AGENDA
Griffin-Spalding County Land Bank Authority
October 26, 2026
ONE GRIFFIN CENTER MUNICIPAL COURTROOM 100 S. HILL ST GRIFFIN, GA 30223
4:00 PM

Call to Order

Approval of Agenda

Approval of Minutes

1. Consider the approval of the Minutes for the Regular Scheduled Meeting on September 28, 2026

Public Comments
At this time, the Chairman opens the floor to comments from the public. Comments should relate to a specific agenda item. Comments related to property availability can directed to Christopher Blocker, Land Bank Authority Manager (678) 544-5292 and cblocker@cityofgriffin.com

Regular Agenda

1. Consider a Special Called Meeting for Monday, December 14th at 4 PM or Friday, December 18th at 11 AM

2. Update the GSCLBA Board on the status of the Third Amended and Restated Interlocal Agreement between the City of Griffin and Spalding County Boards of Commissioners to establish the Griffin-Spalding County Land Bank Authority (O'Neal and Blocker)

3. Consider the execution of the marketing agreement with Metro Southern Media up to the amount of $40,000.00 (Blocker, Gilbert, Ballard)

4. Consider the termination of the Lawncare Maintenance Agreement with EdTech Services. and consider the issuance of a request for Qualification for the Lawn, Ground, Tree Maintenance, Trash and Debris Removal (Blocker, O'Neal and M. Haynes)

5. Discussion regarding the Request for Proposal for the purchase and sale of 522 Meriwether St (Galloway and Blocker)

6. Consider the release of a Request for Proposal for the purchase and sale for 213 E. Quilly St, 215 E. Quilly St, 309 E. Tinsley St, and 428 E. Tinsley St

7. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker)
   a. Contracts pending, closings and properties redeemed
      1. 315 N 6th St (City)
      2. 215 N 8th St (City)
      3. 309 N 17th St (City)
      4. 838 Anne St (City) (SLP)
      5. 1230 N 9th St Ext (County)
      6. 1315 N 9th St Ext (County)
      7. 1360 N 9th St Ext (County)
   b. Properties foreclosed upon on October 22, 2026
      1. 808 Meriwether St (City)
      2. 911 Meriwether St (City)
      3. 1104 Lyndon Ave (City)
      4. 1124 Lyndon Ave (City)
      5. 610 Ellis St (City)
      6. 615 Ellis St (City)

7. 633 Ellis St (City)
8. 825 Ellis St (City)
9. 223 Ella Cir (County)
10. 227 Ella Cir (County)
11. 228 Ella Cir (County)
12. 308 Ella Dr (County)
13. 110 Valley Dr (County)
14. 207 Eastbrook Ave (County)

c. Properties to be foreclosed upon on January 15. 2027
1. 304 N 13th St (City)
2. 421 N 13th St (City)
3. 425 N 13th St (City)
4. 436 N 13th St (City)
5. 505 N 13th St (City)
6. 507 N 13th St (City)
7. 509 N 13th St (City)
8. 4 Edwards St (County)
9. 12 Edwards St (County)
10. 822 Hammock St (County)
11. 416 Meadow Lake Dr (County)
12. 622 Northside Dr (County)
13. 2760 Old Atlanta Rd (County)
14. 2780 Old Atlanta Rd (County)
15. 58 Pine St (County)
16. 4 First St (County)

d. Properties to be foreclosed upon on April 15, 2027
1. 1030 W Broad St (City)
2. 1316 D F Fuller Dr (City)
3. 1321 D F Fuller Dr (City)
4. D F Fuller Dr (051 03045) (City)
5. D F Fuller Dr (051 03046) (City)
6. 341 N 17th (City)
7. 421 N 17th St (City)
8. 602 N 17th St (City)
9. 605 N 17th St (City)
10. 647 N 17th St (City)
11. 621 W Slaton Ave (City)
12. 624 E Slaton Ave (City)
13. E McIntosh Rd (County)-SLP
14. 510 Eastbrook Ave (County)
15. 1014 Serene Lake (County)
16. 30 Franklin Dr (County)
17. 55 Palm St (County)
18. 1536 W Fleetwood Dr (County)

Report of Finances

1. Consider the acceptance for the September 2026 Truist Financial Statements (Ballard)

2. Update the GSCLBA Board on City of Griffin FY 2026 Budget Balances

Authority Member Comments

Adjourn

AGENDA ITEM SUMMARY

ITEM SUMMARY:

1. Consider the approval of the Minutes for the Regular Scheduled Meeting on September 28, 2026

Submitted By:

Christopher Blocker

Meeting Date:

26/10/2026

ATTACHMENTS:

GSCLBA-RSM Minutes-9.28.26.docx

Regular Scheduled Meeting Minutes
Griffin-Spalding County Land Bank Authority
September 28, 2026
One Griffin Center Municipal Courtroom 100 S. Hill St Griffin, GA 30224
4:00 PM

Call to Order

Chairman Newton Galloway called the meeting to order at 4:02 pm

Board members present were Cora Flowers, Bruce Ballard and Charles Gilbert. John O'Neal, Touissant Kirk, James Maddox and Christopher Blocker (Land Bank Authority Manager) were also present.

Approval of Agenda

Motion to amend the agenda to include Executive Session to discuss pending or threatened litigation after public comments by N. Galloway

Second by B. Ballard

No further discussion and no objection

Motion approved 4-0

Motion approve the agenda as amended made by C. Flowers.

Second by B. Ballard.

No further discussion and no objection

Motion approved 4-0

Approval of Minutes

1. Approval of the Minutes from the Special Called Meeting from September 11, 2026.

Motion to approve the Minutes from the Special Called Meeting on September 11, 2026 by B. Ballard

Second by C. Flowers

No further discussion and no objection

Motion approved 4-0

Public Comments

At this time, the Chairman opens the floor to comments from the public. Comments should relate to a specific agenda item. Comments related to property availability can be directed to Christopher Blocker, Land Bank Authority Manager at (678) 544-5292 and cblocker@cityofgriffin.com

No public comments were given.

Executive Session

Motion to enter into executive session pursuant to O.C.G.A. Section 50-14-2(1) for the purpose of consulting and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved by N. Galloway

Second by B. Ballard

No further discussion and no objection.

Motion approved 4-0

Executive Session called to order at 4:07pm

Motion to adjourn executive session by N. Galloway

Second by C. Flowers

No further discussion and no objection

Motion approved, 4-0

Executive Session adjourned at 4:19 pm.

Regular Agenda

1. Conduct a public opening of the Request for Proposal for the purchase and sale of 522 Meriwether St (O'Neal and Blocker)

   The GSCLBA has received one response to the RFP for the purchase and sale of 522 Meriwether St. The response was from Steve Morris Construction. The deadline was September 28, 2026 at 10 am. Christopher distributed the response to the GSCLBA Board. The Board needs to review the response and have a general discussion regarding the response. The bid needs to be reviewed and scored using the score sheet provided in the RFP. Steve Morris has not specifically identified his intention for the building. Christopher has not reviewed the proposal.

   The GSCLBA will need to review the proposal and score the proposal and arrive to consensus on approval or denial. The evaluation scores shall be completed individually and the decision should come during a board meeting. There is not a specified timeline for review stated in the request for proposal. Steve Morris has completed several renovations in downtown Griffin. Christopher shall identify a date for follow-up questions to Mr. Morris and a overall timeline for review. The goal of the meeting was to acknowledge his response. This RFP could potentially be discussed during executive session. The deadline for review should be no greater than 2 weeks.

   No board action required nor taken.

2. Update the GSCLBA Board on the Third Amended and Restated Interlocal Cooperation Agreement to Establish the Griffin-Spalding County Land Bank Authority to be presented to the City of Griffin and Spalding County Boards of Commissioners (O'Neal)

   John O' Neal attended the County Commission board workshop on Wednesday, September 23rd. The Spalding County Commission has an issue with the retention of any tax revenue generated by the sale of the property. Mr. O'Neal fielded several questions regarding the GSCLBA and commissioners expressed concerns about the adoption of the Georgia Land Bank Act of 2012.

   The GSCLBA should have a presentation to the City of Griffin and Spalding County Boards of Commissioners to discuss progress of the authority and express a goal of self-sufficiency.

Motion to conduct a presentation to City of Griffin and Spalding County Boards of Commissioners to review the status of the Griffin Spalding County Land Bank Authority by N. Galloway.

Second by C. Flowers

No further discussion and no objection

Motion approved 4-0

3. Consider the execution of the marketing agreement with Metro Southern Media in the amount of $40,000.00 (Blocker)

   Christopher Blocker is recommending Metro Southern Media as the marketing service provider for the GSCLBA. Board Members Bruce Ballard and Charles Gilbert met with James Maddox and Christopher Blocker to discuss the marketing proposal on September 21, 2026. The discussion primarily focused on set-up and maintenance fees for the marketing services. The marketing material supports education to interested parties. There needs to be further assessment of needs for marketing. The authority has higher priorities than marketing. The goal and focus of the GSCLBA should be to close property. The authority has had changes over the past year.

   Metro Southern Media currently provides services on a monthly basis. A decision should occur during the October 2026 Regular Scheduled Meeting.

   No board action taken.

   Motion to amend the agenda for the Report of Finances by N. Galloway

   Second by C. Flowers

   No further discussion and no objection

   Motion approved 4-0

Report of Finances

1. Consider the acceptance for the July 2026 Truist Financial Statements (Ballard)

   There were no land sales in July. There was one property redemption in July. There were no changes in the public fund checking account. The account currently has a balance of $17,994.01. In July, the month started with an account balance of $4,744.24. The QuickBooks and Google debits occurred totaling $96.80 and the authority deposited $15,740.70.

   Motion to consider the acceptance for the July 2026 Truist Financial Statements by C. Gilbert

   Second by N. Galloway

   No further discussion and no objection

   Motion approved 4-0

2. Consider the acceptance for the August 2026 Truist Financial Statements (Ballard)

   There were no changes in the public fund checking account. The account currently has a balance of $17,994.01. In August, the month started with an account balance of $20,264.35. The QuickBooks and Google debits occurred totaling $96.80. The authority deposited $17,833.34 from checks from Spalding County and land sales. The authority ended the month with an account balance of $27,541.85 in the Basic Public Fund Checking account. The check due to the City of Griffin referenced in item 3 is no longer outstanding.

   Motion to consider the acceptance for the August 2026 Truist Financial Statements by C. Gilbert

   Second by N. Galloway

   No further discussion and no objection

   Motion approved 4-0

3. Consider the payment of outstanding invoice for FY 2026 to the City of Griffin in the amount $29, 133.58

   No board action taken

4. Presentation of the City of Griffin FY 2026-2027 Expenditures (Blocker)

   The land bank authority has incurred $17,724.00 in expenditures in FY 2026 as of September 22, 2026. It is unclear the General claims are for insurance in the amount of $16,400.02

   No board action required or taken.

   Bruce Ballard departed the meeting at 5:15pm

Regular Agenda

4. Consider the release of a Request for Proposal for the purchase and sale of 213 E. Quilly St, 215 E. Quilly St, 309 E. Tinsley St, 428 E. Tinsley St, 531 E. Tinsley St and 533 E. Tinsley St. (Blocker)

   Motion to table the release of a Request for Proposal for the purchase and sale of 213 E. Quilly St, 215 E. Quilly St, 309 E. Tinsley St, 428 E. Tinsley St, 531 E. Tinsley St and 533 E. Tinsley St. by C. Flowers

   Second by N. Galloway

   No further discussion and no objection

   Motion tabled

5. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker)
   a. Contracts pending, closing and properties redeemed
      1. 818 Hallyburton St-SLP (Void)
      2. 1005 Meriwether St-(Void)
      3. 1009 Meriwether St-(Void)
      4. 1017 Meriwether St-(City)
      5. 1102 Parkview Dr (City)
      6. 215 N 8th St (City)
      7. 309 N 17th St (City)

b. Properties to be foreclosed upon on October 22, 2026
    1. 315 N 6th St (City)
    2. 838 Anne St (City)
    3. 808 Meriwether St (City)
    4. 911 Meriwether St (City)
    5. 1104 Lyndon Ave (City)
    6. 1124 Lyndon Ave (City)
    7. 610 Ellis St (City)
    8. 615 Ellis St (City)
    9. 633 Ellis St (City)
    10. 825 Ellis St (City)
    11. 223 Ella Cir (County)
    12. 227 Ella Cir (County)
    13. 228 Ella Cir (County)
    14. 308 Ella Dr (County)
    15. 1230 N 9th St Ext (County)
    16. 1315 N 9th St Ext (County)
    17. 1360 N 9th St Ext (County)
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c. Properties to be foreclosed upon on January 15, 2027
    1. 304 N 13th St (City)
    2. 421 N 13th St (City)
    3. 425 N 13th St (City)
    4. 436 N 13th St (City)
    5. 505 N 13th St (City)
    6. 507 N 13th St (City)
    7. 509 N 13th St (City)
    8. 609 Circus St (City)
    9. 4 Edwards St (County)
    10. 12 Edwards St (County)
    11. 822 Hammock St (County)
    12. 416 Meadow Lake Dr (County)
    13. 622 Northside Dr (County)
    14. 2760 Old Atlanta Rd (County)
    15. 2780 Old Atlanta Rd (County)
    16. 58 Pine St (County)
    17. 4 First St (County)

Authority Member Comments

The Authority should follow its adopted policies and procedures.

