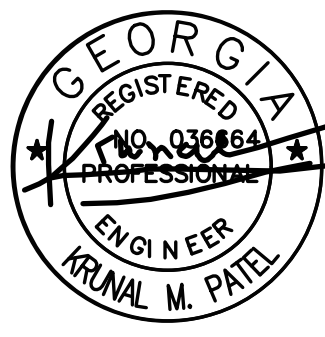


1
M1.2

1 OVERALL MECHANICAL PLAN
SCALE: 1/8"=1'-0"



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.bbbinc.com
© COPYRIGHT 2023 BTBB inc.
NOT FOR REPRODUCTION



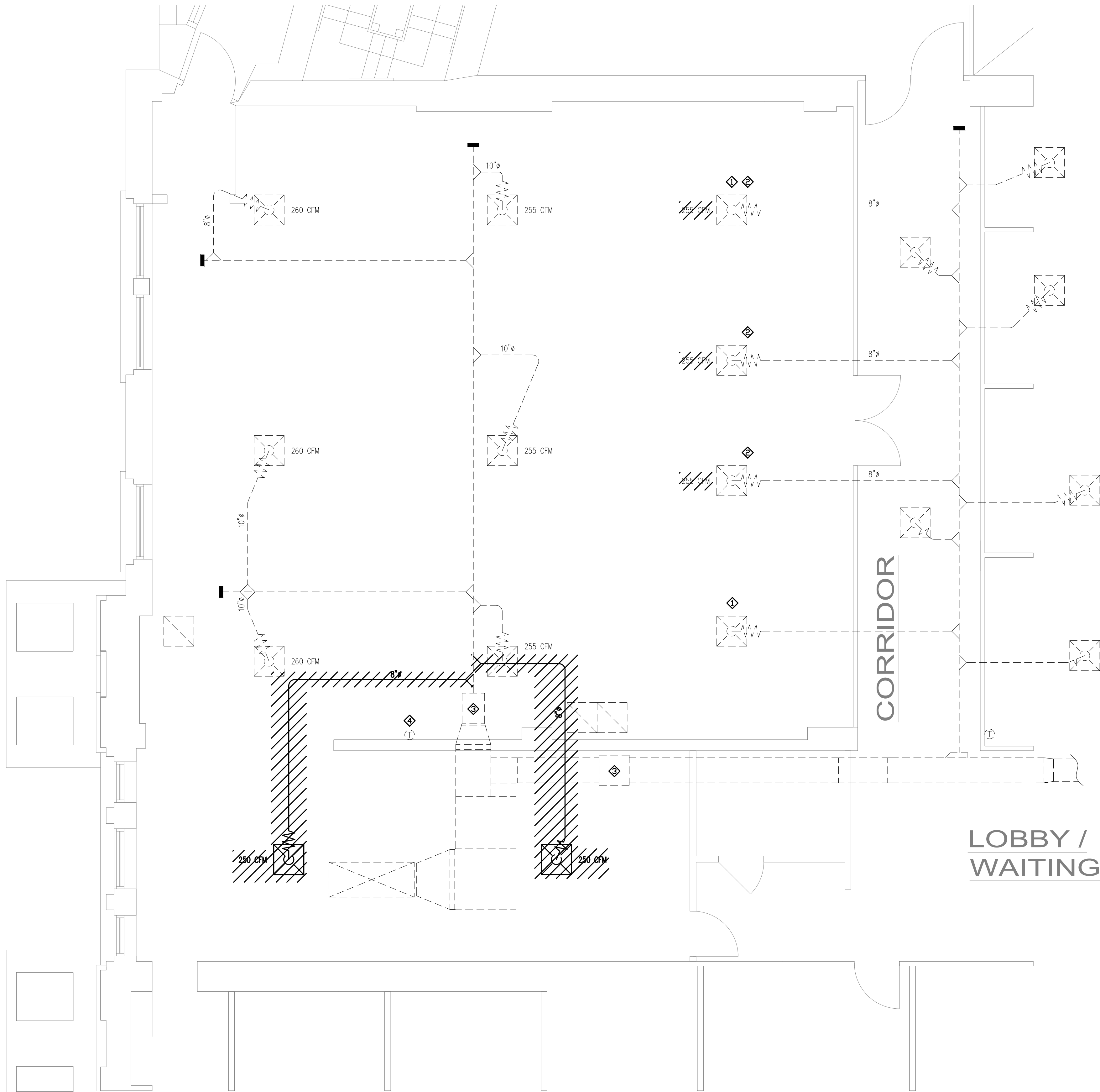
The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc. are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
MACON-BIBB COUNTY COURTHOUSE
CORNER MULBERRY & SECOND STREET, MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44

OVERALL
MECHANICAL
PLAN

M1.0

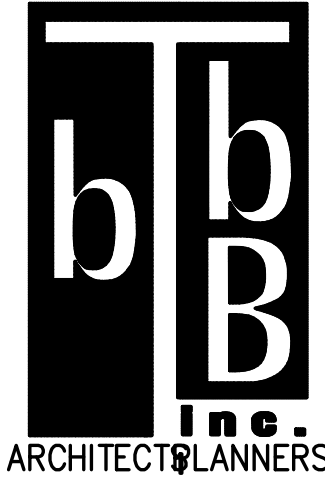


LINE LEGEND	
	DEMOLITION
	EXISTING TO REMAIN
	CONNECT TO EXISTING

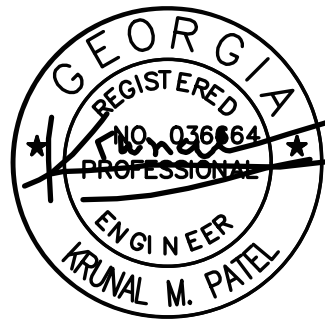
- GENERAL DEMOLITION NOTES
- A) DRAWINGS ARE DIAGRAMMATIC AND SHOW THE GENERAL PROXIMITY OF EQUIPMENT, PIPES, DUCTWORK ETC., ARE NOT TO BE SCALED. ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR AT BUILDING SITE.
- B) THE DEMOLITION PLANS HAVE BEEN PREPARED TO ASSIST THE CONTRACTOR IN DETERMINING THE SCOPE OF DEMOLITION WORK AND SHOULD NOT BE CONSTRUED TO BE ALL OF DEMOLITION REQUIRED. THE CONTRACTOR SHALL VISIT JOB SITE (AFTER CAREFULLY REVIEWING THE CONTRACT DOCUMENTS) AND DETERMINE EXACT AREAS AND QUANTITIES OF EXISTING MATERIALS TO BE REMOVED TO ACCOMPLISH NEW CONSTRUCTION.
- C) WHERE THE DOCUMENTS INDICATE EQUIPMENT TO BE REMOVED OR DEMOLISHED. CONTRACTOR SHALL REMOVE ALL ASSOCIATED MATERIALS INCLUDING SUPPORT, HANGERS, AND ASSOCIATED ACCESSORIES.
- D) CONTRACTOR SHALL DISPOSE OF ANY MATERIAL TO BE DISCARDED IN ACCORDANCE WITH ALL LAWS AND REGULATIONS.
- E) IF CONTRACTOR'S OBSERVATIONS REVEAL THE PRESENCE OF ASBESTOS IN HVAC DUCTWORK, EQUIPMENT, AND INSULATION WHICH MUST BE DISTURBED DURING THE COURSE OF THIS WORK, CONTRACTOR MUST FOLLOW ALL LAWS AND REGULATIONS APPLICABLE TO REMOVAL OF ASBESTOS MATERIAL TO REMOVE IT.

- KEY DEMOLITION NOTES (THIS SHEET ONLY):
- ◇ RELOCATE EXISTING GRILLE/DIFFUSER TO A LOCATION AS SHOWN ON THE NEW WORK PLAN. PROVIDE ADDITIONAL DUCTWORK AS NECESSARY TO RELOCATE GRILLE/DIFFUSER.
 - ◇ REBALANCE DIFFUSER AS NOTED ON THE NEW WORK PLAN.
 - ◇ EXISTING VAV BOX. VAV BOX SHALL REMAIN AS IS WITH ALL ITS CONTROLS AND ACCESSORIES.
 - ◇ RELOCATE EXISTING THERMOSTAT TO A LOCATION AS SHOWN ON THE NEW WORK PLAN. PROVIDE ADDITIONAL CONTROL WIRING AS NECESSARY TO RELOCATE THERMOSTAT. COORDINATE EXACT LOCATION WITH OWNER.

1 STATE COURTROOM C MECHANICAL DEMOLITION PLAN
SCALE: 1/4"=1'-0"



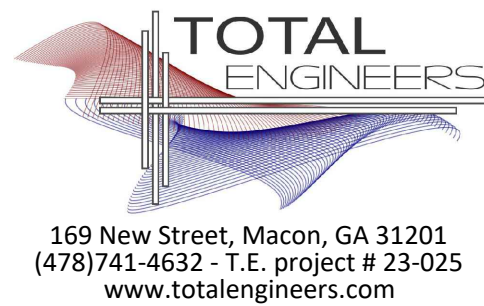
609 Cherry Street, Macon, GA 31201
478.742.1208 / www.bbbinc.com
© COPYRIGHT 2023 BTB inc.
NOT FOR REPRODUCTION



The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

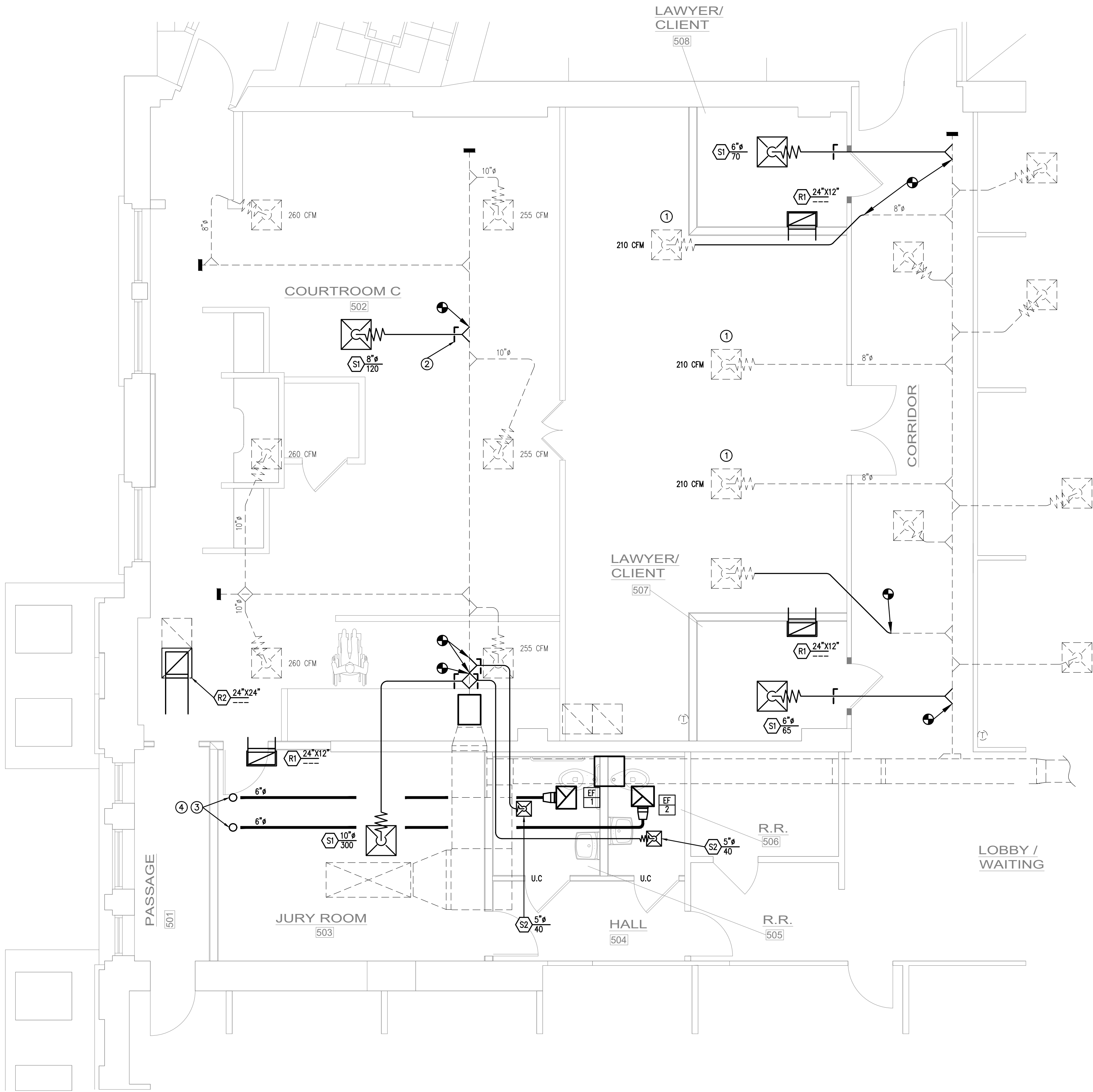
RENOVATIONS OF
MACON-BIBB COUNTY COURTHOUSE
CORNER MULBERRY & SECOND STREET, MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44



169 New Street, Macon, GA 31201
(478)741-4632 - T.E. project # 23-025
www.totalengineers.com

STATE
COURTROOM C
MECHANICAL
DEMOLITION PLAN
M1.1

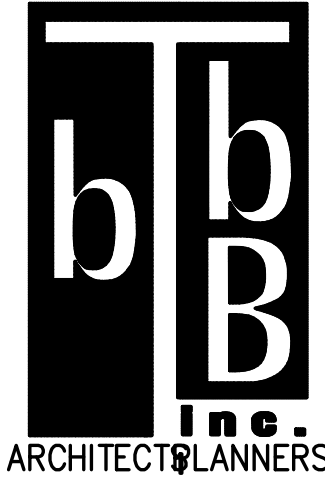


LINE LEGEND	
	DEMOLITION
	EXISTING TO REMAIN
	CONNECT TO EXISTING

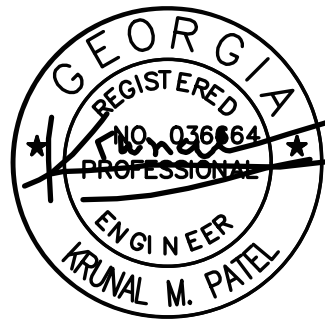
KEY NOTES(THIS SHEET ONLY):

- 1 REBALANCE DIFFUSER TO 210 CFM.
- 2 TYPICAL MANUAL VOLUME DAMPER.
- 3 6" EXHAUST DUCT UP TO ROOF CAP.
- 4 EXHAUST ROOF CAPS SHALL BE LOCATED A MINIMUM OF 10 FEET HORIZONTALLY FROM ANY OUTDOOR AIR INTAKE OPENING.

1 STATE COURTROOM C MECHANICAL NEW WORK PLAN
SCALE: 1/4"=1'-0"



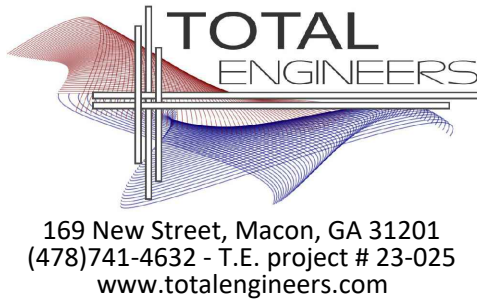
609 Cherry Street, Macon, GA 31201
478.742.1208 / www.bbbsinc.com
© COPYRIGHT 2023 BTBB inc.
NOT FOR REPRODUCTION



The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
MACON-BIBB COUNTY COURTHOUSE
CORNER MULBERRY & SECOND STREET, MACON, GEORGIA

Drawing Issue Schedule	
4-7-2023	Permit Set
Project No:	2022-44



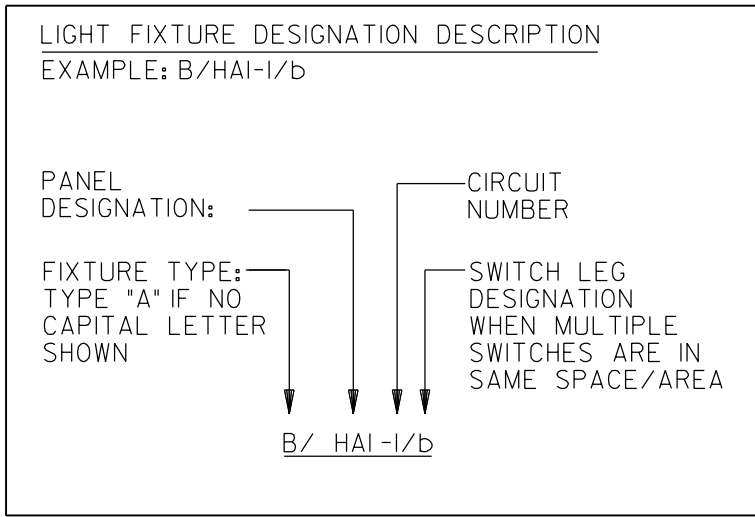
169 New Street, Macon, GA 31201
(478)741-4632 - T.E. project # 23-025
www.totalengineers.com

STATE
COURTROOM C
MECHANICAL
NEW WORK PLAN
M1.2

</

LIGHTING FIXTURE SCHEDULE		
TYPE	DESCRIPTION	MANUFACTURER
A	2 FT. X 4 FT. RECESSED CONTEMPORARY LOW PROFILE ARCHITECTURAL TROFFER WITH ACRYLIC CENTER LENS AND MATTE WHITE POWDER PAINT REFLECTOR; STANDARD 0-10 DIMMING. LAMPS: LED, 4800 LUMENS MINIMUM, 45 WATTS, 3500 DEGREE K DRIVER: UNV. VOLT	LITHONIA "BLT" SER., COLUMBIA "LCAT" SER., METALUX "CRUZE ST" SER.
B	2 FT. X 4 FT. RECESSED CONTEMPORARY LOW PROFILE ARCHITECTURAL TROFFER WITH ACRYLIC CENTER LENS AND MATTE WHITE POWDER PAINT REFLECTOR; STANDARD 0-10 DIMMING. LAMPS: LED, 4000 LUMENS MINIMUM, 38 WATTS, 3500 DEGREE K DRIVER: UNV. VOLT	LITHONIA "BLT" SER., COLUMBIA "LCAT" SER., METALUX "CRUZE ST" SER.
B2	2 FT. X 2 FT. RECESSED CONTEMPORARY LOW PROFILE ARCHITECTURAL TROFFER WITH ACRYLIC CENTER LENS AND MATTE WHITE POWDER PAINT REFLECTOR; STANDARD 0-10 DIMMING. LAMPS: LED, 3400 LUMENS MINIMUM, 27 WATTS, 3500 DEGREE K DRIVER: UNV. VOLT	LITHONIA "BLT" SER., COLUMBIA "LCAT" SER., METALUX "CRUZE ST" SER.
Ⓢ	LED THERMOPLASTIC EXIT, IMPACT/SCRATCH RESISTANT AND CORROSION PROOF; TOP, END, OR BACK MOUNTING STANDARD. (PROVIDE 90 MINUTE BATTERY BACK-UP.) LAMPS: LED (2) 1.5W BALLAST: UNV. VOLT	COMPASS "CE" SER., LITHONIA "LHQM LED" SER., SURELITES "LPX" SER.,

NOTES:
1. CONTRACTOR TO VERIFY ALL VOLTAGES, GRID AND CEILING TYPES WITH THE ARCHITECT AND COORDINATE FIXTURE DIMENSION SIZE TO ENSURE A PROPER FIT IN ALL CEILING TYPES PRIOR TO ORDERING.