Adjourn

Motion to adjourn by C. Flowers

Second by N. Galloway

Meeting adjourned at 5:23pm

AGENDA ITEM SUMMARY

ITEM SUMMARY:

1. Consider a Special Called Meeting for Monday, December 14th at 4 PM or Friday, December 18th at 11 AM

Submitted By:

Christopher Blocker

Meeting Date:

26/10/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

2. Update the GSCLBA Board on the status of the Third Amended and Restated Interlocal Agreement between the City of Griffin and Spalding County Boards of Commissioners to establish the Griffin-Spalding County Land Bank Authority (O'Neal and Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

26/10/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

3. Consider the execution of the marketing agreement with Metro Southern Media up to the amount of $40,000.00 (Blocker, Gilbert, Ballard)

Submitted By:

Christopher Blocker

Meeting Date:

26/10/2026

ATTACHMENTS:

GSCLBA-Metro Southern Media-7.1.26.pdf

GSCLBA_Core_Services_Overview.pdf

4922 Bill Gardner Pkwy, Suite 271
Locust Grove, GA 3024

Metro Southern Media x Griffin-Spalding County Land Bank Authority — Service Agreement

This Service Agreement (the **"Agreement"**) is entered into by and between **Griffin-Spalding County Land Bank Authority** (the **"Client"**) and **Metro Southern Media, LLC** (the **"Service Provider"**), effective **July 1, 2026** (the **"Effective Date"**).

1) Term

- **Start Date:** July 1, 2026

2) Engagement Summary

Client is engaging Service Provider for an annual services engagement intended to cover ongoing monthly support needs and additional creative services requests that arise during the Term, subject to:

- The **Annual Budget** in Section 4, and
- The pass-through/vendor cost and production deposit requirements in Sections 6 and 7.

3) Scope of Services

Service Provider will provide marketing, creative, and technical support services as requested by Client during the Term. Services may include, but are not limited to:

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A. Website Maintenance (Current Scope)

- Website updates and security patches
- Uptime monitoring and issue resolution
- Basic performance and content updates
- General support and troubleshooting

B. Google Analytics Integration & Monthly Reporting

- Google Analytics integration with Client's website
- Monthly reporting with actionable insights (traffic, engagement, growth)

C. YouTube Channel Setup

- Channel creation
- Branding and optimization

D. CRM Services, Account Access & Management

- Dedicated CRM account
- Lead tracking and communication history
- Reporting and collaboration tools
- Client portal
- Ongoing CRM management
- **1:1 marketing strategy support** aligned to CRM usage and campaign goals

E. CRM Automation Setup (One-Time)

- Discovery and requirements gathering
- Workflow/automation build and configuration
- Testing and refinement
- Onboarding and handoff

F. Creative Services (Design)

- Flyers (design)
- Postcards (design)
- General marketing collateral design as requested
- Basic copy support as needed for deliverables

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G. Video & Media (As Requested)

- Video planning support (concept, outline, shot list)
- Video editing and formatting for web/social
- Other media deliverables as requested

H. Applications / Digital Forms (As Requested)

- Application or intake form design and setup
- Workflow routing and notifications
- Updates and maintenance as requested

Notes:

- Specific deliverables, quantities, timelines, and acceptance criteria may be documented in writing (email or statement of work) prior to production.
- Client acknowledges that some requests may require third-party vendors and/or production deposits (see Sections 6 and 7).

4) Budget and Fees (All-Inclusive Annual Budget)

- Total budget for the Term: **$40,000.00** (the **"Annual Budget"**).
- The Annual Budget is intended to be a **cap for all Service Provider services and fees** provided under this Agreement during the Term, including the service components described in Exhibit A.
- Service Provider will track work performed against the Annual Budget and will notify Client if requests are projected to exceed the Annual Budget.
- Any work that exceeds the Annual Budget will require written approval and may be billed separately.

5) Invoicing and Payment Terms (Net 30)

- Service Provider will invoice Client against the Annual Budget on a cadence agreed by the parties (monthly invoicing recommended).
- Client will pay Service Provider invoices **Net 30** from the invoice date.

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6) Print, Promotional Items, and Other Vendor Pass-Through Costs (Upfront Requirement)

Client acknowledges that certain deliverables may require out-of-pocket costs paid to third parties (collectively, **"Pass-Through Costs"**), which may include, without limitation:

- Printing and production costs (flyers, postcards, signage, etc.)
- Postage and mailing services
- Custom marketing items or promotional products
- Paid media spend or placements

Upfront requirement:

- Service Provider is **not able to front Pass-Through Costs** for later reimbursement.
- Pass-Through Costs must be **pre-approved in writing** by Client and **paid in advance** (or paid directly by Client to the vendor) before Service Provider places orders or commits to vendor spend.

7) Video Production and Studio Booking (Partial Payment Requirement)

- Design and editing services may be invoiced under the Net 30 structure in Section 5.
- If Client requests production work that requires out-of-pocket expenses (including, without limitation, studio booking, location fees, crew, equipment rentals, or similar production costs), Client agrees that Service Provider may require a **partial payment/deposit** prior to booking or committing to those costs.
- Service Provider will provide an estimate for approval prior to incurring any such costs.

8) Client Responsibilities

Client will:

- Provide timely access to required systems, accounts, and stakeholders
- Provide brand assets, content, approvals, and feedback in a timely manner
- Assign a primary point of contact for approvals and coordination

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9) Revisions and Change Requests

- Unless otherwise stated in writing for a specific deliverable, Service Provider includes **up to two (2) rounds of revisions** per deliverable.
- Additional revisions or scope changes may require additional fees and/or a revised timeline.

10) Timeline and Performance

- Service Provider will make commercially reasonable efforts to meet agreed timelines.
- Delays caused by Client approvals, late materials, or third-party vendors may extend timelines.

11) Ownership and License

- Upon full payment of applicable invoices, Client will own the final, delivered creative assets specifically created for Client under this Agreement, excluding:
- Service Provider's pre-existing templates, tools, processes, and know-how
- Third-party assets licensed to Client under separate terms
- Service Provider may display completed work in its portfolio unless Client requests confidentiality in writing.

12) Confidentiality

Each party agrees to keep confidential any non-public information received from the other party and to use such information solely for performing under this Agreement.

13) Termination

- Either party may terminate this Agreement with **30 days' written notice**.
- Client will pay for services performed and approved Pass-Through Costs incurred through the termination effective date.

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14) Limitation of Liability

To the maximum extent permitted by law, Service Provider's total liability under this Agreement will not exceed the amounts paid by Client to Service Provider under this Agreement in the **three (3) months** preceding the event giving rise to the claim.

15) Independent Contractor

Service Provider is an independent contractor and not an employee, partner, or joint venturer of Client.

16) Governing Law

This Agreement will be governed by the laws of the State of **Georgia**, unless Client requires a different governing law by policy, and the parties agree in writing.

17) Signatures

Client	**Service Provider**
Griffin-Spalding County	Metro Southern Media, LLC.
Land Bank Authority	
Name:	**Name:**
	James Maddox
Title:	**Title:**
	CEO

Christopher Blocker

Signature

Select date

James Maddox

Signature

Select date

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Exhibit A — Pricing Reference (For Planning)

The following pricing reflects the parties' discussed service components and may be used as a planning reference within the Annual Budget.

Monthly Services (Net 30)

- Current website maintenance: **$300.00/month**
- Google Analytics reporting: **$175.00/month**
- CRM management + 1:1 marketing strategy support: **$275.00/month**

Total monthly investment: $750.00/month

One-Time Setup Fees

- CRM automation setup (discovery, build, testing, onboarding): **$2,000.00**
- Google Analytics setup: **$200.00**

Total one-time fees: $2,200.00

Important: Pass-Through Costs (printing, postage, promotional items, paid placements) are not included in the Annual Budget unless expressly agreed in writing and are subject to the upfront payment requirement in Section 6.

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Griffin-Spalding County Land Bank Authority

Core Services & Flexible Support

Overview for board review: what the Authority needs every month, and what it draws on only when needed

Where Things Stand

The 2026–2027 budget year began July 1, and a services agreement has not yet been approved. Metro Southern Media has kept the Authority's website running in the meantime at the current $300 monthly rate. This overview sets out the monthly services the Authority needs, the one-time setup for the purchaser application workflow, services available only as needed, and one optional item for the board to vote on.

CURRENT MONTHLY RATE	PROPOSED MONTHLY RATE
$300 / month	**$1,542 / month**
Hosting, security updates, content updates	Four services, listed below. Plus $2,000 one-time CRM setup

Monthly Services

Monthly Service	What It Covers	Monthly	Billing Today
Digital Presence Management	Website updates and content publishing, security monitoring and plugin updates, performance, accessibility, and SEO, technical troubleshooting, and YouTube channel administration with video optimization. Includes the current $300 for hosting, security updates, and content updates.	**$625**	$300 billed; YouTube not yet billed
Digital Asset & Infrastructure Management	Domain registration and renewal, DNS, SSL certificates, hosting oversight, uptime monitoring, credential documentation, and business continuity planning.	**$292**	Domain work not yet billed
CRM & Workflow Management (upkeep)	Security updates, payment compliance, automation changes, and support for the purchaser application workflow below.	**$208**	New
Strategic Marketing & Communications Consulting	Advisory consulting with the General Manager: strategy and technical guidance by call, with sessions typically running one to two hours.	**$417**	Not yet billed
Total monthly	Four services; the $2,000 CRM setup below is a one-time charge	**$1,542**	

Why these are needed

- **Digital Presence:** keeps the site secure and current, and keeps the YouTube channel already built optimized and visible.
- **Infrastructure:** an expired or inaccessible domain takes the website and any email tied to it offline, which is what prompted this work.
- **CRM upkeep:** payments collected online carry ongoing security and compliance requirements (PCI-DSS), so the workflow must be maintained after it launches.
- **Consulting:** regular strategy and technical guidance for the General Manager, currently provided without charge.
- **Rate:** the current $300 was set before domain management, YouTube administration, and advisory consulting were part of the work.

One-Time Setup: Purchaser Application Workflow — $2,000

CRM & Workflow Management is mandatory. The Authority needs an online application process for property purchasers. The $2,000 setup builds:

- **Online application with e-signature,** so purchasers sign electronically with no paper forms.
- **Document uploads,** so purchasers submit supporting documents as part of the application.
- **Payments,** collected during the application process.
- **Status tracking,** so once an application is reviewed and accepted, automations show the purchaser where they are in the process.
- **Automated communication,** so purchasers receive messages at each stage without the General Manager sending each one by hand.

Together with the $208 monthly upkeep above, this makes up the $4,500 CRM & Workflow Management line in the proposal. The setup is charged once; the $208 stays the same each year.

"Up To" Services: Available As Needed

Each amount is a ceiling, not a commitment. Work is requested and approved by the General Manager (or authorized representative) before it begins, the Authority is billed only for approved work that is completed, and any amount not used remains available to the Authority.

Service Area	Maximum	Available As Needed
Creative Communications	**Up to $8,500**	Graphic design; flyers, brochures, and public notices; property marketing materials; presentation and outreach materials; design for any new website page, portal, or form before it is built.
Photography & Video Production	**Up to $6,000**	Property photography, redevelopment documentation, animated "How To" and educational videos, and promotional video. Delivered to date: animated "How To" videos and real estate photography. Event coverage is not included.
Priority & Emerging Initiatives	**Up to $3,000**	Special projects, board-directed priorities, emergency website support, and technology enhancements.

Combined ceiling for "Up to" services: $17,500.

FOR BOARD DECISION: OPTIONAL ADD-ON

Analytics & Performance Reporting: $2,000 per year (about $167 per month)

Google Analytics (GA4) setup, monthly reporting, visitor trends, performance analysis, and strategic recommendations. It is how the Authority sees who visits its website and what they do there.

This is not included in the $1,542 above. If the board votes to add it, the monthly total becomes $1,709.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

4. Consider the termination of the Lawncare Maintenance Agreement with EdTech Services. and consider the issuance of a request for Qualification for the Lawn, Ground, Tree Maintenance, Trash and Debris Removal (Blocker, O'Neal and M. Haynes)

Submitted By:

Christopher Blocker

Meeting Date:

26/10/2026

ATTACHMENTS:

GSCLBA-Lawn Maintenance Agreement-Fully Executed 7.20.26.pdf
GSCLBA-RFP 26 005-Review Sheet Master.pdf
RFP 26 005-Ed Tech Integrations.pdf
GSCLBA August 1-31, 2026 Invoice.pdf
GSCLBA September 1-30, 2026 Invoice..pdf
GSCLBA-RFQ for Grounds Maintenance 27-003.docx

CONTRACT FOR SERVICES

This contract for services (hereinafter "Agreement") made July 1, 2026 between The EdTech Group, LLC., a Georgia limited liability corporation, having its principal office at ("Provider") at 361 Windpher Rdg., Hampton, GA 30228 and the Griffin - Spalding County Land Bank Authority ("Land Bank") having a mailing address of 100 S. Hill St Griffin, Georgia 30223, for the provision of labor and materials required for certain lawn/ground maintenance and debris removal services described as follows:

WITNESSETH:

WHEREAS, **Land Bank** desires to engage a qualified contractor to furnish professional services for lawn and grounds maintenance, including debris removal, at the various and numerous real property parcels owned by the Land Bank; and

WHEREAS, **Provider** has represented to **Land Bank** that it is qualified and experienced to perform the services described herein and has available the personnel and facilities necessary to accomplish the work within the required time.