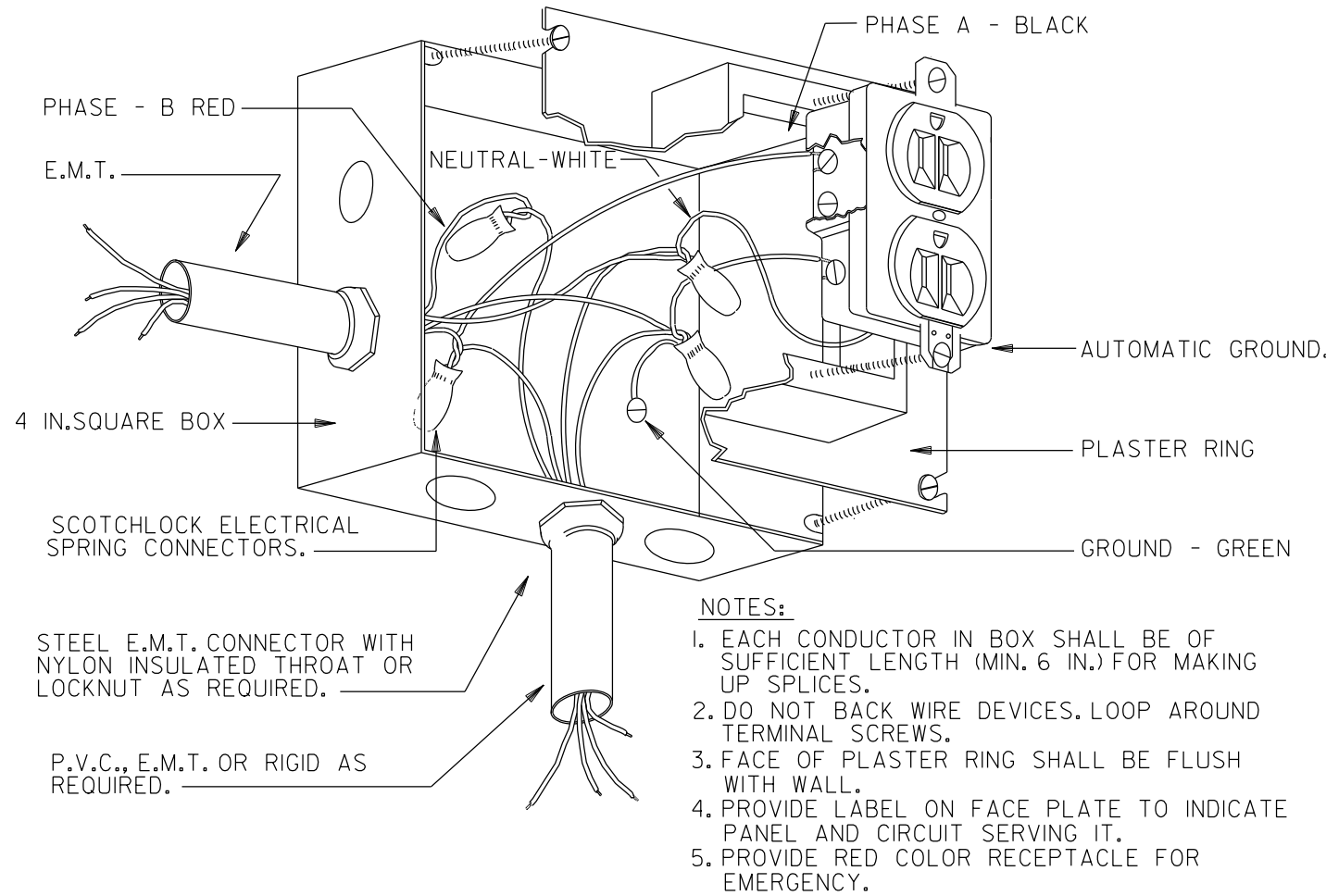
PROVIDE ALL BRANCH CIRCUIT CONDUIT/CONDUCTORS AS NECESSARY TO CONNECT ALL DEVICES SHOWN ON THE CIRCUIT, PROVIDE DEDICATED NEUTRALS FOR ALL CIRCUITS.

GENERAL NOTES:

- A. ALL FLUSH RECESSED OUTLET BOXES SHALL BE INSTALLED SUCH THAT FRONT EDGE OF THE BOX WILL NOT BE SET BACK OF THE FINISHED SURFACE MORE THAN 1/4 IN. IN ORDER TO COMPLY WITH N.E.C. 314-20, SUPPORT OF OUTLET BOX BY RECEPTACLE AND COVERPLATE IS NOT ACCEPTABLE. CAREFULLY COORDINATE ROUGH-IN WITH BLOCK MASONS AND GROUT-IN CELL CONTAINING OUTLET BOX.
- B. ALL VOICE/DATA, AND CATV CABLING, DEVICES AND CONTROL EQUIPMENT BY OTHERS EXCEPT AS NOTED, RACEWAY SYSTEMS ONLY PROVIDED BY ELECTRICAL CONTRACTOR.
- C. DO NOT SCALE DRAWINGS TO LOCATE EQUIPMENT OR OUTLETS. MOUNTING HEIGHTS AS INDICATED ON THE DRAWINGS SHALL BE FROM THE FINISHED FLOOR TO THE CENTER LINE OF THE OUTLET BOX.
- D. THE ELECTRICAL DRAWINGS ARE ONLY A PART OF THE CONTRACT DOCUMENTS. ALL OF THE DRAWINGS AND SPECIFICATIONS MUST BE REVIEWED FOR THEIR INTERRELATIONSHIP AND REQUIRED COORDINATION BETWEEN DISCIPLINES.

ELECTRICAL LEGEND	
LIGHTING AND POWER	
	CONDUIT RUN CONCEALED ABOVE CEILING OR IN WALL, HASH MARKS INDICATE NUMBER OF CONDUCTORS. (3 WIRE UNLESS SHOWN)
	CONDUIT RUN CONCEALED BELOW FLOOR SLAB, OR UNDERGROUND.
	HOMERUN TO PANELBOARD, LETTER OR LETTERS INDICATE PANELBOARD, NUMBERS INDICATES CIRCUIT NUMBERS.
	LIGHT FIXTURE, SEE SCHEDULE FOR MOUNTING AND TYPE.
	LIGHT FIXTURE, SEE SCHEDULE FOR MOUNTING AND TYPE.
	LIGHT FIXTURE, SEE SCHEDULE FOR MOUNTING AND TYPE. HASH MARK DENOTES EMERGENCY FIXTURE WITH 100 LUMEN BATTERY BACKUP.
	DUPLEX CONVENIENCE OUTLET, 18 IN. ABOVE FLOOR UNLESS OTHERWISE NOTED.
	DUPLEX CONVENIENCE OUTLET, MOUNTED ABOVE COUNTER AT 3 FT.- 4 IN. TO BOTTOM OF BOX.
	DUPLEX CONVENIENCE OUTLET, GF TYPE, 18 IN. MOUNTING HEIGHT, "WP" WHERE SHOWN INDICATES WEATHERPROOF. PROVIDE METAL IN-USE WEATHERPROOF COVERPLATE.
	DUPLEX CONVENIENCE OUTLET, GF1 TYPE, MOUNTED ABOVE COUNTER, MOUNT AT 3 FT.- 4 IN. TO BOTTOM OF BOX.
	QUADRUPLEX CONVENIENCE OUTLET, 18 IN. ABOVE FLOOR UNLESS OTHERWISE NOTED.
	SPECIAL RECEPTACLE TO SUIT EQUIPMENT BEING FURNISHED.
	SINGLE POLE TOGGLE SWITCH, 42 IN. MOUNTING HEIGHT.
	THREE OR FOUR WAY SWITCH AS INDICATED, 42 IN. MOUNTING HEIGHT.
	0-10 VOLT SLIDE TYPE DIMMER, 42 IN. ABOVE FLOOR, (MANUAL ON TO 50%, DIM 1- 100%, AUTO OFF PER IECC 2015.)
	PANELBOARD, SEE SCHEDULE.
	DISCONNECT SWITCH, SIZE AS NOTED ON DRAWINGS.
TELEPHONE & DATA SYSTEMS	
	COMBINATION COMPUTER AND TELEPHONE OUTLET, 18 IN. TO CENTER LINE OF OUTLET UNLESS NOTED OTHERWISE, (2 DATA, 1 TEL.).
LIGHTING CONTROL SENSORS	
	COMBINATION 360 DEGREE, ULTRASONIC AND PASSIVE INFRARED SENSOR (WATT STOPPER 10T-300, GREENGATE, NOVITAS, HUBBELL, LEVITON, SENSOR SWITCH, V INDICATES VACANCY SENSOR, UNIT MUST COMPLY WITH IECC 2015 REQUIREMENTS.)
	WALL MOUNTED SENSOR SWITCH, 42 IN. MOUNTING HEIGHT (WATT STOPPER DW-100, GREENGATE, NOVITAS, HUBBELL, LEVITON, SENSOR SWITCH).
FIRE ALARM SYSTEM (DISCRETELY ADDRESSABLE W/ VOICE EVAC UNIT)	
	FIRE ALARM SIGNAL, SPEAKER AND FLASHING LIGHT. 6 FT.-8 IN. MOUNTING HEIGHT.
	STROBE LIGHT, 80 IN. ABOVE FLOOR TO THE BOTTOM OF THE LENS.

NOTE:
1. ALL MOUNTING HEIGHTS ARE FROM FINISHED FLOOR TO CENTERLINE OF OUTLET OR DEVICE.
2. ALL RECEPTACLES SHALL BE TAMPER RESISTANT (TYPE "TR").

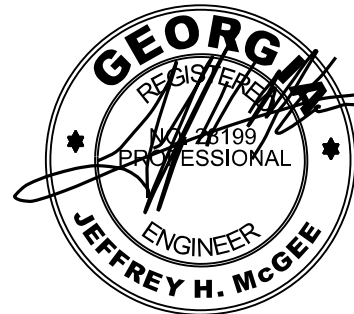


RECEPTACLE CONNECTION DETAIL

NOT TO SCALE



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.btbinc.com
© COPYRIGHT 2023 BTBB Inc.
NOT FOR REPRODUCTION



The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF BIBB COUNTY COURTHOUSE MACON, GEORGIA

Drawing Issue Schedule	
4-07-2023	Permit Set
Project No:	2022-44

ELECTRICAL DESIGN

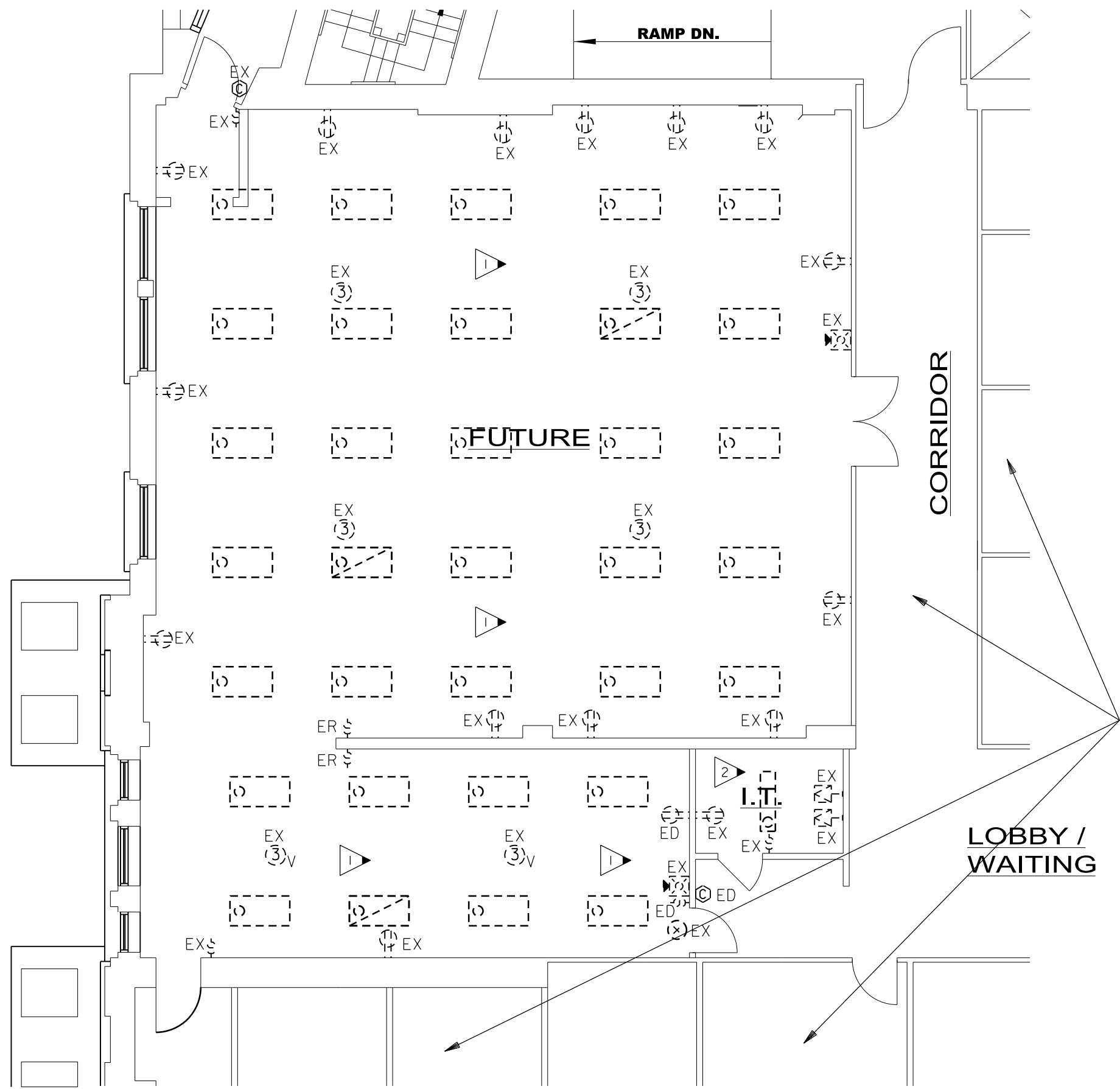
EDC

CONSULTANTS, INC.

175 NEW ST., STE. 1
MACON, GA 31201
EDC• M23034

ELECTRICAL LEGEND,
SCHEDULES AND
DETAILS

E0.1



1 PARTIAL 5TH FLOOR - DEMOLITION
SCALE: 1/8" = 1'-0"
0 4' 8'

KEYED NOTES: (THIS SHEET ONLY)

- 1 EXISTING LIGHTING IN THIS AREA TO BE REPLACED WITH NEW. SEE E2.1 FOR NEW FLOOR PLAN AND LIGHTING LAYOUT. BRANCH CIRCUITRY TO BE REWORKED WHERE SHOWN BASED ON NEW LAYOUT AND DESIGN INTENT.
- 2 EXISTING LIGHTING IN THIS AREA TO REMAIN AS IS.

DEMOLITION LEGEND

ED	EXISTING DEVICE TO BE DEMOLISHED.
ER	EXISTING DEVICE TO BE RELOCATED, PROVIDE NEW DEVICE AND FACEPLATE.
EX	EXISTING DEVICE TO REMIAN, PROVIDE NEW DEVICE AND FACEPLATE.

NO WORK IN THIS AREA
UNLESS OTHERWISE REQUIRED
FOR NEW WORK SHOWN.

GENERAL DEMOLITION NOTES: (THIS SHEET ONLY)