NOW, THEREFORE, **Land Bank** and **Provider** agree as follows:

I. SCOPE OF SERVICES: Land Bank and **Provider** agree that the services to be provided to the real property parcels as described in **Attachment 1,** which is attached to and incorporated herein by reference.

A. Provider shall:

1. **Monthly Maintenance**: Provider shall provide Monthly Maintenance ("Monthly Maintenance") to all Land Bank properties March 1 through October 31 as described herein and otherwise described in Attachment 1.

B. As part of Monthly Maintenance, Provider shall:

- Mow all turf areas at cutting height of 3"
- Mulch and remove all clippings or leaves
- Edge all curb ways, walkways, and turf/bed-lines
- Remove trash, litter, and debris from properties
- Prune any low hanging limbs that may be a nuisance or hazard to neighboring residential properties
- Weed-eat around trees, structures, and obstacles as needed
- Keep all curbs clean of litter and debris

1. Provider shall provide no regularly scheduled services from November 1 through February 28th of each calendar year. Instead, Provider shall be on-call to the Land Bank for Services on an as-needed basis from: November 1 through February 28th of the calendar year which is the initial term of this Agreement, and any renewal term for the Agreement.

a. During the on-call period, Provider shall:

- remove trash, litter, and debris from properties;
- prune any low hanging limbs that may be a nuisance or hazard to neighboring residential properties;
- weed-eat around trees, structures, and obstacles as needed
- keep all curbs clean of litter and debris

C. **Pricing Schedule:** Provider agrees to charge, and Land Bank agrees to pay, for the Monthly Maintenance and on call services herein described and further agreed to according to the following Pricing Schedule:

Service	**Price per Service**	**# of Services per year**	**Total**
Lawn Maintenance	$ 40.00 x 226= $9,040	8 services x 226 parcels	$72,320
Grounds Maintenance	$ Included in base rate	8	Included
Trash/Debris Removal	$ Included in base rate	8	Included
Fuel and Supplies	$ Included in base rate	8	Included
Total	$ Included in base rate	8	$ 72,320

The total amount for monthly maintenance shall not exceed $72,320.00. All on-call services shall be charged the base rate of $40.00 per occurrence per property during the aforementioned on call period. All payments shall be remitted to Provider from Land Bank on a monthly basis by the fifteenth (15) day of each month. All payments shall be made in United States dollars and through electronic transfer. Provider hereby agrees to provide Land Bank with an account, routing number, and/or other electronic transfer or wiring instructions as needed by Land Bank to complete payments to the Provider.

II. CONTRACT TERM and TERMINATION.

A. **Term.** This Agreement shall comply with O.C.G.A. § 36-60-13. Accordingly, the initial term of this Agreement shall commence on the date this Agreement is signed, July 11, 2026 and shall terminate absolutely and without further obligation on the part the City on the last calendar day in the year in which this Agreement is executed, December 31, 2026, and at the close of each

succeeding calendar year for which it may be renewed as provided herein. The initial term and any renewal terms are referred to herein as the "Term."

B. Renewal Term(s). Renewal of this Agreement shall occur automatically unless terminated with thirty (30) days written notice by either party. Each Renewal Term shall be for a period of 12 months and shall terminate no later than December 31st of each calendar year of each such Renewal Term.

C. **Termination for Convenience**. Land Bank shall have the unilateral right to terminate this Agreement at any point during the term of this Agreement, without cause, by providing thirty (30) days written notice to Provider of its desire to terminate. In case of such termination, Land Bank shall pay to the Provider all sums owed for complete work at the time of notice of such termination to Provider.

III. REQUIREMENTS OF PROVIDER

A. INSURANCE.

1. **Provider Insurance Requirements**. Provider shall provide Workers Compensation insurance covering its employees as provided by law. At no point shall any employee, agent, contractor, or subcontractor of Provider be considered an employee, agent, contractor, or subcontractor of Land Bank for purposes of Workers Compensation. In addition, Provider shall also provide general liability insurance with limits not less than $1,000,000 in the aggregate covering personal injury, bodily injury, and death or property damage covering its activities while present on the worksite covered by the contract.

2. **Insurance Certificates** – Provider must furnish an insurance certificate to Land Bank. Endorsements showing additional insured where applicable, and waiver of subrogation must be provided. Each insurance certificate, except for the certificate for Professional Liability Insurance, where applicable, must be endorsed with the following affirmative statement: *"Coverage afforded will not be cancelled, materially changed or renewal refused until at least thirty (30) days prior written notice, return receipt requested, has been given to **Land Bank** and to each other additional insured to whom a certificate of insurance has been issued."* Written notice for cancellation due to non-payment of premium will be within 10 days.

B. **VENDOR STATUS**. Provider shall be responsible for, and required to, under the terms of this Agreement to register with the City of Griffin as a Vendor for purposes of invoicing to and payment from the Land Bank for the services provided hereunder.

C. **EMPLOYMENT VERIFICATION**. Provider must comply with all applicable laws of the State of Georgia and the United States of America regarding

verification of the identity and employment authorization of Providers Employees, including by not limited to I-9 Verification and "E-Verify" verification certifications, processes, and procedures for employment in the United States.

IV. FORCE MAJEURE. Neither party hereto shall be responsible for any losses to the other in the event it is impossible for it to fulfill all or any part of its obligations (other than the payment of money) hereunder, or is prevented or delayed from fulfilling the same due to acts of God, war or hostilities, invasion, rebellion, insurrection, riot, flood, earthquake, hurricane, tropical storm, tornadoes, other catastrophic storm, or any other cause beyond the control of the party and occurring without its fault or negligence. In the event that such an event has occurred, the party affected shall notify the other immediately. The rights and obligations of both parties under this Agreement shall be suspended only for the duration and extent of the force majeure and once the force majeure ceases to exist, the rights and obligations of both Parties shall continue in full force.

V. INDEMNIFICATION. Provider shall, at its own expense, defend, indemnify, and hold harmless (collectively, "indemnify") Land Bank and its subsidiaries and affiliates and their respective officers, directors, agents, representatives, consultants and employees ("Indemnitees"), from and against any and all claims, demands, lawsuits, damages, costs, losses and expenses of every kind and nature whatsoever, to the extent caused by any defect in the Product or any negligent act, error, or omission on the part of Provider or any of its subcontractors (including anyone

VI. ASSIGNMENT: This Agreement is binding on the heirs, successors, and permitted assigns of the parties hereto. This Agreement may not be assigned by Land Bank or Provider without prior written consent of the other.

VII. ENTIRE AGREEMENT: This Agreement represents the entire understanding of Land Bank and Provider as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. This Agreement may not be modified or altered except in a writing signed by both parties.

VIII. JURISDICTION: This Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to conflict with applicable laws, such part shall be inoperative, null, and void insofar as it conflicts with said laws, but the remainder of this Agreement shall be in full force and effect.

IX. NOTICES: All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid. Notices shall be addressed as follows:

(INFORMATION LOCATED ON THE FOLLOWING PAGE)

Land Bank

Christopher Blocker
100 S. Hill Street
Griffin, GA 30223
cblocker@cityofgriffin.com

With copies to:

Beck Owen & Murray
Attorneys for Land Bank
100 S. Hill Street
Suite 600
Griffin, GA 30223
joneal@beckowen.com

Provider

Tamaura Jones

361 Windpher Rdg.
Hampton, GA 30228
administrator@edtechintegrations.org

X. CAPTIONS: All captions, headings and paragraph numbers are solely for the purpose of facilitating references to this Agreement and shall not supplement, limit, or otherwise vary the text of this Agreement in any respect.

XI. REFERENCES: All references in this Agreement to Articles shall be deemed to refer to the appropriate Article of this Agreement. Use of pronouns or adjective of one gender shall include the other gender, use of the singular shall include the plural, and use of the plural shall include the singular, all as the context of this Agreement requires. Unless otherwise specified in this Agreement, the terms "herein," "hereof," "hereunder," and other terms of similar import, shall be deemed to refer to this Agreement as a whole, and not to any particular Article hereof.

XII. LEGAL PROCEEDINGS: In the event of legal proceedings in connection with this Agreement, the party prevailing therein shall be entitled to recover the costs and expenses incurred in connection therewith, including, without limitation, reasonable attorneys' fees.

XIII. INTERPRETATION: Both Parties have participated fully in the negotiation and preparation hereof; and, accordingly, this Agreement shall not be more strictly construed against any one of the Parties.

XIV. EXHIBITS: The exhibits referred to in and attached to this Agreement are incorporated herein in full by reference.

XV. TIME OF ESSENCE: Time is of the essence of this Agreement.

(SIGNATURES LOCATED ON THE FOLLOWING PAGE)

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement under seal as of the day and year first above written.

GRIFFIN-SPALDING COUNTY BANK AUTHORITY

NEWTON GALLOWAY
Chairman

Attest: 7/15/2024

NOTARY PUBLIC
Commission Expires:

DONNA L MASSEY
Notary Public - State of Georgia
Fulton County
My Commission Expires Oct 30, 2029

THE EDTECH GROUP, LLC

TAMAURA JONES
For The EdTech Group, LLC

Attest:

NOTARY PUBLIC
Commission Expires: 10/15/2029

Bhavesh C Patel
Notary Public of Georgia
County of Lamar
Exp. October 15th, 2029

ATTACHMENT 1

Properties to be Maintained

1	414		ADAMS	ST	GRIFFIN	007 07019
2	421		ADAMS	ST	GRIFFIN	007 07011
3			AMANDA	AVE	SPALDING	223A02070
4	446		BELLE	ST	GRIFFIN	009 05003
5	448		BELLE	ST	GRIFFIN	009 05002
6	501		BELLE	ST	GRIFFIN	009 01039
7	212	N	BRAWNER	ST	GRIFFIN	006 10016
8	1126		BRIARCLIFF	ST	GRIFFIN	048 06009
9	1030	W	BROAD	ST	GRIFFIN	057 02003
10	0		CARRIAGE	TRC	GRIFFIN	054E01014
11	316	E	CENTRAL	AVE	GRIFFIN	014 26008
12	318	W	CENTRAL	AVE	GRIFFIN	012 21011A
13	327	W	CENTRAL	AVE	GRIFFIN	012 21015
14	328	W	CENTRAL	AVE	GRIFFIN	012 21010A
15	212	W	CHAPPELL	ST	GRIFFIN	012 22003
16	219	E	CHAPPELL	ST	GRIFFIN	007 15011
17	221	E	CHAPPELL	ST	GRIFFIN	007 15012
18	313	E	CHAPPELL	ST	GRIFFIN	007 16016
19	402	E	CHAPPELL	ST	GRIFFIN	018 27009
20	416	E	CHAPPELL	ST	GRIFFIN	018 27014
21	511	W	CHERRY	ST	GRIFFIN	008 06008
22	427		CIRCUS	ST	GRIFFIN	006 07006
23	502		CIRCUS	ST	GRIFFIN	006 04009
24	603		CIRCUS	ST	GRIFFIN	006 05002
25	609		CIRCUS	ST	GRIFFIN	006 05010
26	612		CIRCUS	ST	GRIFFIN	006 04025
27	614		CIRCUS	ST	GRIFFIN	006 04026
28	0		CIRCUS	ST	GRIFFIN	006 07025
29	525		CLIFTON	DR	GRIFFIN	007 05003
30	528		CLIFTON	DR	GRIFFIN	007 05017
31	435	W	COLLEGE	ST	GRIFFIN	023 02019
32	437	W	COLLEGE	ST	GRIFFIN	023 02020
33			COLLIER ST	ST	GRIFFIN	067 05002B

34	0		COLLIER ST	ST	GRIFFIN	067 05002C
35			COLLIER ST	ST	GRIFFIN	067 05003A
36	1316		D F FULLER	DR	GRIFFIN	052 05008
37	1321		D F FULLER	DR	GRIFFIN	052 04017
38	0		D F FULLER	DR	GRIFFIN	051 03045
39	0		D F FULLER	DR	GRIFFIN	051 03046
40	1115		DEWEY	ST	GRIFFIN	019A02009
41	610		ELLIS	ST	GRIFFIN	009 06023
42	615		ELLIS	ST	GRIFFIN	009 06010
43	616		ELLIS	ST	GRIFFIN	009 06021
44	633		ELLIS	ST	GRIFFIN	009 06013
45	726		ELLIS	ST	GRIFFIN	009 05013
46	825		ELLIS	ST	GRIFFIN	009 01024
47	1		FIRST	ST	GRIFFIN	019 11023
48	720		HALLYBURTON	ST	GRIFFIN	009 05007
49	721		HALLYBURTON	ST	GRIFFIN	009 03013
50	808		HALLYBURTON	ST	GRIFFIN	009 01030A
51	818		HALLYBURTON	ST	GRIFFIN	009 01032
52	819		HALLYBURTON	ST	GRIFFIN	009 01037
53	0		HALLYBURTON	ST	GRIFFIN	009 04011A
54	822		HAMMOCK	ST	GRIFFIN	010 02002
55	451		HAMMOND	DR	GRIFFIN	050 01010
56	484		HAMMOND	DR	GRIFFIN	051 04033
57	1216		HERNDON	ST	GRIFFIN	062 02003
58	1340		HERNDON	ST	GRIFFIN	061 05001A
59	527	N	HILL	ST	GRIFFIN	008 14007A
60	807	N	HILL	ST	GRIFFIN	002 05007
61	0	N	HILL	ST	GRIFFIN	003C03062
62	328		JEFFERSON	ST	GRIFFIN	007 06005
63	0		JEFFERSON	ST	GRIFFIN	007 06002
64	123		LAKE	DR	GRIFFIN	003C03055
65	1211		LAKE	AVE	GRIFFIN	059 03008
66	525		LANE	ST	GRIFFIN	008 17003
67	526		LANE	ST	GRIFFIN	008 16008A
68	802		LANE	ST	GRIFFIN	002 03007
69	823		LANE	ST	GRIFFIN	002 02018
70	120		LEO	ST	GRIFFIN	019 14020

71	0		LOUISE	LN	GRIFFIN	058 08024
72	0		LOUISE	LN	GRIFFIN	058 08031A
73	1104		LYNDON	AVE	GRIFFIN	062 10005A
74	1124		LYNDON	AVE	GRIFFIN	062 10002
75	630		MELROSE	AV	GRIFFIN	061 07006
76	508		MERIWETHER	ST	GRIFFIN	023 02002
77	632		MERIWETHER	ST	GRIFFIN	024 05012
78	911		MERIWETHER	ST	GRIFFIN	051 03025
79	1005		MERIWETHER	ST	GRIFFIN	051 03019
80	1009		MERIWETHER	ST	GRIFFIN	051 03018
81	1017		MERIWETHER	ST	GRIFFIN	051 03017
82			MORRIS	ST	GRIFFIN	005 05001
83	325		MORRIS	ST	GRIFFIN	006 10005
84	617		NEWTON	ST	GRIFFIN	011 02020
85	1340		OAKDALE	DR	GRIFFIN	050 04027
86	809		PAMELA	DR	GRIFFIN	048 01018
87	810		PAMELA	DR	GRIFFIN	048 03007
88	811		PAMELA	DR	GRIFFIN	048 01019
89	1102		PARKVIEW	DR	GRIFFIN	048 05012
90	109		PEARL	ST	GRIFFIN	019 13007
91	247		PELLY	ST	GRIFFIN	005 07005A
92	0		PELLY	ST	GRIFFIN	019 02004
93	117		PHILLIPS	ST	GRIFFIN	018 51004
94	811		PIMENTO	AVE	GRIFFIN	046 09016
95	1230		PLEASANT	AVE	GRIFFIN	059 04003
96	213	E	QUILLY	ST	GRIFFIN	007 15021A
97	214	W	QUILLY	ST	GRIFFIN	008 12009
98	215	E	QUILLY	ST	GRIFFIN	007 15021
99	222	E	QUILLY	ST	GRIFFIN	007 15007
100	304	E	QUILLY	ST	GRIFFIN	007 16022
101	408	E	QUILLY	ST	GRIFFIN	007 17019
102	601	W	QUILLY	ST	GRIFFIN	009 06008
103	611	W	QUILLY	ST	GRIFFIN	009 06022
104	645	W	QUILLY	ST	GRIFFIN	009 08001
105	821	W	QUILLY	ST	GRIFFIN	009 01004
106	825	W	QUILLY	ST	GRIFFIN	009 01003
107	831	W	QUILLY	ST	GRIFFIN	009 01002

108	422		RABUN	ST	GRIFFIN	023 13004
109	918		RAY	ST	GRIFFIN	058 04004
110	320 A & B		RILEY	CIR	GRIFFIN	003C04036
111	107		SHANDON	LN	GRIFFIN	066 02167
112	118		SHORT	ST	GRIFFIN	003C04034
113	124		SHORT	ST	GRIFFIN	003C04033
114	0		SHORT	ST	GRIFFIN	003C04033A
115	621	W	SLATON	AVE	GRIFFIN	011 09019
116	624	E	SLATON	AVE	GRIFFIN	018 39012B
117	624	E	SOLOMON	ST	GRIFFIN	018 49006
118	811	E	SOLOMON	ST	GRIFFIN	018 41018
119	823	E	SOLOMON	ST	GRIFFIN	018 41015
120	901	E	SOLOMON	ST	GRIFFIN	019 04006
121	1114	W	SOLOMON	ST	GRIFFIN	057 06007
122	0	E	SOLOMON	ST	GRIFFIN	019 09013
123	0		SPRING	ST	GRIFFIN	003C03056
124	1472		STELLA	WAY	GRIFFIN	065 05004
125	118	W	TINSLEY	ST	Griffin	008 13013
126	214	W	TINSLEY	ST	Griffin	008 12021
127	309	E	TINSLEY	ST	Griffin	007 06039B
128	314	E	TINSLEY	ST	Griffin	007 16003
129	326	W	TINSLEY	ST	Griffin	008 11021
130	428	E	TINSLEY	ST	Griffin	007 17006
131	520	E	TINSLEY	ST	Griffin	006 13003
132	531	E	TINSLEY	ST	Griffin	006 08008A
133	533	E	TINSLEY	ST	Griffin	006 08008
134	703	E	TINSLEY	ST	Griffin	006 09014
135	0	W	TINSLEY	ST	Griffin	008 11019
136	727		TURNER	ST	Griffin	009 02021
137	615	E	WALL	ST	GRIFFIN	018 49002A
138	824	E	WALL	ST	GRIFFIN	018 51005
139	321		WASHINGTON	ST	GRIFFIN	007 06023
140	326		WASHINGTON	ST	GRIFFIN	007 06029
141	328		WASHINGTON	ST	GRIFFIN	007 06028
142	420		WASHINGTON	ST	GRIFFIN	007 07042
143	621		WILLIAMS	ST	GRIFFIN	009 06025
144	815		WILLIAMS	ST	GRIFFIN	009 01019

145	822		WILLIAMS	ST	GRIFFIN	009 01013
146	826		WILLIAMS	ST	GRIFFIN	009 01014
147	830		WILLIAMS	ST	GRIFFIN	009 01015
148	611		WRIGHT	ST	GRIFFIN	011 02011
149	329	N	1ST	ST	GRIFFIN	006 12002
150	214	N	3RD	ST	GRIFFIN	018 28006A
151	224	N	4TH	ST	GRIFFIN	018 27007A
152	210	N	5TH	ST	GRIFFIN	014 26006
153	214	N	5TH	ST	GRIFFIN	014 26007
154	312	N	5TH	ST	GRIFFIN	007 16021
155	416	N	5TH	ST	GRIFFIN	007 06039E
156	425	N	5TH	ST	GRIFFIN	007 05028
157	436	N	6TH	ST	GRIFFIN	007 05045
158	570	N	6TH	ST	GRIFFIN	003 06009A
159	215	N	8TH	ST	GRIFFIN	012 22008
160	233	N	9TH	ST	GRIFFIN	012 21003
161	409	N	9TH	ST	GRIFFIN	008 01014
162	417	N	9TH	ST	GRIFFIN	008 01012
163	451	N	9TH	ST	GRIFFIN	008 01006
164	456	N	9TH	ST	GRIFFIN	008 02021
165	706	S	9TH	ST	GRIFFIN	031 02002
166	308	N	10TH	ST	GRIFFIN	012 21018
167	309	N	10TH	ST	GRIFFIN	008 10007
168	310	N	10TH	ST	GRIFFIN	012 21017
169	806	N	10TH	ST	GRIFFIN	002 01011
170	810	N	10TH	ST	GRIFFIN	002 01012
171	814	N	10TH	ST	GRIFFIN	002 01013
172	834	N	10TH	ST	GRIFFIN	002 01018
173	504	N	12TH	ST	GRIFFIN	008 07022
174	304	N	13TH	ST	GRIFFIN	011 02016
175	421	N	13TH	ST	GRIFFIN	009 05011
176	425	N	13TH	ST	GRIFFIN	009 05010
177	428	N	13TH	ST	GRIFFIN	009 06015
178	436	N	13TH	ST	GRIFFIN	009 06001
179	505	N	13TH	ST	GRIFFIN	009 03010
180	507	N	13TH	ST	GRIFFIN	009 03009
181	509	N	13TH	ST	GRIFFIN	009 03008

182	116	N	15TH	ST	GRIFFIN	010 03017
183	238	N	15TH	ST	GRIFFIN	010 02014
184	362	N	16TH	ST	GRIFFIN	058 04001B
185	368	N	16TH	ST	GRIFFIN	058 04001A
186	309	N	17TH	ST	GRIFFIN	058 08014
187	341	N	17TH	ST	GRIFFIN	058 08006
188	421	N	17TH	ST	GRIFFIN	058 01005
189	602	N	17TH	ST	GRIFFIN	062 07009
190	605	N	17TH	ST	GRIFFIN	062 08006A
191	647	N	17TH	ST	GRIFFIN	062 03006
192	350	N	19TH	ST	GRIFFIN	059 05013

GRIFFIN-SPALDING COUNTY LANDBANK AUTHORITY

Reviewer Name :	EdTech Group	Executive Realty Group	GBY 2024	Luxor Group	Synergy Real Estate Group	Sole Elysian Estates	Caladon Inc
B. Ballard	4.7	5.9	2.7	4	5.7	4	5.9
C.Blocker	5.4	8.8	1	2	8.3	4.2	8.2
P. Sutton	9	9	1	1.8	7	4.3	7.3
Total Score:	19.1	23.7	4.7	7.8	21	12.5	21.4
Pricing	**$72,320.00**	$192,000.00	$43,000.00	$248,448.00	Varies	$299,514.00	$720.00

[Information/Cover Page]

[Bid Response Disclosures]

[Acknowledgement Non-Collusion and Conflict of Interest Disclosures]

Proposal - Annual Contract

Lawn and Ground Maintenance - Debris Removal Services



RFP # 26-005

Griffin-Spalding County Land Bank Authority, Georgia



The EdTech Group, LLC.

Tamaura Jones, Founder

361 Windpher Rdg. Hampton, GA 30228

administrator@edtechintegrations.org

(678) 466-0366

DUNS: 119345386
UEI: U47ZNG9XP2L3
CAGE Code: 06W87
E-Verify ID: 2549930
Certification(s): DBE, ACDBE, SLBE, MWBE
NAICS Codes: 561730



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Proposal for RFP # 26-005

I. Executive Summary

Cover Letter

To: Griffin-Spalding County Land Bank Authority (GSCLBA)

Re: RFP 26-005 – Grounds Maintenance Services

The EdTech Group, LLC. is honored to submit this proposal to provide comprehensive grounds maintenance services for the Griffin-Spalding County Land Bank Authority (GSCLBA). As a minority-led, woman-founded firm headquartered in Henry County, Georgia, we bring a proven record of operational excellence, compliance, and community-centered service delivery. Our team understands the importance of maintaining GSCLBA's 226 parcels; representing 47.72 acres to support neighborhood stabilization, blight reduction, and redevelopment readiness.

All field operations will be executed through our internal Service Division, which encompasses janitorial services, concessions operations, and grounds maintenance. This division operates under the leadership of Project Manager Morice Jones, a seasoned professional with decades of experience in multi-site maintenance, construction operations, and property care. We also offer an optional Workforce Ready Academy, led by licensed Georgia educators from Henry and Spalding County, designed to provide Griffin-Spalding County high school seniors with hands-on training in lawncare, equipment safety, and property maintenance.

We appreciate the opportunity to support GSCLBA's mission and look forward to delivering consistent, high-quality service across all parcels.

Sincerely,

Tamaura Jones

Founder, The EdTech Group, LLC.



Business Classification

Legal Entity: The EdTech Group, LLC. 361 Windpher Ridge, Hampton, GA 30228 Phone: 678-466-0366 Email: administrator@edtechintegrations.org

Primary Contact: Tamaura Jones, Founder & Site Manager

Certifications: Disadvantaged Business Enterprise (DBE), Airport Concessions DBE (ACDBE), SLBE Small Local Business Enterprise, (SLBE), Minority Woman Business Enterprise (MWBE), Local Vendor (Henry County)

Strategic Overview

The EdTech Group, LLC. is a nationally positioned, woman-owned firm headquartered in Hampton, Georgia. With deep roots in education, public-sector contracting, and community engagement, our organization has built a reputation for delivering scalable, compliance-ready solutions that blend operational rigor with legacy-driven impact. Our work is grounded in the belief that strong systems build strong communities, and every service we deliver is intentionally designed to elevate neighborhoods, strengthen public assets, and create pathways for long-term community resilience.