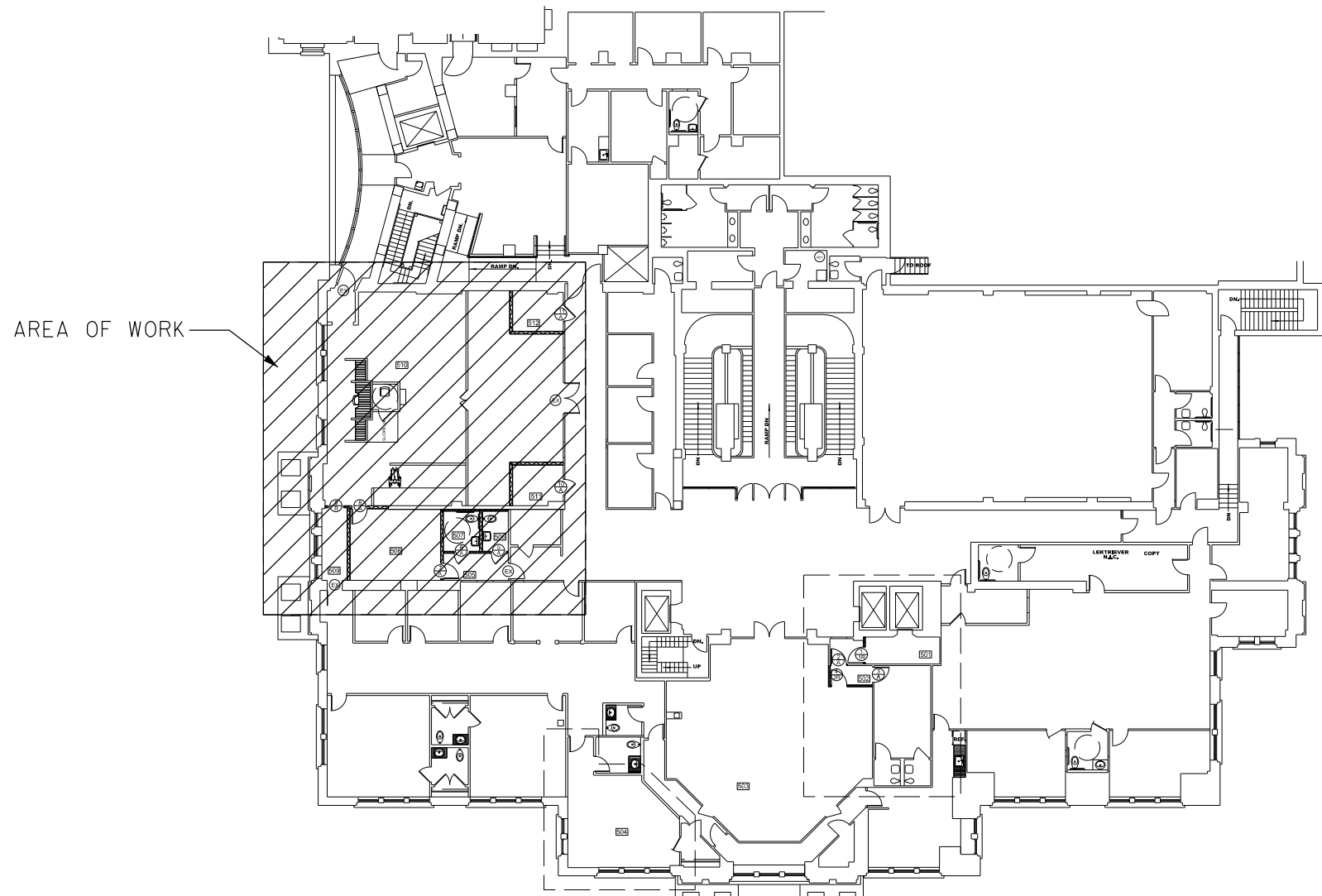
- A. REMOVE EXISTING LIGHTS AND DISPOSE OF AS DIRECTED BY OWNER.
- B. PROVIDE BLANK COVERS ON ALL JUNCTION BOXES AND OUTLET BOXES NOT INTENDED FOR REUSE.
- C. EXISTING CEILINGS, WALLS, AND FLOORS DISTURBED OR DISFIGURED BY THE ELECTRICAL RENOVATION SHALL BE PATCHED, MENDED OR REPLACED BY TRADES ACTIVELY PARTICIPATING IN THIS TYPE OF WORK. RESPONSIBILITY FOR REPAIRS SHALL BE COORDINATED BETWEEN GENERAL CONTRACTOR AND ELECTRICAL SUBCONTRACTOR.
- D. ALL EXISTING EQUIPMENT REMOVED FROM SERVICE AND NOT INTENDED FOR REUSE SHALL REMAIN THE PROPERTY OF OWNER AND SHALL BE DISPOSED OF OR STORED AS DIRECTED BY THE OWNER.
- E. MAINTAIN SERVICE TO ALL EXISTING CIRCUITS THAT ARE NOT SCHEDULED FOR REMOVAL.
- F. ALL ACCESSIBLE ITEMS OF ELECTRICAL EQUIPMENT CONDUITS, WIRING, LIGHTS, RECEPTACLES, ETC. AFFECTED BY THE RENOVATION WORK AND NOT REQUIRED IN THE COMPLETED WORK SHALL BE CAREFULLY REMOVED. DAMAGED WALLS, FLOORS, CEILINGS, ETC. SHALL BE PATCHED AND FINISHED TO MATCH THE EXISTING ADJACENT SURFACES. REMOVED ITEMS SHALL BE PROPERLY DISPOSED OF OFF SITE AND NOT REUSED EXCEPT AS NOTED. TURN OVER ALL EXISTING EQUIPMENT DESIRED BY BUILDING OWNER.
- G. RECONNECT CIRCUITS AS REQUIRED TO MAINTAIN CONTINUITY TO EXISTING DEVICES AND EQUIPMENT TO REMAIN.
- H. WHERE ONLY A PORTION OF A CIRCUIT'S LOAD IS SCHEDULED TO BE REMOVED. REMOVE ONLY THAT PORTION ASSOCIATED WITH THE DEMOLISHED DEVICE TO A POINT WHERE THE REMAINING LOAD IS ACTIVE AND MAINTAIN IN A GOOD OPERATING CONDITION.
- J. EXISTING EQUIPMENT SHOWN ON ARCHITECTURAL, MECHANICAL, PLUMBING AND ELECTRICAL DRAWINGS THAT WILL REMAIN SHALL HAVE SERVICE MAINTAINED OR RECONNECTED TO EXISTING OR NEW PANELBOARD AS NECESSARY.
- K. TO MAINTAIN SERVICE OR TO EXTEND OR RECONNECT CIRCUITS WHERE CONDUIT CAN NOT BE CONCEALED, SURFACE METAL RACEWAY (WIREMOLD V700 SERIES PAINTED TO MATCH WALLS) MAY BE USED. VERIFY WITH ARCHITECT BEFORE INSTALLING.
- L. ELECTRICAL CONTRACTOR SHALL REVIEW ARCHITECTURAL DRAWINGS AND SITE CONDITIONS FOR DOOR SWINGS, CABINETS, COUNTERS AND OTHER BUILT-IN EQUIPMENT. CONDITIONS INDICATED ON ARCHITECTURAL DRAWING SHALL GOVERN.
- M. COORDINATE ELECTRICAL WITH ARCHITECTURAL DETAILS, FLOOR PLANS, ELEVATIONS, STRUCTURAL, MECHANICAL AND PLUMBING DRAWINGS. PROVIDE FITTINGS, JUNCTION BOXES AND ACCESSORIES TO MEET CONDITIONS. COORDINATE ROUTING OF ALL NEW FEEDERS WITH EXISTING SITE ELEMENTS. ALL FEEDERS SHALL BE CONCEALED EXCEPT IN MECHANICAL/ELECTRICAL SPACES WITH SURFACE MOUNTED PANELS.
- N. INSURE ALL EXISTING TELEPHONE, DATA, TELEVISION, INTERCOM, FIRE ALARM, SECURITY AND OTHER LOW VOLTAGE CABLING IS SECURED TO STRUCTURE AND PROTECTED FROM DAMAGE DURING DEMOLITION AND NEW CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR KEEPING ALL SYSTEMS IN WORKING ORDER.
- O. PROVIDE COVERS FOR ANY OPEN JUNCTION BOXES IN AREA BEING RENOVATED.
- P. SUPPORT EXISTING POWER RACEWAY TO REMIAN WHERE NOT SUPPORTED PER 2020 NEC IN AREA BEING RENOVATED.

COORDINATION NOTE:

CONTRACTOR SHALL CAREFULLY REVIEW HVAC AND ELECTRICAL DRAWINGS PRIOR TO BID. ALL HVAC EQUIPMENT TO REMAIN. EQUIPMENT BEING REPLACED, AND NEW EQUIPMENT SHALL BE PROVIDED POWER. ELECTRICAL DRAWINGS SHOW THE MEANS OF PROVIDING POWER. HOWEVER, ALL EQUIPMENT MUST BE POWERED WHETHER SHOWN OR NOT.

WHERE ELECTRICAL DRAWINGS SHOW PROVIDING BREAKERS IN EXISTING PANELS TO SERVE EQUIPMENT, CONTRACTOR SHALL VERIFY AVAILABLE SPACE. IF NOT AVAILABLE, CONTRACTOR SHALL PROVIDE BREAKER IN CLOSEST PANEL WITH AVAILABLE CAPACITY AND SPACE.

ALL EQUIPMENT MUST BE PROVIDED WITH A DISCONNECTING MEANS PER THE 2020 NEC (WHETHER OR NOT SHOWN ON ELECTRICAL DRAWINGS OR DIVISION 23)

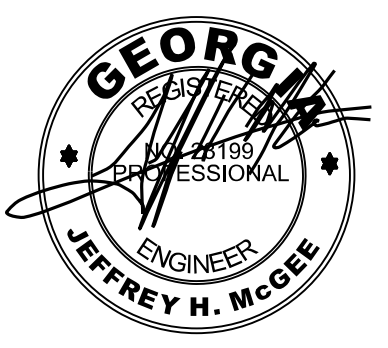


KEY PLAN

ELECTRICAL DESIGN
EDC
CONSULTANTS, INC.
175 NEW ST., STE.1
MACON, GA 31201
EDC • M23034



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.bbbinc.com
© COPYRIGHT 2023 BTB inc.
NOT FOR REPRODUCTION



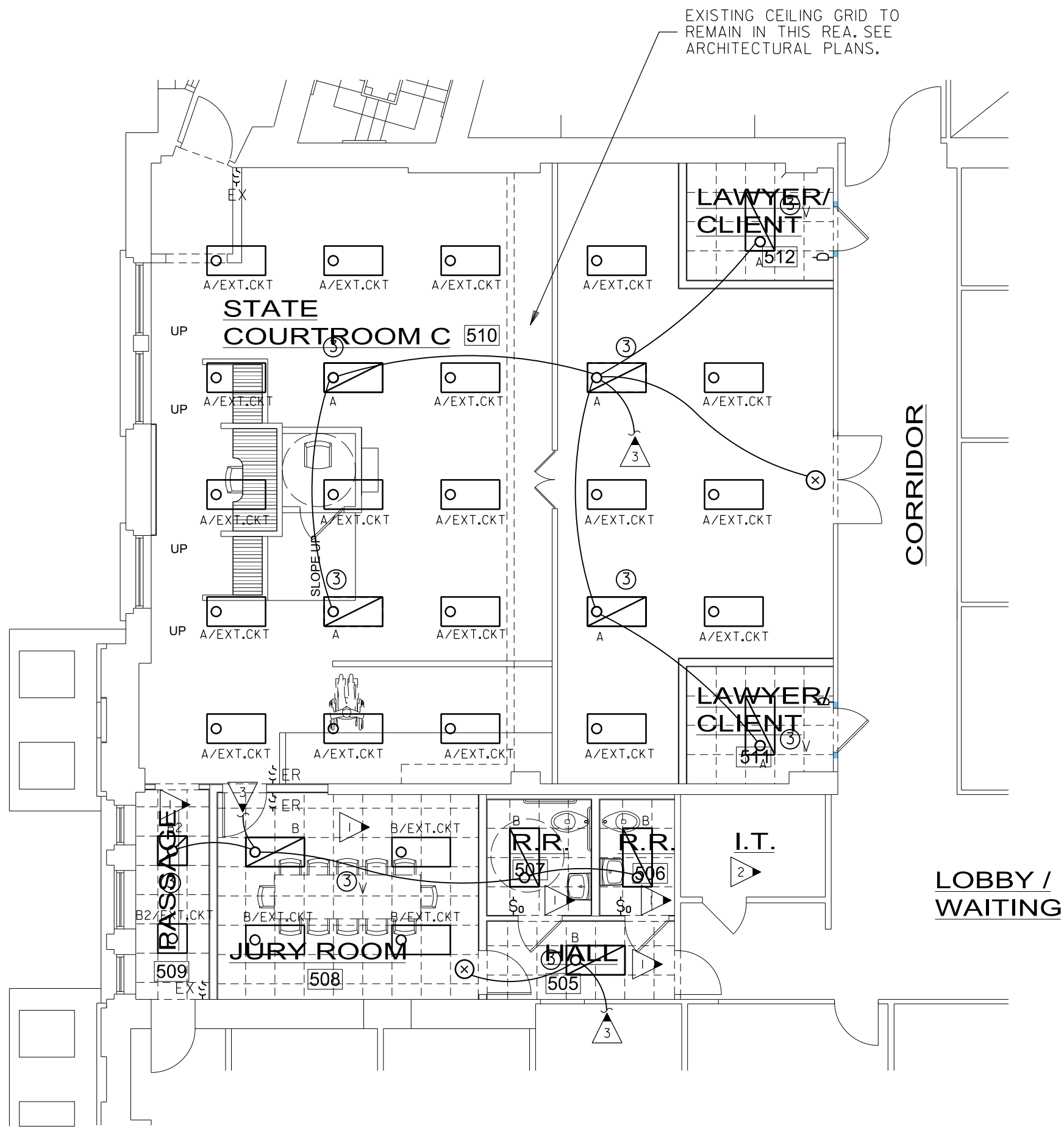
The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc. are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