As a modular, compliance-driven firm, The EdTech Group, LLC. delivers integrated operational solutions across multiple public-sector service lines. Our expertise spans public-sector service delivery, where we support government agencies with transparent, standards-based operational models designed for accountability, efficiency, and measurable performance. We provide comprehensive grounds maintenance services that include full-scale lawncare, debris removal, seasonal upkeep, and parcel-level beautification for municipal and quasi-governmental entities. Our team also manages janitorial operations, offering structured cleaning programs that meet health, safety, and regulatory requirements for public facilities. Through our concessions management capabilities, we operate food service programs with a focus on compliance, customer experience, and revenue accountability. In addition, we lead workforce development initiatives that equip youth and adults with practical skills, job readiness training, and hands-on exposure to real-world service environments. This combination of operational capacity and community-centered programming allows us to serve as both a service provider and a strategic partner in local revitalization.

At the core of our operational strength is The EdTech Group, LLC. 's Service Division, a fully integrated unit that provides the field capacity, commercial-grade equipment, and trained personnel required to maintain a multi-parcel portfolio of any scale. This division is structured to support high-volume, multi-site service delivery with consistent quality, efficient routing, and strict adherence to safety and compliance standards. Whether maintaining 10 parcels or 226, our Service Division ensures reliable execution, rapid response capability, and seamless integration with EdTech’s project management and reporting systems.

Our firm's credibility is reinforced by a strong foundation of certifications and active registrations. The EdTech Group, LLC. is certified as a Disadvantaged Business Enterprise (DBE), Airport Concessions DBE (ACDBE), Small Local Business Enterprise (SLBE), and Minority Woman Business Enterprise (MWBE), with additional EBO/M/FBE/SBE certifications pending. We maintain active registrations with SAM.gov, the Georgia Department of Administrative Services, and the Georgia Secretary of State. Our staff is committed to full E-Verify compliance and is trained in OSHA/EPA-aligned protocols to ensure safe, responsible, and compliant service delivery across all operational environments.

In short, The EdTech Group, LLC. builds systems that grow communities, educate future leaders, and establish legacy within the regions we serve. Our approach is intentional, our operations are proven, and our commitment to excellence is unwavering. This proposal is not simply competitive—it is transformative, offering GSCLBA a partner capable of delivering high-quality grounds maintenance while advancing broader community development goals.

Section II. – Qualifications

Key Personnel: Team Commitments

Name	Role	Experience Highlights	Status
Tamaura Jones	Prime Contractor /Administrator	Former Henry County Educator (GA & CA licensed); 10+ yrs government and private sector contracting experience	Ongoing various (Annual Contracts)
Morice Jones	Project Manager	30 years of Millwright contracting experience, OSHA/EPA certified, small business owner Our Better Way Construction	Nationwide (Contract placement)

Resumes & Roles

Tamaura Jones Founder, The EdTech Group, LLC.

Project Role: Executive Oversight, Compliance Lead, Workforce Development Program Director

Experience Highlights: Tamaura Jones is an accomplished educator, public-sector strategist, and operational systems designer with extensive experience leading compliance-driven programs across education, government contracting, and community-based service delivery. She has built The EdTech Group, LLC. into a nationally positioned, woman-owned firm known



for modular service models, transparent reporting structures, and community-centered operational impact. Her background includes designing public-sector service frameworks, managing concessions operations, overseeing contract compliance, and developing youth workforce programs that integrate technical training with job readiness. She brings a unique blend of instructional expertise, regulatory precision, and organizational leadership to every project.

- **Length of Service in Field:** 20+ years in education, public-sector operations, and program administration
- **Length of Service with Firm:** Since 2020 founding The EdTech Group, LLC.

Morice Jones Project Manager, The EdTech Group, LLC. – Service Division

Project Role: Project Manager, Field Operations Lead, Safety & Quality Assurance Supervisor

Experience Highlights: Morice Jones is a seasoned operations professional with more than 30 years of experience in construction, property maintenance, grounds management, and multi-site service coordination. His expertise includes residential construction, new-development site preparation, landscaping, and property rehabilitation. As Project Manager for The EdTech Group, LLC.'s Service Division, he oversees all field operations, including scheduling, routing, crew supervision, equipment management, and quality assurance. Morice is OSHA-trained, highly skilled in commercial equipment operation, and known for his reliability, technical precision, and leadership in the field. He has managed bi-weekly and monthly maintenance cycles for new construction properties, rental portfolios, blighted parcels, and municipal sites across multiple counties.

- **Length of Service in Field:** 30+ years in construction, grounds maintenance, and property operations
- **Length of Service with Firm:** 5+ years supporting The EdTech Group, LLC.

Certifications, Registrations & Licenses:

- Georgia & California Educator Licenses (Tamaura Jones)
- OSHA Certification (Morice Jones)
- DBE, ACDBE, SLBE, MWBE Certification(s)
- E-Verify Compliance
- Georgia Business License – Active
- Certificate of Existence – Active
- SAM.gov Registration – Active
- Georgia DOAS Supplier Registration – Active

Relevant Current Projects



The EdTech Group maintains a strong portfolio of active public-sector and private-sector contracts that demonstrate our capacity to manage multi-site operations, deliver consistent service quality, and meet the compliance expectations of government agencies.

Henry County North Mt. Carmel Recreation Center – Annual Concessions Contract

- **Status:** Ongoing project currently in progress
- **Project Management:** Tamaura Jones
- **Project Value:** Profit Share 18%

Full concessions management, food safety compliance, revenue accountability, and customer service oversight.

Henry County Purchasing – Courthouse Historic Window Restoration

Procurement coordination and compliance support for a historically significant government facility.

- **Status:** Anticipated awarded project; work to commence 1/13/2026
- **Project Management:** Morice Jones
- **Project Value:** $16, 000

Landscaping & Lawncare – 32-Unit New Construction Development

Client: BP Construction

Services Provided: Lawncare and landscaping services for active construction environments.

- **Status:** Ongoing project currently in progress
- **Project Management:** Morice Jones
- **Project Value:** $38, 400

Lawn Maintenance - Clayton County Single-Family & Blighted Properties

Client: Windham Home Improvements

- **Services Provided:** Bi-weekly lawn maintenance supporting neighborhood stabilization and property preservation.
- **Status:** Ongoing work currently in progress
- **Project Management:** Morice Jones
- **Project Value:** $27,600

Lawncare & Maintenance - New Construction Single-Family Properties



- **Client:** Momentum Development & Construction
- **Services Provided:** Bi-weekly, on-call, and emergency lawn care and maintenance services.
- **Status:** Ongoing project currently in progress
- **Project Management:** Tamaura Jones, Site Coordinator
- **Project Value:** $19,200

Why We Stand Out

The EdTech Group, LLC. stands out because we bring a level of structure, professionalism, and community-centered purpose that is uncommon in the grounds maintenance industry. Our firm was built on the belief that operational excellence and community impact are not competing priorities they are mutually reinforcing. Every system we design, every process we implement, and every service we deliver is rooted in accountability, transparency, and long-term value for the communities we serve.

Our strength begins with our modular, compliance-driven operating model, which allows us to manage large, dispersed portfolios with the same precision and consistency typically reserved for single-site operations. We have engineered our Service Division to function like a high-performing public-sector unit: structured routes, documented service cycles, commercial-grade equipment, trained personnel, and a reporting framework that ensures GSCLBA always knows what was completed, when it was completed, and what conditions were observed on site. This level of operational discipline is a direct reflection of our leadership.

Our leadership team is one of our greatest assets. Project Manager Morice Jones brings more than 30 years of hands-on experience in construction, property maintenance, and multi-site operations. His field expertise, safety training, and ability to manage complex service environments ensure that every parcel is maintained with precision and care. Founder Tamaura Jones adds a strategic layer of compliance oversight, program design, and community engagement, supported by her background in education and public-sector systems. Together, they create a leadership structure that is both technically strong and deeply aligned with community needs.

We also stand out because we are a mission-driven, woman-owned, minority-led firm with active certifications including DBE, ACDBE, SLBE, and MWBE, that reflect our commitment to equity and public-sector readiness. Our active registrations with SAM.gov, DOAS, and the Georgia Secretary of State ensure seamless contracting and compliance.

Finally, our work extends beyond maintenance. Through our Workforce Ready Academy, we offer GSCLBA the opportunity to transform a standard service contract into a community development initiative. By training high school students in lawncare, equipment safety, and job readiness, we help build a stronger local workforce while reinforcing GSCLBA's mission of neighborhood revitalization.

In every engagement, The EdTech Group, LLC. delivers reliability, transparency, and a commitment to excellence. We don't just maintain properties—we strengthen communities, support redevelopment, and build systems that leave a lasting legacy.

What Sets Us Apart

- **A structured, scalable operating model** built specifically for public-sector, multi-parcel portfolios.
- **Experienced leadership** combining 30+ years of field expertise with strong compliance and program design.
- **Certified and contract-ready**, with DBE, ACDBE, SLBE, MWBE, and active government registrations.
- **A community-centered mission** that prioritizes neighborhood improvement and long-term impact.
- **Workforce Ready Academy**, offering optional youth training that extends the value of this contract beyond maintenance.
- **Proven performance** across public and private contracts, demonstrating reliability, responsiveness, and consistent quality.

Section V. – Understanding & Approach

Service Delivery Model

The EdTech Group's Service Delivery Model is designed specifically for multi-parcel, public-sector environments such as the GSCLBA portfolio. Our approach emphasizes consistency, efficiency, safety, and full compliance with the Authority's required service cycles. We deploy trained crews equipped with commercial-grade mowers, trimmers, blowers, and debris-removal tools to ensure each parcel is serviced to a uniform standard regardless of size, terrain, or condition.

Our routing model is built using a zone-based structure that groups parcels geographically to reduce travel time, increase productivity, and maintain predictable service windows. Each zone is assigned a dedicated crew responsible for bi-weekly mowing from March through October and monthly mowing from November through February. This structure ensures continuity, familiarity with parcel conditions, and accountability for service quality.

All services include mowing, trimming, edging, litter removal, and debris clearing. Parcels are serviced to a consistent height and finish, with special attention to visibility, safety, and curb appeal. Weather delays, seasonal adjustments, and emergent conditions are managed through a documented contingency plan to ensure uninterrupted service delivery.

Project Management & Oversight



Project oversight is led by Project Manager Morice Jones, who brings more than 30 years of experience in construction, grounds maintenance, and multi-site operations. His responsibilities include:

- Developing and maintaining the master service schedule
- Assigning crews and managing daily routing
- Conducting on-site inspections and quality checks
- Ensuring compliance with GSCLBA service standards
- Managing equipment readiness and maintenance
- Overseeing safety protocols and crew training
- Serving as the primary point of contact for GSCLBA staff

Mr. Jones conducts weekly operational reviews and monthly performance evaluations to ensure all parcels are serviced on schedule and to GSCLBA's expectations. His leadership ensures that every parcel receives consistent, high-quality care and that any issues are addressed promptly and professionally.

Quality Assurance & Reporting

The EdTech Group maintains a structured Quality Assurance (QA) program designed to ensure accuracy, accountability, and transparency throughout the contract term. Our QA framework includes:

Pre-Season Preparation

- Full equipment inspections and maintenance
- Crew training on GSCLBA standards
- Route verification and zone assignments

In-Season Quality Controls

- Mid-season performance audits
- Randomized parcel inspections
- Photo documentation of completed work
- Supervisor sign-offs for each service cycle

Corrective Action Procedures

If a deficiency is identified, corrective action is initiated within 24 hours. All corrective actions are documented and reported to GSCLBA.

- **Reporting to GSCLBA**



After each service cycle, GSCLBA receives:

- A service completion log
- Photo documentation (before/after as needed)
- Notes on parcel conditions, hazards, or unusual findings

This reporting structure ensures GSCLBA has full visibility into service delivery and parcel conditions throughout the year.

Company's Solution

The EdTech Group offers a comprehensive, scalable, and compliance-driven solution designed specifically to meet the needs of the Griffin-Spalding County Land Bank Authority's multi-parcel grounds maintenance program. Our solution is built on a structured operational framework that ensures consistency, accountability, and high-quality service delivery across all 226 parcels in the GSCLBA portfolio.

Our approach begins with a zone-based routing model that divides the county into manageable service areas. Each zone is assigned a dedicated crew equipped with commercial-grade mowers, trimmers, blowers, and debris-removal tools. This structure reduces travel time, increases efficiency, and ensures that every parcel is serviced within the required bi-weekly and monthly cycles. Crews are trained to follow GSCLBA's performance standards, including mowing height, edging requirements, debris removal expectations, and safety protocols.

To support consistent execution, The EdTech Group integrates real-time oversight and quality control into every service cycle. Project Manager Morice Jones conducts routine field inspections, verifies service completion, and documents parcel conditions. This oversight ensures that all work meets GSCLBA's expectations and that any issues such as overgrowth, illegal dumping, or safety hazards are identified and addressed promptly.

Our company solution also includes a robust reporting system that provides GSCLBA with clear, timely documentation of completed work. After each service cycle, GSCLBA receives a service log, photo documentation, and notes on any conditions requiring attention. This transparency supports accountability and allows GSCLBA to maintain accurate records for internal tracking, community inquiries, and redevelopment planning.

The EdTech Group's Service Division is supported by a fully trained workforce, OSHA-aligned safety protocols, and a fleet of well-maintained equipment. Our crews are prepared to handle varying parcel sizes, terrain types, and seasonal conditions. We maintain backup equipment and reserve personnel to ensure uninterrupted service delivery, even during peak seasons or unexpected weather delays.



Finally, our solution is strengthened by our community-centered mission. As a woman-owned, minority-led firm with deep roots in the region, we approach this work with a commitment to neighborhood stabilization, beautification, and long-term community impact. Through our optional Workforce Ready Academy, we also offer GSCLBA the opportunity to extend the value of this contract by providing local youth with hands-on training and job readiness skills.

In summary, The EdTech Group delivers a reliable, transparent, and high-performing solution that ensures every GSCLBA parcel is maintained to a consistent standard, supports redevelopment goals, and enhances the overall appearance and safety of the community.

Project Plan Summary

Category	**Details**
Total Parcels	226 parcels
Total Acreage	47.72 acres
Service Cycles	• **Bi-weekly** mowing: March–October (16 cycles) • **Monthly** mowing: November–February (5 cycles) **Total Annual Cycles: 21**
Services Included Each Cycle	• Mowing • Trimming/Edging • Litter Removal • Debris Clearing • Visual Inspection & Hazard Notes
Crew Structure	• Dedicated zone-based crews • Commercial-grade equipment • Supervisor oversight each cycle
Project Manager	Morice Jones – responsible for routing, inspections, QA, safety, and GSCLBA communication
Reporting Provided to GSCLBA	• Service completion log • Photo documentation • Notes on parcel conditions or hazards
Included in Pricing	Labor, equipment, fuel, debris removal, supervision, reporting, admin support
Optional Services	Workforce Ready Academy (no impact on base pricing)
Optional Add-Ons	Additional as needed services (no impact on base pricing unless requested)

This Project Plan ensures that every GSCLBA parcel receives consistent, high-quality maintenance throughout the year. The zone-based routing model reduces travel time and



increases efficiency, while the structured reporting system provides GSCLBA with full transparency after each service cycle. The pricing model is straightforward, predictable, and inclusive of all labor, equipment, and administrative costs.

Section IV. – Optional Services

Workforce Ready Academy

The Workforce Ready Academy is an optional enhancement designed to support GSCLBA's broader goals of community uplift, youth development, and workforce expansion. This program provides Griffin-Spalding County high school seniors with structured, hands-on training in:

- Lawncare fundamentals
- Equipment operation and safety
- Property maintenance techniques
- Job readiness and soft skills
- Workplace professionalism
- Environmental stewardship

The Academy is led by Georgia educators Tamaura Jones, who oversees curriculum development, student engagement, and coordination with school partners. Students participate in supervised field experiences, gaining exposure to real-world service environments while contributing to community beautification.

This program can be activated at GSCLBA's discretion and does not alter the base pricing of the grounds maintenance contract. It serves as a value-added opportunity for GSCLBA to invest in local youth while enhancing the long-term sustainability of the community.

Add on Services (As Needed)

These services are not included in the base scope and may be requested by GSCLBA on an as-needed basis. Pricing for each service can be provided upon request.

1. Vegetation & Overgrowth Control

- Brush cutting / bush hogging for heavily overgrown parcels
- Invasive plant removal (kudzu, poison ivy, bamboo, etc.)
- Tree limb trimming (low-hanging branches, safety clearance)
- Shrub and hedge reduction
- Fence line clearing (vines, brush, and debris)

2. Property Clean-Up & Debris Removal

- Bulk debris removal (fallen limbs, dumped materials, storm debris)
- Illegal dumping clean-up (tires, furniture, construction waste)
- Leaf removal (seasonal or heavy accumulation)
- Storm response clean-up following weather events



3. Soil, Ground, & Parcel Stabilization

- Erosion control (straw, mulch, temporary stabilization)
- Soil leveling or minor grading
- Ditch and drainage clearing to prevent water pooling

4. Weed & Growth Management

- Herbicide application (weed control, fence lines, sidewalks, foundations)
- Pre-emergent treatments to reduce seasonal weed growth
- Hard-surface weed removal (driveways, sidewalks, gravel areas)

5. Aesthetic & Parcel Enhancement

- Mulching (natural, dyed, or pine straw)
- Flower bed clean-out and refresh
- Basic landscaping enhancements (minor plantings, edging, beautification)
- Tree ring clean-up and mulching

6. Safety & Compliance Enhancements

- Vacant lot visibility clearing for code compliance
- Sidewalk and right-of-way clearing
- Sightline clearing for intersections or driveways
- Hazard removal (fallen branches, trip hazards, overgrowth blocking signage)

7. Seasonal & Specialty Services

- Fall and spring clean-up packages
- Snow/ice clearing (if applicable)
- Seasonal beautification (mulch refresh, trimming, debris removal)

Section V. Pricing the Project

Category	Details
Base Rate Per Parcel	$50 per property per visit
Annual Cost Calculation	226 parcels × $50 × 21 cycles
Total Annual Cost	$237,300
Cost Per Acre (per visit)	$236.79 per acre

Optional Add-On Services – Pricing Menu

Category	Service Description (Not Included in Base Scope)	Pricing Structure
Vegetation & Overgrowth Control	Brush cutting / bush hogging for heavy overgrowth	$85–$150 per parcel
	Invasive plant removal (kudzu, poison ivy, bamboo)	$75–$125 per hour
	Tree limb trimming (low-hanging or hazardous branches)	$50–$100 per tree
	Shrub and hedge reduction	$45–$95 per parcel
	Fence line clearing (vines, brush, debris)	$65–$125 per parcel
Property Clean-Up & Debris Removal	Bulk debris removal (large limbs, dumped materials, storm debris)	$75–$200 per load
	Illegal dumping clean-up (tires, furniture, appliances)	$125–$300 per incident
	Leaf removal (seasonal or heavy accumulation)	$50–$125 per parcel
	Storm response clean-up	$75–$150 per hour
Soil, Ground & Parcel Stabilization	Erosion control (straw, mulch, stabilization)	$85–$175 per parcel
	Soil leveling or minor grading	$100–$250 per parcel
	Ditch and drainage clearing	$75–$150 per parcel
Weed & Growth Management	Herbicide application (weed control, fence lines, sidewalks)	$35–$75 per parcel
	Pre-emergent treatments	$45–$95 per parcel
	Hard-surface weed removal	$25–$65 per parcel
Aesthetic & Parcel Enhancement	Mulching (natural, dyed, pine straw)	$6–$10 per bag or $85–$150 per parcel
	Flower bed clean-out and refresh	$45–$95 per parcel
	Basic landscaping enhancements (minor plantings, edging)	$95–$250 per parcel
	Tree ring clean-up & mulching	$25–$55 per tree

Safety & Compliance Enhancements	Vacant lot visibility clearing for code compliance	$65–$125 per parcel
	Sidewalk / right-of-way clearing	$45–$95 per parcel
	Sightline clearing for intersections or driveways	$55–$125 per parcel
	Hazard removal (fallen branches, trip hazards)	$35–$95 per parcel
Seasonal & Specialty Services	Fall / spring clean-up packages	$95–$250 per parcel
	Snow / ice clearing (if applicable)	$75–$150 per hour
	Seasonal beautification (mulch refresh, trimming, debris removal)	$95–$200 per parcel
	Parcel preparation for sale, transfer, or redevelopment	$95–$250 per parcel

All services listed above are NOT included in the base contract and will only be performed upon written request from GSCLBA. Pricing will be confirmed and approved prior to work.

Section VI. Equipment List

The EdTech Group maintains sufficient commercial-grade equipment to support multiple crews operating simultaneously. This inventory ensures uninterrupted service delivery across all GSCLBA parcels and provides redundancy for equipment maintenance or unexpected breakdowns.

Primary Mowing Equipment

Zero-Turn Commercial Mowers

- **4 × 60" Zero-Turn Commercial Mowers**
  - High-capacity units for large parcels
  - Assigned: 1 per crew
- **1 × 54" Zero-Turn Commercial Mowers**
  - Ideal for medium parcels and maneuverability
  - Not Assigned: available as needed

Push Mowers

- **4 × 21" Commercial Push Mowers**
  - For extremely tight or obstructed parcels
  - Assigned: 1 per crew



Trimming & Edging Equipment (High-Volume Capacity)

String Trimmers

- **6 × Commercial-Grade Trimmers**
  - 2 per crew (1 active + 1 backup)

Edgers

- **6 × Commercial Stick Edgers**
  - 2 per crew (1 active + 1 backup)

Blowers & Debris Management

Backpack Blowers

- **6 × Commercial Backpack Blowers**
  - 2 per crew

Handheld Blowers

- **3 × Handheld Blowers**
  - 1 per crew

Debris Removal Tools

- Rakes, shovels, debris forks (3 full sets)
- Contractor-grade trash bags
- Litter grabbers (3 sets)

Equipment Hauling & Transportation

Utility Trailers

- **3 × 16' Dual-Axle Utility Trailers**
  - One per crew
  - Equipped with tie-downs, ramps, and safety lighting

Service Vehicles

- **3 × Pickup Trucks**
  - One per crew
  - Used for equipment hauling & debris removal

Safety & Compliance Equipment



Personal Protective Equipment (PPE)

- High-visibility vests
- Protective eyewear
- Work gloves
- Steel-toe boots (crew-issued)
- Hearing protection

Safety Tools

- First-aid kits (1 per crew)
- Fire extinguishers (1 per trailer)
- Traffic cones (6 per crew)
- Two-way radios (2 per crew)

Maintenance & Support Equipment

Fuel & Maintenance Supplies

- OSHA-approved fuel containers
- Oil, filters, belts, and blades for all mower types
- Spare trimmer line, edger blades, and blower filters

Backup Equipment

- 1 × Backup Zero-Turn Mower (60")
- 1 × Backup Trimmer per crew
- 1 × Backup Blower per crew

Capacity Statement

This equipment inventory supports three fully staffed crews, each capable of servicing 113 each week, allowing The EdTech Group to maintain over half of the GSCLBA portfolio) every week with full redundancy and uninterrupted service.

VII. Safety Plan

The EdTech Group maintains a comprehensive, OSHA-aligned Safety Plan designed to protect personnel, the public, and GSCLBA property throughout the duration of this contract. Our safety program integrates training, hazard prevention, equipment protocols, emergency procedures, and continuous monitoring to ensure safe, compliant, and incident-free operations.

Safety Philosophy & Commitment



The EdTech Group is committed to maintaining a zero-incident work environment. Safety is embedded into every aspect of our operations—from equipment handling to parcel inspections and is reinforced through training, supervision, and accountability. Our goal is to ensure that every crew member returns home safely each day and that all GSCLBA parcels are serviced without risk to the public or surrounding properties.

Our safety program is built on four core principles:

1. **Prevention First** – Identify hazards before work begins.
2. **Training & Competency** – Ensure all personnel are properly trained and certified.
3. **Compliance** – Follow OSHA, EPA, and local regulations at all times.
4. **Continuous Improvement** – Review, audit, and enhance safety practices regularly.

Crew Training Requirements

All crew members must complete the following before working on GSCLBA parcels:

Mandatory Training

- OSHA-aligned Grounds Maintenance Safety Training
- Equipment Operation Training (mowers, trimmers, blowers)
- Hazard Identification & Mitigation Training
- Heat Illness Prevention Training
- Traffic & Roadside Safety Awareness
- Emergency Response Procedures
- PPE Usage & Compliance Training

Ongoing Training

- Monthly safety briefings
- Quarterly refresher courses
- Annual safety re-certification
- Tailgate safety meetings before each service cycle

Training records are maintained and available for GSCLBA review upon request.

Personal Protective Equipment (PPE)

All personnel are required to wear PPE at all times while servicing GSCLBA parcels. Required PPE includes:

- High-visibility safety vests
- Protective eyewear
- Work gloves
- Steel-toe or reinforced boots
- Hearing protection
- Long pants (no shorts permitted)



- Optional: sun protection (hats, sleeves)

Supervisors conduct PPE checks at the start of each shift.