RENOVATIONS OF
BIBB COUNTY COURTHOUSE
MACON, GEORGIA

Drawing Issue Schedule	
4-07-2023	Permit Set
Project No:	2022-44

PARTIAL 5TH
FLOOR - DEMOLITION

E1.1



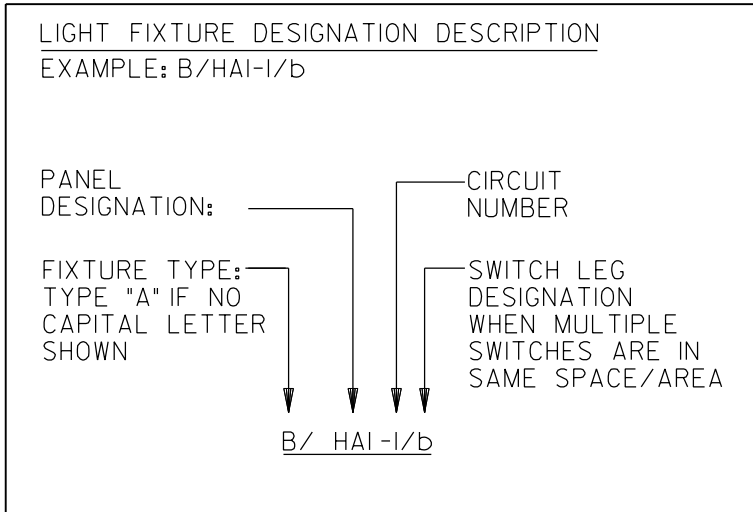
PARTIAL 5TH FLOOR
COURT ROOM C - LIGHTING
E2.1
SCALE: 1/8" = 1'-0"
0 4' 8'

KEYED NOTES: (THIS SHEET ONLY)

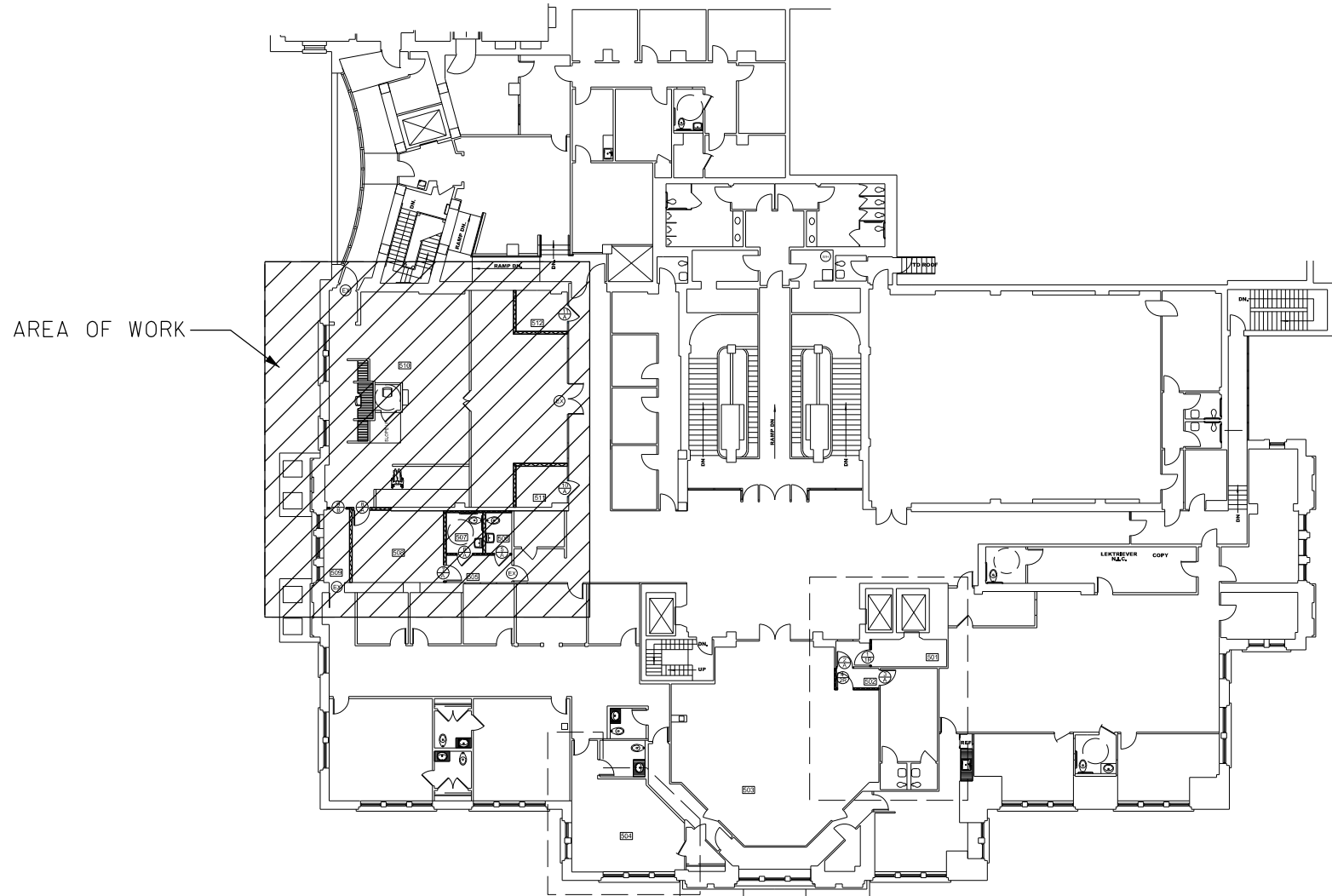
- RECONNECT TO EXISTING LIGHTING CIRCUIT THAT PREVIOUSLY SERVED THIS AREA. REWORK AS SHOWN.
- EXISTING LIGHTING TO REMAIN AS IS IN THIS AREA.
- CIRCUIT TO EXISTING EMERGENCY LIGHTING CIRCUIT IN THIS AREA (PANEL LEP).

GENERAL NOTES:

- A. THIS PLAN INDICATES AREAS TO BE CONTROLLED BY MOTION SENSORS. SINCE COVERAGES AND DEVICES VARY BETWEEN MANUFACTURERS IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO COORDINATE PROPER DEVICE LOCATION, ORIENTATION AND QUANTITIES WITH THE MANUFACTURER OF THE SYSTEM BEING INSTALLED TO MEET THE SPECIFIED CRITERIA.
- B. ALL AREA'S OF THIS PLAN REQUIRE OCCUPANCY SENSOR COVERAGE (EXCEPT PROCEDURE #1 AND #2, MECHANICAL, ELECTRICAL ROOMS). SEE LIGHTING SENSOR LEGEND.
- C. THERE ARE NO SWITCHPACKS SHOWN ON THIS PLAN. PROVIDE SWITCHPACKS AS REQUIRED WITH SENSORS. SWITCHPACKS ARE TO BE RATED AT 20A. PROVIDE ONE SWITCHPACK PER 20A LIGHTING CIRCUIT OR PER INDIVIDUAL AREA BEING CONTROLLED.
- D. CEILING SENSORS ARE TO BE MOUNTED AWAY FROM ANY STRONG AIRFLOW. COORDINATE LOCATION OF SENSOR WITH MECHANICAL AND LIGHTING PLANS.
- E. ALL SENSORS SHALL BE CEILING MOUNTED EXCEPT WHERE CEILING HEIGHTS EXCEED 15 FT.-0 IN. PROVIDE SENSOR WITH ADAPTOR PLATE FOR JUNCTION BOX MOUNTING (JUNCTION BOX SHALL BE CONCEALED ABOVE ACCESSIBLE CEILING) JUNCTION BOX SHALL BE SUPPORTED FROM STRUCTURE UTILIZING A 3/8 IN. THREADED ROD. WHERE CEILING HEIGHTS EXCEED 15 FT.-0 IN. WALL MOUNT SENSORS AT 12 FT.-0 IN.
- F. PROVIDE UNSWITCHED HOT CONDUCTOR TO ALL EMERGENCY AND EXIT LIGHTS.



PROVIDE ALL BRANCH CIRCUIT CONDUIT/CONDUCTORS AS NECESSARY TO CONNECT ALL DEVICES SHOWN ON THE CIRCUIT. PROVIDE DEDICATED NEUTRALS FOR ALL CIRCUITS.