Pre-Service Site Inspections

Before work begins on any parcel, crews perform a documented site inspection to identify hazards such as:

- Large debris or illegal dumping
- Hidden obstacles (rocks, metal, glass, wire)
- Holes, uneven ground, or erosion
- Low-hanging branches or overgrowth
- Standing water
- Wildlife presence
- Traffic or pedestrian activity

If a hazard poses a safety risk, work is paused, the hazard is documented, and GSCLBA is notified for direction.

Equipment Safety & Maintenance Protocols

To ensure safe operation, all equipment is:

- Inspected daily before deployment
- Maintained according to manufacturer guidelines
- Repaired immediately when issues arise
- Removed from service if unsafe
- Cleaned and stored properly after each shift

Daily equipment checklists include:

- Blade condition
- Tire pressure
- Fuel and oil levels
- Guard and shield integrity
- Throttle and brake function
- Safety switches and kill switches

Backup equipment is available to prevent unsafe operation due to malfunction.

Safe Operating Procedures

Mowing Safety



- Mow slopes using stand-on or walk-behind mowers only
- Never operate equipment near people, pets, or moving vehicles
- Maintain safe distances from structures, signage, and utilities
- Shut off equipment before clearing blockages

Trimming & Edging Safety

- Maintain awareness of flying debris
- Use guards and shields at all times
- Avoid trimming near loose gravel or glass

Blower Safety

- Direct airflow away from pedestrians, vehicles, and structures
- Avoid blowing debris into streets or storm drains

Roadside & Right-of-Way Safety

- Use traffic cones for parcels near roadways
- Crews work facing oncoming traffic when possible
- High-visibility PPE is mandatory

Weather & Environmental Safety

Heat Safety

- Mandatory hydration breaks
- Shade rest periods
- Monitoring for heat illness symptoms

Rain & Storm Protocols

- No mowing on saturated ground
- No equipment operation during lightning or high winds
- Storm debris is assessed before resuming work

Cold Weather

- Layered clothing
- Warm-up periods for equipment and personnel

Public Safety & Property Protection

The EdTech Group prioritizes the safety of residents, pedestrians, and surrounding properties. Measures include:

- Securing work areas



- Maintaining awareness of pedestrian activity
- Avoiding debris discharge toward homes or vehicles
- Reporting unsafe parcel conditions to GSCLBA
- Ensuring equipment is never left unattended while running

Incident Reporting & Corrective Action

If an incident occurs, the following steps are taken:

1. Immediate Response – Secure the area and ensure safety.
2. Documentation – Complete an incident report within 2 hours.
3. Notification – GSCLBA is notified the same day.
4. Investigation – Supervisor reviews cause and contributing factors.
5. Corrective Action – Implement training or procedural changes.
6. Follow-Up – Monitor for recurrence and ensure compliance.

All incidents, near-misses, and hazards are logged and reviewed monthly.

Continuous Safety Monitoring & Quality Assurance

- Weekly supervisor field audits
- Monthly safety performance reviews
- Quarterly equipment inspections
- Annual safety program evaluation
- Corrective action plans for any deficiencies

Quality Control Plan

The EdTech Group maintains a structured Quality Control (QC) program to ensure all GSCLBA parcels are serviced consistently, safely, and according to contract standards. Our QC approach focuses on prevention, verification, and continuous improvement. The EdTech Group is committed to delivering consistent, high-quality service across all GSCLBA parcels. Our QC program ensures every parcel is maintained to standard, every cycle, without exception.

Supervisor Oversight

A dedicated Field Supervisor conducts:

- Daily crew check-ins before deployment
- Random parcel inspections during each service cycle
- End-of-day performance reviews to confirm completion and quality

Supervisors document findings and correct issues immediately.

Standardized Service Checklists



Each crew uses a parcel service checklist covering:

- Mowing height and uniformity
- Trimming and edging completeness
- Litter and debris removal
- Safety compliance
- Visual appearance

Checklists ensure consistency across all crews and parcels.

Photo Documentation

Crews capture before-and-after photos for:

- First cycle of the season
- Parcels with prior issues
- Any parcel requiring corrective action

Photos are stored for internal review and available to GSCLBA upon request.

Corrective Action Process

If a deficiency is identified:

1. Supervisor documents the issue
2. Crew is dispatched within 24 hours to correct it
3. Supervisor verifies completion and updates QC records

This ensures rapid resolution and contract compliance.

Continuous Improvement

The EdTech Group conducts:

- Weekly QC meetings to review performance
- Monthly trend analysis to identify recurring issues
- Seasonal adjustments to improve efficiency and quality

Feedback from GSCLBA is incorporated into ongoing improvements. The EdTech Group maintains a proactive, structured, and fully compliant safety program designed to protect personnel, the public, and GSCLBA property. Our approach exceeds industry standards and ensures safe, consistent, and high-quality service delivery across all parcels.

Section VIII. – Sample Contract



SAMPLE CONTRACT FOR PERFORMANCE OF WORK

RFP 26-005 – Lawn, Ground, Tree Maintenance, Trash and Debris Removal
Between The EdTech Group and the Griffin-Spalding County Land Bank Authority (GSCLBA)

1. Parties
This Contract ("Agreement") is entered into by and between the Griffin-Spalding County Land Bank Authority ("GSCLBA") and The EdTech Group ("Contractor"), a Georgia-based service provider specializing in grounds maintenance, debris removal, and property care. Both parties agree to the terms and conditions outlined below.

2. Scope of Work
The Contractor shall provide all labor, equipment, materials, supervision, and transportation necessary to perform lawn maintenance, grounds maintenance, tree maintenance (as requested), trash removal, debris removal, seasonal mowing cycles, visual inspections, and documentation/reporting. All work shall be performed in accordance with RFP 26-005, the Contractor's submitted proposal, and GSCLBA service standards.

3. Service Frequency
The Contractor shall service all assigned parcels according to the following schedule:

- Bi-weekly mowing: March 1 – October 31
- Monthly mowing: November 1 – February 28
  Additional services shall be performed as requested by GSCLBA. Weather delays shall be communicated within 24 hours and rescheduled promptly.

4. Performance Standards
The Contractor shall maintain all parcels to GSCLBA standards, including uniform mowing height, complete trimming and edging, removal of litter and small debris, safe operation of equipment, protection of adjacent properties, and completion of work within the required cycle. Failure to meet performance standards may result in corrective action, deductions, or termination.

5. Quality Control
The Contractor shall implement a Quality Control Plan that includes supervisor field inspections, standardized service checklists, photo documentation, corrective action within 24 hours, and weekly internal QC reviews. GSCLBA may request documentation at any time.

6. Compensation
GSCLBA agrees to compensate the Contractor as follows:

Base Rate:



- $50 per parcel per visit for lawn and grounds maintenance, including trimming, edging, litter removal, and debris clearing.

Optional Add-On Services (As Needed):

- Tree trimming: $65 per parcel
- Bulk debris removal: $75–$200 per load
- Overgrowth/brush cutting: $85–$150 per parcel
- Herbicide application: $35–$75 per parcel
- Other services per approved pricing menu

Optional services require written authorization from GSCLBA prior to performance.

7. Invoicing and Payment
The Contractor shall submit invoices monthly, detailing parcels serviced, dates of service, optional services performed, and supporting documentation. GSCLBA shall remit payment within 30 days of receiving a complete invoice.

8. Term of Agreement
This Agreement shall commence on the date of execution and remain in effect through December 31, 2027, unless terminated earlier in accordance with Section 12.

9. Contractor Responsibilities
The Contractor shall provide trained personnel, maintain all equipment in safe working condition, ensure compliance with OSHA and safety standards, carry required insurance, maintain accurate service records, and protect GSCLBA property and the public.

10. GSCLBA Responsibilities
GSCLBA shall provide parcel lists and updates, authorize optional services in writing, review and approve invoices, and communicate concerns or deficiencies promptly.

11. Insurance Requirements
The Contractor shall maintain:

- General Liability Insurance: $1,000,000 per occurrence
- Automobile Liability Insurance: $1,000,000
- Workers' Compensation Insurance: As required by Georgia law
- Additional Insured Endorsement naming GSCLBA

Certificates shall be provided prior to contract execution.

12. Termination
This Agreement may be terminated:

- For convenience by GSCLBA with 30 days' written notice
- For cause by either party with 10 days' notice if deficiencies are not corrected

- Immediately for safety violations, fraud, or non-performance

The Contractor shall be compensated for all approved work completed up to the termination date.

13. Indemnification
The Contractor agrees to indemnify and hold harmless GSCLBA, its officers, and employees from claims arising out of the Contractor's performance, except to the extent caused by GSCLBA's negligence.

14. Compliance with Laws
The Contractor shall comply with all applicable federal, state, and local laws, OSHA regulations, environmental requirements, and Georgia labor laws.

15. Entire Agreement
This Agreement, including RFP 26-005 and the Contractor's proposal, constitutes the entire understanding between the parties and supersedes all prior negotiations.

16. Signatures

For GSCLBA:
Name: _____
Title: _____
Signature: _____
Date: _____

For The EdTech Group:
Name: Tamaura Jones
Title: Founder & Principal
Signature: _____
Date: _____

Section IX. – References

Active References

1. Company: BP Construction

Contact: Darreyl Bryant - (478) 955-7350

Email: jstbci@bellsouth.net

2. Company: Windham Home Improvements

Contact: Jeffery Williams – (470) 376-5671



Email: jeffw1985@icloud.com

3. Company: Momentum Development & Construction

Contact: Tomika Jackson – (470) 372-8408

Email: momentumrealty01@gmail.com

Section X. – Required Documents

✅ **1. Information/Cover Page**

✅ **2. Bid Response Disclosures**

- **Acknowledgement Non-Collusion and Conflict of Interest Disclosures**

✅ **3. Pricing Sheet**

✅ **4. References Sheet**

✅ **5. Tax Compliance form**

✅ **6. Company Registration paperwork**

- Registration Documents completed and uploaded.
- Submission #15

✅ **7. Contractor Affidavit**

✅ **8. Certification for Contracts, Grants, Loans, and Cooperative Agreements**

✅ **9. Schedule of Proposed Work**

✅ **10. Certificate of Insurance**

✅ **11. W-9**

✅ **12. Addenda**

✅ **13. Sample Contract**



✅ **14. Business License**

✅ **15. Capability Statement**

✅ **16. Optional Services Pricing**

Section XI. – Attachments

Appendices

Appendix A: Qualification Documents

- EdTech Group LLC.
  - Company Service Profile
  - Capability Statement
  - Company Certifications
  - Tamaura Jones Experience Profile
  - Tamaura Jones Degrees & Certifications
  - References
  - Past Performance Highlights

- Morice Jones
  - Company Service Profile
  - Experience Profile
  - Qualifications
  - Additional Qualifications
  - Certifications
  - Past Performance Highlights

XII. Contact & Signature Page

Primary Contact: Tamaura Jones, Founder/Representative Responder

Phone: 678-466-0366

Email: **administrator@edtechintegrations.org**

Legal Entity: The EdTech Group, LLC.

Website: **www.edtechintegrations.com, www.edtechintegrations.org**

Authorized Signature

I hereby certify that the information provided in this proposal is accurate and complete. EdTech Group, LLC. meets all compliance requirements established by Griffin-Spalding County Land Bank Authority including pre-qualification for the services outlined in the RFP. Our administrative infrastructure, project management expertise, and subcontractor partnerships ensure high-quality, responsive delivery of concessions services.

Authorized Representative: Name: Tamaura Jones

Signature: *Tamaura Jones* Date: 1/08/2026

The EdTech Group
(678) 466-0366
administrator@edtechintegrations.org
www.edtechintegrations.org
PROUD PARTNER.
RELIABLE SOLUTIONS.
BETTER TOGETHER.

BILLING **AUGUST 1-31,2026**

SCOPE OF WORK **LAWN MAINTENANCE**: Grounds, Lawn Related Trash/Debris

INVOICE NUMBER: GSCLBAAUG26-02

Invoice To		Project Details
Client Name	CHRISTOPHER BLOCKER	GSCLBA LAWN MAINTENANCE
Company Name	GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY	GRIFFIN GEORGIA-VARIOUS LOCATIONS

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
1	Lawn Maintenance	414 ADAMS ST	$40.00			$40.00
2	Lawn Maintenance	421 ADAMS ST	$40.00	Fallen Tree Debris &	$225.00	$265.00
3	Lawn Maintenance	446 BELLE ST	$40.00			$40.00
4	Lawn Maintenance	448 BELLE ST	$40.00	Brush, small tree & s	$450.00	$490.00
5	Lawn Maintenance	501 BELLE ST	$40.00			$40.00
6	Lawn Maintenance	511 CHERRY W ST	$40.00	Street Clearing/bush	$325.00	$365.00
7	Lawn Maintenance	502 CIRCUS ST	$40.00			$40.00
8	Lawn Maintenance	603 CIRCUS ST	$40.00			$40.00
9	Lawn Maintenance	609 CIRCUS ST	$40.00			$40.00
10	Lawn Maintenance	0 CIRCUS ST	$40.00			$40.00
11	Lawn Maintenance	525 CLIFTON DR	$40.00			$40.00
12	Lawn Maintenance	528 CLIFTON DR	$40.00			$40.00
13	Lawn Maintenance	0 CARRIAGE TRC	$40.00	Roadway Clearing, t	$695	$735.00
14	Lawn Maintenance	1316 D F FULLER DR	$40.00	Moderate Illegal Dur	$425	$465.00
15	Lawn Maintenance	1321 D F FULLER DR	$40.00			$40.00
16	Lawn Maintenance	0 D F FULLER DR	$40.00			$40.00
17	Lawn Maintenance	0 D F FULLER DR	$40.00			$40.00
18	Lawn Maintenance	615 ELLIS ST	$40.00	Small Illegal Dumpin	$325	$365.00
19	Lawn Maintenance	616 ELLIS ST	$40.00			$40.00
20	Lawn Maintenance	726 ELLIS ST	$40.00			$40.00
	SUBTOTALS:		**$800.00**		**$2,445.00**	**$3,245.00**

BILLING **AUGUST 1-31,2026**

SCOPE OF WORK **LAWN MAINTENANCE:** Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
21	Lawn Maintenance	822 HAMMOCK ST	$40.00	Small Illegal Dumpi	$275.00	$315.00
22	Lawn Maintenance	484 HAMMOND DR	$40.00			$40.00
23	Lawn Maintenance	1340 HERNDON ST	$40.00			$40.00
24	Lawn Maintenance	527 HILL N ST	$40.00			$40.00
25	Lawn Maintenance	328 JEFFERSON ST	$40.00			$40.00
26	Lawn Maintenance	525 LANE ST	$40.00			$40.00
27	Lawn Maintenance	526 LANE ST	$40.00			$40.00
28	Lawn Maintenance	802 LANE ST	$40.00	Small Illegal Dumpi	$325	$365.00
29	Lawn Maintenance	823 LANE ST	$40.00			$40.00
30	Lawn Maintenance	120 LEO ST	$40.00			$40.00
31	Lawn Maintenance	1104 LYNDON AVE	$40.00			$40.00
32	Lawn Maintenance	1124 LYNDON AVE	$40.00			$40.00
33	Lawn Maintenance	617 NEWTON ST	$40.00			$40.00
34	Lawn Maintenance	821 W QUILLY ST	$40.00			$40.00
35	Lawn Maintenance	1340 OAKDALE DR	$40.00			$40.00
36	Lawn Maintenance	610 ELLIS ST	$40.00			$40.00
37	Lawn Maintenance	325 MORRIS ST	$40.00	Heavy Vegetation, T	$450	$490.00
38	Lawn Maintenance	0 MORRIS ST	$40.00			$40.00
39	Lawn Maintenance	428 13TH N ST	$40.00			$40.00
40	Lawn Maintenance	436 13TH N ST	$40.00			$40.00
41	Lawn Maintenance	505 13TH N ST	$40.00			$40.00
42	Lawn Maintenance	507 13TH N ST	$40.00			$40.00
43	Lawn Maintenance	509 13TH N ST	$40.00			$40.00
44	Lawn Maintenance	238 15TH N ST	$40.00			$40.00
45	Lawn Maintenance	362 16TH N ST	$40.00			$40.00
	SUBTOTALS:		**$1,000.00**		**$1,050.00**	**$2,050.00**

BILLING **AUGUST 1-31,2026**

SCOPE OF WORK **LAWN MAINTENANCE:** Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
46	Lawn Maintenance	368 16TH N ST	$40.00	Small Illegal Dumpir	$275.00	$315.00
47	Lawn Maintenance	309 17TH N ST	$40.00			$40.00
48	Lawn Maintenance	421 17TH N ST	$40.00			$40.00
49	Lawn Maintenance	602 17TH N ST	$40.00			$40.00
50	Lawn Maintenance	605 17TH N ST	$40.00			$40.00
51	Lawn Maintenance	647 17TH N ST	$40.00			$40.00
52	Lawn Maintenance	621 WILLIAMS ST	$40.00			$40.00
53	Lawn Maintenance	815 WILLIAMS ST	$40.00			$40.00
54	Lawn Maintenance	814 10TH N ST	$40.00			$40.00
55	Lawn Maintenance	830 WILLIAMS ST	$40.00			$40.00
56	Lawn Maintenance	312 5TH N ST	$40.00			$40.00
57	Lawn Maintenance	416 5TH N ST	$40.00			$40.00
58	Lawn Maintenance	308 10TH N ST	$40.00			$40.00
59	Lawn Maintenance	309 10TH N ST	$40.00			$40.00
60	Lawn Maintenance	310 10TH N ST	$40.00			$40.00
61	Lawn Maintenance	806 10TH N ST	$40.00			$40.00
62	Lawn Maintenance	316 CENTRAL E AVE	$40.00			$40.00
63	Lawn Maintenance	834 10 TH N ST	$40.00			$40.00
64	Lawn Maintenance	212 N BRAWNER	$40.00			$40.00
65	Lawn Maintenance	1126 BRIARCLIFF ST	$40.00			$40.00
66	Lawn Maintenance	313 CHAPPELL E ST	$40.00			$40.00
67	Lawn Maintenance	402 CHAPPELL E ST	$40.00			$40.00
68	Lawn Maintenance	416 CHAPPELL E ST	$40.00			$40.00
69	Lawn Maintenance	213 QUILLY E ST	$40.00			$40.00
70	Lawn Maintenance	214 QUILLY W ST	$40.00			$40.00
	SUBTOTALS:		**$1,000.00**		**$275.00**	**$1,275.00**

BILLING **AUGUST 1-31,2026**

SCOPE OF WORK **LAWN MAINTENANCE:** Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
71	Lawn Maintenance	215 QUILLY E ST	$40.00	Moderate Vegetatior	$300.00	$340.00
72	Lawn Maintenance	304 QUILLY E ST	$40.00			$40.00
73	Lawn Maintenance	408 QUILLY E ST	$40.00			$40.00
74	Lawn Maintenance	601 QUILLY W ST	$40.00			$40.00
75	Lawn Maintenance	611 QUILLY W ST	$40.00			$40.00
76	Lawn Maintenance	645 QUILLY W ST	$40.00			$40.00
77	Lawn Maintenance	825 QUILLY W ST	$40.00			$40.00
78	Lawn Maintenance	831 QUILLY W ST	$40.00			$40.00
79	Lawn Maintenance	118 TINSLEY W ST	$40.00			$40.00
80	Lawn Maintenance	214 TINSLEY E ST	$40.00			$40.00
81	Lawn Maintenance	309 TINSLEY E ST	$40.00	Heavy Brush, perime	$850	$890.00
82	Lawn Maintenance	314 TINSLEY E ST	$40.00			$40.00
83	Lawn Maintenance	326 TINSLEY W ST	$40.00	Moderate Vegetatior	$300	$340.00
84	Lawn Maintenance	531 TINSLEY E ST	$40.00			$40.00
85	Lawn Maintenance	703 TINSLEY E ST	$40.00			$40.00
86	Lawn Maintenance	614 CIRCUS ST	$40.00	Small vegetation, br	$225	$265.00
87	Lawn Maintenance	420 WASHINGTON ST	$40.00			$40.00
88	Lawn Maintenance	611 WRIGHT ST	$40.00			$40.00
89	Lawn Maintenance	436 6TH N ST	$40.00	Heavy Vegetation, Ta	$450	$490.00
90	Lawn Maintenance	215 8TH N ST	$40.00			$40.00
91	Lawn Maintenance	233 9TH N ST	$40.00			$40.00
92	Lawn Maintenance	409 9TH N ST	$40.00			$40.00
93	Lawn Maintenance	417 9TH N ST	$40.00			$40.00
94	Lawn Maintenance	456 9TH N ST	$40.00	Small Vegetation, Ta	$225.00	$265.00
95	Lawn Maintenance	901 SOLOMON E ST	$40.00	Small Vegetation, Ta	$225.00	$265.00
	SUBTOTALS:		**$1,000.00**		**$2,575.00**	**$3,575.00**

BILLING **AUGUST 1-31,2026**

SCOPE OF WORK **LAWN MAINTENANCE**: Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
96	Lawn Maintenance	0 SPRING ST	$40.00			$40.00
97	Lawn Maintenance	0 TINSLEY W ST	$40.00			$40.00
98	Lawn Maintenance	727 TURNER ST	$40.00			$40.00
99	Lawn Maintenance	427 CIRCUS ST	$40.00	Illegal Dumping Clea	$375.00	$415.00
100	Lawn Maintenance	612 CIRCUS ST	$40.00	Small vegetation, br	$225.00	$265.00
101	Lawn Maintenance	706 S 9TH	$40.00			$40.00
102	Lawn Maintenance	810 10TH N ST	$40.00			$40.00
103	Lawn Maintenance	508 MERIWETHER ST	$40.00			$40.00
104	Lawn Maintenance	522 MERIWETHER ST	$40.00			$40.00
105	Lawn Maintenance	632 MERIWETHER ST	$40.00			$40.00
106	Lawn Maintenance	425 N 5 TH ST	$40.00	Heavy Vegetation, T	$550.00	$590.00
107	Lawn Maintenance	570 N 6 TH	$40.00	Heavy Vegetation, T	$450	$490.00
108	Lawn Maintenance	109 PEARL ST	$40.00	Moderate Brush Clea	$325	$365.00
109	Lawn Maintenance	1211 LAKE DR	$40.00			$40.00
110	Lawn Maintenance	1216 HERNDON ST	$40.00	Moderate Brush Cle	$325.00	$365.00
111	Lawn Maintenance	1102 PARKVIEW DR	$40.00			$40.00
112	Lawn Maintenance	425 N 13TH	$40.00			$40.00
113	Lawn Maintenance	106 AMANDA AVE	$40.00			$40.00
114	Lawn Maintenance	0 JEFFERSON ST	$40.00			$40.00
115	Lawn Maintenance	911 MERIWETHER ST	$40.00			$40.00
116	Lawn Maintenance	1005 MERIWETHER	$40.00			$40.00
117	Lawn Maintenance	321 WASHINGTON ST	$40.00			$40.00
118	Lawn Maintenance	326 WASHINGTON ST	$40.00			$40.00
119	Lawn Maintenance	328 WASHINGTON ST	$40.00			$40.00
120	Lawn Maintenance	421 N 13TH	$40.00			$40.00
	SUBTOTALS:		**$1,000.00**		**$2,700.00**	**$3,700.00**

BILLING **AUGUST 1-31,2026**

SCOPE OF WORK **LAWN MAINTENANCE**: Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
121	Lawn Maintenance	1009 MERIWETHER ST	$40.00			$40.00
122	Lawn Maintenance	809 PAMELA DR	$40.00			$40.00
123	Lawn Maintenance	810 PAMELA DR	$40.00			$40.00
124	Lawn Maintenance	811 PAMELA DR	$40.00			$40.00
125	Lawn Maintenance	341 N 17 TH ST	$40.00			$40.00
126	Lawn Maintenance	0 PELLY ST	$40.00			$40.00
127	Lawn Maintenance	247 PELLY ST	$40.00			$40.00
128	Lawn Maintenance	1230 PLEASANT AVE	$40.00			$40.00
129	Lawn Maintenance	222 E QUILLY ST	$40.00			$40.00
130	Lawn Maintenance	422 RABUN ST	$40.00			$40.00
131	Lawn Maintenance	918 RAY ST	$40.00			$40.00
132	Lawn Maintenance	320 A RILEY CIR	$40.00			$40.00
133	Lawn Maintenance	320 B RILEY CIR	$40.00			$40.00
134	Lawn Maintenance	107 SHANDON LN	$40.00			$40.00
135	Lawn Maintenance	621 W SLATON AVE	$40.00			$40.00
136	Lawn Maintenance	624 E SLATON AVE	$40.00			$40.00
137	Lawn Maintenance	624 E SOLOMON ST	$40.00			$40.00
138	Lawn Maintenance	811 E SOLOMON ST	$40.00			$40.00
139	Lawn Maintenance	823 E SOLOMON ST	$40.00			$40.00
140	Lawn Maintenance	116 N 15 TH ST	$40.00			$40.00
141	Lawn Maintenance	0 E SOLOMON ST	$40.00			$40.00
142	Lawn Maintenance	615 E WALL ST	$40.00			$40.00
143	Lawn Maintenance	824 E WALL ST	$40.00			$40.00
144	Lawn Maintenance	1030 W BROAD ST	$40.00	SEE INVOICE	$1,900.00	$1,940.00
145	Lawn Maintenance	825 ELLIS ST	$40.00			$40.00
	SUBTOTALS:		**$1,000.00**		**$1,900.00**	**$2,900.00**

BILLING **AUGUST 1-31,2026**

SCOPE OF WORK **LAWN MAINTENANCE**: Grounds, Lawn Related Trash/Debris

146	Lawn Maintenance	720 HALLYBURTON ST	$40.00			$40.00
147	Lawn Maintenance	721 HALLYBURTON ST	$40.00	Small Illegal Dumping Cleanup	$425.00	$465.00
148	Lawn Maintenance	808 HALLYBURTON ST	$40.00			$40.00
149