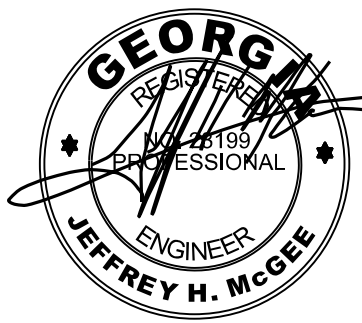
KEY PLAN

ELECTRICAL DESIGN
EDC
CONSULTANTS, INC.
175 NEW ST., STE. 1
MACON, GA 31201
EDC* M23034

RENOVATIONS OF
BIBB COUNTY COURTHOUSE
MACON, GEORGIA



609 Cherry Street, Macon, GA 31201
478.742.1208 / www.btbinc.com
© COPYRIGHT 2023 BTB inc.
NOT FOR REPRODUCTION



The delivery of this drawing should not be construed to provide any express warranty or guarantee to anyone that all dimensions, details, etc are exact or to indicate that the use of this drawing implies any review and approval of the design professional for any future use. Any use of the information on this drawing is at the sole risk and liability of the user.

Drawing Issue Schedule	
4-07-2023	Permit Set
Project No:	2022-44

PARTIAL 5TH FLOOR
- LIGHTING

E2.1



LEGISLATIVE SPONSORS

- | | |
|---|--|
| ☒ MAYOR LESTER M. MILLER | ☐ MAYOR PRO TEMPORE SETH CLARK |
| ☐ COMMISSIONER VALERIE WYNN | ☐ COMMISSIONER PAUL BRONSON |
| ☐ COMMISSIONER ELAINE LUCAS | ☐ COMMISSIONER MALLORY C. JONES, III |
| ☐ COMMISSIONER RAYMOND WILDER | ☐ COMMISSIONER BILL HOWELL |
| ☐ COMMISSIONER VIRGIL WATKINS, JR. | ☐ COMMISSIONER AL TILLMAN |
-

A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION TO AUTHORIZE THE MAYOR TO EXECUTE A QUITCLAIM DEED IN FAVOR OF ROBERT AND ADELE REICHERT, FOR THE SALE OF PROPERTY TOTALING EIGHTY-ONE HUNDRETHS (0.81) OF AN ACRE MORE OR LESS, OF THE FORMER UNOPENED RIGHT-OF-WAY OF BONITA PLACE FOR ITS FAIR MARKET VALUE OF \$32,400.00; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, Section 19-12 (c) of the Macon-Bibb County Code of Ordinances provides that real property of Macon-Bibb County in narrow strips or so shaped or so small as to be incapable of being used independently as zoned or as streets may be sold or conveyed to abutting property owners where such sale or conveyance facilitates the enjoyment of the highest and best use of the abutting property; and

WHEREAS, Section 19-12 (c) of the Macon-Bibb County Code of Ordinances provides that the estimation of the value of any property to be sold shall be that fair market value as established by the tax assessor's office or a licensed appraiser for the State of Georgia and approved by the Macon-Bibb County attorney; and

WHEREAS, Robert and Adele Reichert ("Petitioners"), owners of such real property located in the Ingleside Estates neighborhood, and more readily identified as Parcel # N061-0019, desire to purchase the unopened right-of-way of Bonita Place, as more readily shown on the attached Exhibit A, (hereinafter referred to as the "Property"); and

WHEREAS, the fair market value of this Property as determined by the Tax Assessor of Macon-Bibb County is \$32,400.00; and

WHEREAS, all abutting neighbors received notice of this Petitioners' request to purchase this property, along with notice of their right to a one-time offer to purchase the portion of the property abutting their parcel by letter sent via United States Postal Service on or about June 1, 2023; and

WHEREAS, no abutting neighbor chose to exercise the offered one-time option as offered in the letter; and

WHEREAS, the Property, platted as a public right-of-way, was duly abandoned by Resolution of the Macon-Bibb County Commission, in accordance with the laws of the State of Georgia on June 20, 2023; and

WHEREAS, in accordance with Georgia law and Section 19-12 (c) of the Macon-Bibb County Code of Ordinances, Macon-Bibb County can transfer properties of such size and shape as to be unsuitable for their zoned purposes; and

WHEREAS, the Macon-Bibb County Engineer has rendered his opinion that this property is of such a small size and shape as to be unsuitable for the purposes for which it was zoned; and

WHEREAS, pursuant to the authorization under State law and local Code, the Macon-Bibb County Commission desires to sell the Property to the Petitioner for its fair market value of \$32,400.00; and

WHEREAS, the Macon-Bibb County Commission finds that this Resolution protects or promotes the health, safety, welfare, and morals of Macon-Bibb County.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission and it is hereby so resolved by the authority of same that the Mayor is authorized to convey the Property to Robert and Adele Reichert, for its fair market value THIRTY-TWO THOUSAND, FOUR HUNDRED DOLLARS AND 00/100 CENTS (\$32,400.00), by execution of quitclaim deed in a form to be approved of by the County Attorney, and to execute any other documents necessary to complete this transaction.

BE IT FURTHER RESOLVED the Commission hereby declares that the foregoing preamble and whereas provisions set forth hereinabove constitute, and shall be considered to be, substantive provisions of this Resolution and are hereby incorporated by reference into this provision.

BE IT FURTHER RESOLVED that in the event scrivener's errors shall be discovered in this Resolution or in the Exhibits hereto after the adoption hereof, the Commission hereby authorizes and directs that each such scrivener's error shall be corrected in all multiple counterparts of this Resolution.

BE IT FURTHER RESOLVED the Commission grants the Mayor the authority to take any and all further actions necessary to carry out the intents and purposes of this Resolution.

BE IT FURTHER RESOLVED that except as specifically provided herein, any and all ordinances or resolutions or parts of ordinances or resolutions in conflict with this Resolution shall be and the same hereby are repealed, and this Resolution shall be in full force and effect from and after its adoption.

BE IT FURTHER RESOLVED, in the event that this Resolution or part thereof is found by any court of competent jurisdiction to be substantively more appropriately denominated an act of ordinance by the Macon-Bibb County Commission, it is the intent of this Commission that this Resolution or such portion thereof shall be considered to have been adopted as an ordinance of the Macon-Bibb County Commission. Where any law bearing on the subject matter of this Resolution calls for the taking of any legislative action by the governing authority of Macon-Bibb County, and such law specifies for such action to be taken by resolution or by ordinance, it is the intent of this Commission that this Resolution satisfy such requirement, and that this Resolution be construed accordingly.

BE IT FURTHER RESOLVED this Resolution shall become effective immediately upon its approval by the Mayor or upon its adoption into law without such approval.

APPROVED AND ADOPTED this ____ day of _____, 20__.

By: _____
LESTER M. MILLER, Mayor

Attest: _____
JANICE S. ROSS, Clerk of Commission

(SEAL)

Exhibit A



LEGISLATIVE SPONSORS

- | | |
|--|---|
| ☒ MAYOR LESTER M. MILLER | ☐ MAYOR PRO TEMPORE SETH CLARK |
| ☐ COMMISSIONER VALERIE WYNN | ☐ COMMISSIONER PAUL BRONSON |
| ☐ COMMISSIONER ELAINE LUCAS | ☐ COMMISSIONER MALLORY C. JONES, III |
| ☐ COMMISSIONER RAYMOND WILDER | ☐ COMMISSIONER BILL HOWELL |
| ☐ COMMISSIONER VIRGIL WATKINS, JR. | ☐ COMMISSIONER AL TILLMAN |
-

A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION REVIEWING THE RECOMMENDATION OF FACILITIES MANAGEMENT TO DENY A REQUEST FOR THE INSTALLATION OF ADDITIONAL STREET LIGHTS ALONG CANDLEWICK COURT, PURSUANT TO ARTICLE X OF CHAPTER 29 OF THE MACON-BIBB COUNTY CODE OF ORDINANCES; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, by virtue of Article IX, Section IV, Paragraph II of the Constitution of Georgia, and pursuant to Section 29-201 et. seq. of the Macon-Bibb County Code of Ordinances, the Macon-Bibb County Commission is authorized to install, operate and maintain all approved residential street lights located on public streets in Macon-Bibb County, Georgia; and

WHEREAS, Section 29-201, et seq., of the Macon-Bibb County Code of Ordinances outlines the requirements for requests for installation of street lighting for existing public streets, existing private streets and new developments; and

WHEREAS, on or about March 27, 2023, Facilities Management received a request for review of lighting conditions and the installation of additional street lights along both Kimmeridge Drive and Candlewick Drive, in Macon-Bibb County; and

WHEREAS, a copy of this request, and the report of the Facilities Management Department, are attached hereto at Exhibit “A”; and

WHEREAS, in response to this request, the Macon-Bibb County Facilities Management Department investigated the lighting conditions along and around those roadways, noting existing conditions and structures, and found cause to grant the request as Kimmeridge Drive, and to recommend denial of the request for additional street lights along Candlewick Court; and

WHEREAS, upon Facilities Management’s survey of the Candlewick Court, it was found that Candlewick Court is a subdivision street approximately 453 feet long, ending in a cul-de-sac, with two electrical poles currently installed, one of which currently has a street light installed; and

WHEREAS, based on the findings of the survey, taking into account current lighting conditions and that the street was developed without sidewalks, the Facilities Management department found reason to recommend that the request for street lights on Candlewick Court be denied; and

WHEREAS, pursuant to Macon-Bibb County Code of Ordinances Sec. 29-202(e), the monthly costs for all street lights approved to be added in FY 2024 to date is \$135.99; and

WHEREAS, should the Macon-Bibb County Commission desire to reject the recommendation of the Facilities Management Department, and grant the request for the addition of street lights along Candlewick Drive, the estimated monthly costs of such light(s) is \$15.11 per month for one additional light to be installed, with costs to be paid from the Facilities Management budget, Services to Government – Electricity line item; and

WHEREAS, the Macon-Bibb County Commission finds that this resolution is necessary and proper to promote or protect the safety, health, peace, security, and general welfare of Macon-Bibb County and its inhabitants.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission, and it is hereby so resolved by the authority of the same, that the request for the installation of additional street lights is hereby _____ (denied/granted) and that one (1) additional street light _____ (shall/shall not) be installed upon the existing pole on Candlewick Court, at a cost of FIFTEEN DOLLARS AND ELEVEN CENTS (\$15.11) per month, shall be part of the regular invoice received by Facilities Management from Georgia Power Company, payable from the Facilities Management budget – Services to Government, Electricity line item.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission hereby declares that the foregoing preamble and whereas provisions set forth hereinabove constitute, and shall be considered to be, substantive provisions of this Resolution and are hereby incorporated by reference into this provision.

BE IT FURTHER RESOLVED that in the event scrivener's errors shall be discovered in this Resolution or in the Exhibits hereto after the adoption hereof, the Macon-Bibb County Commission hereby authorizes and directs that each such scrivener's error shall be corrected in all multiple counterparts of this Resolution.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission grants the Mayor the authority to take any and all further actions necessary to carry out the intents and purposes of this Resolution.

BE IT FURTHER RESOLVED that except as specifically provided herein, any and all ordinances or resolutions or parts of ordinances or resolutions in conflict with this Resolution shall be and the same hereby are repealed, and this Resolution shall be in full force and effect from and after its adoption.

BE IT FURTHER RESOLVED that in the event that this Resolution or part thereof is found by any court of competent jurisdiction to be substantively more appropriately denominated an act of ordinance by the Macon-Bibb County Commission, it is the intent of this Commission that this Resolution or such portion thereof shall be considered to have been adopted as an ordinance of the Macon-Bibb County Commission. Where any law bearing on the subject matter of this Resolution calls for the taking of any legislative action by the governing authority of Macon-Bibb County, and such law specifies for such action to be taken by resolution or by ordinance, it is the intent of this Commission that this Resolution satisfy such requirement, and that this Resolution be construed accordingly.

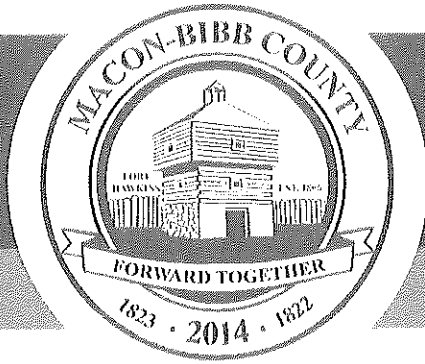
BE IT FURTHER RESOLVED this Resolution shall become effective immediately upon its approval by the Mayor or upon its adoption into law without such approval.

APPROVED AND ADOPTED this ____ day of _____, 2023.

By: _____
LESTER M. MILLER, Mayor

(SEAL) Attest: _____
JANICE S. ROSS, Clerk of Commission

EXHIBIT “A”



Macon-Bibb County, GA

Memorandum

1000 7th Street | P.O. Box 247, Macon, Georgia 31202-0247 | (478) 751-9260

TO: Michael McNeill, County Attorney
County Attorney's Office

FROM: Robert S. Ryals, Director
Facilities Management

REF: Kimmeridge Drive

DATE: June 14, 2023

On March 27, 2023, we received a streetlight request for streetlights to be installed in the Country Oaks Subdivision on Kimmeridge Drive and Candlewick Dr. On April 19, 2023, we conducted a streetlight survey of Kimmeridge Drive and Candlewick Drive noting the existing conditions and structure. At this time, we recommend the installation of (2) LED streetlights to be installed on Kimmeridge Drive. Please see attached map showing the placement of these streetlights.

Please place this item onto the commissioner's schedule for them to approve or disapprove.

If you have any questions, please let me know.

Thanks,

Robert S. Ryals

/cmb

Attachments

FACILITIES MANAGEMENT

MACON-BIBB COUNTY GOVERNMENT



SR# 1999	Date Received	Function #	Code	Location
E230565	3/29/2023 12:29:00 PM	191E	5	KIMMERIDGE DR & CANDLEWICK DR
Complaint				
SURVEY STREETS FOR STREETLIGHTS TO BE INSTALLED.				
Reported By	Phone	Account #	Projects	
BARBARA CRAWFORD	(478) 461-3127			
Instructions				
Date/Time Answered: 4/19/2023 1:30 pm				
Service Performed				
CONDOSIO SURVEY OF AREA NOTED ON ROAD ORDER. SEE ROADWAY FOR RECORDS. I RECOMMEND ADDING TWO NEW LAD SIGNAL LIGHTS.				
Technicians	Date/Time Completed	Total Time		
Jason Smith	4/19/2023 2:30 pm			
Veh #1	Begin Mileage #1	End Mileage #1	Veh #2	Begin Mileage #2
70340	362268	362278		
End Mileage #2	Total Miles #2		End Mileage #3	Total Miles #3
Material				
Cost				

After Hours	Time Left Home	Time Back Home	Total Overtime

☐ Traffic Signal PM

Print

STREET LIGHT REQUEST FORM

Per the Macon-Bibb Street Light Ordinance - ALL street light request MUST be received in writing.
via the email addresses below or mailed in the self addressed stamped envelope provided.



Macon-Bibb County Facilities Management
Address: 1000 Seventh Street; Macon, Ga. 31206
Email: ltaylor@maconbibb.us and cbell@maconbibb.us
Fax: (478) 751-9148 Phone: (478) 7519260

DETAILS

Date: 03 / 24 / 23

Property Address: 105 Kimmeridge Dr. MACON, GA.31220

Requestors Name: Barbara Crawford

Requestors Phone Number: 478-461-3127

Requestors E-Mail Address: blissfuldesignboutique@gmail.com

REQUEST

Specific Street Name requesting light for:
Country Oaks Subdivision-Kimmeridge Dr -Three lights

Candlewick Dr -one light

How Many Lights are you requesting? Four

Is your Electric Distribution: Overhead Wiring ☒ Underground ☐

Additional Comments:
Streets are need due for safety reasons.

Signature: Barbara Crawford

Date: 03/24/2023

OFFICE USE ONLY

Date Received: 03/27/2023

Received by: Cassandra Bell

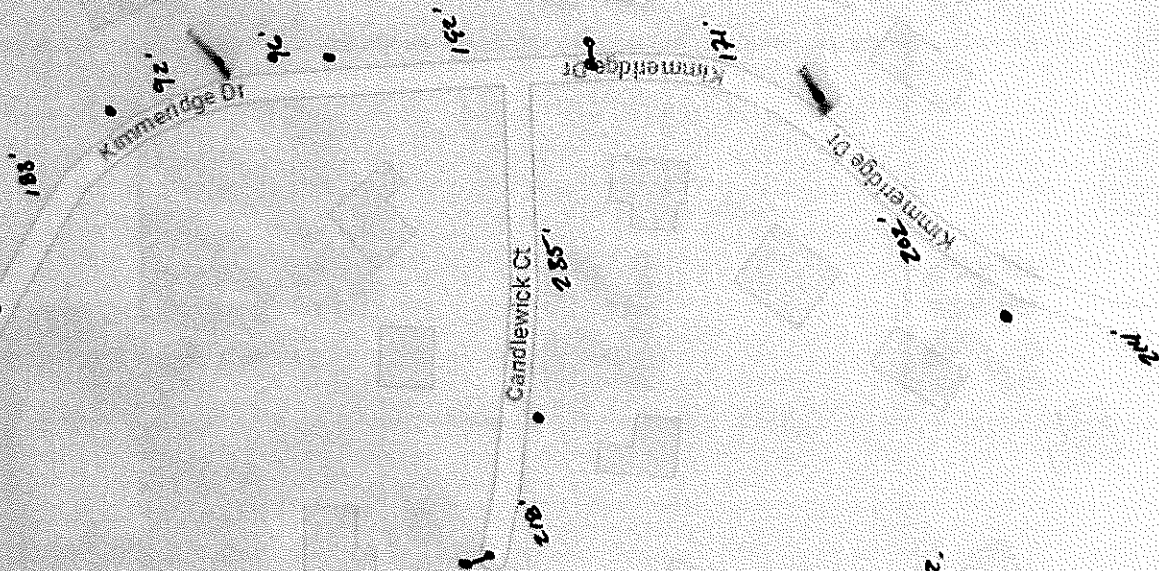
Form Sent to: Tyson

Date: 03/27/2023

Kimmeridge Dr

+

Candlewick Dr Survey



- * O.H. Utility
- * No sidewalks
- * Hilly/Convey Terrain
- * ● Existing S.G.
- * ● Utility pole
- * ● Recommended New S.G.

Governmental Regulated LED Roadway Lights Authorization



Project # LP80506

Customer Legal Name MACON-BIBB COUNTY DBA _____
Service Address 0 ROADWAY LIGHTING MACON GA 31201 County Bibb - GA
Mailing Address PO BOX 247 MACON GA 31202
Email JSmith5@maconbibb.us Tel # 478-751-9263 Alt Tel # _____
Tax ID# 2371 Business Description Roadway
Existing Customer Yes ☒ No ☐ If Yes, the current Account Number? 53855-85138
Note: LED Roadway lights must be set up on a different account

Selected Components						
Action	Qty	Lumens	M/UM	Type	Description	Estimated Monthly Regulated Charge
INS	2	8500	Unmetered	LED	Roadway@\$15.11	\$30.22

Estimated Total	\$30.22
-----------------	---------

Kimmeridge Dr Roadway Lighting

The estimated monthly regulated charge is based on Georgia Public Service Commissions (PSC) approved tariffs in place at the signing of this document. Customer understands that actual usage and future PSC approved tariff changes could change the estimated total. Customer agrees billing is based upon the number of lights attached to the service point(s).

Customer Authorization	Georgia Power Authorization
Signature:	Signature:
Print Name:	Print Name: Anthony Holston
Print Title:	Print Title: Sales Engineer
Date:	Date: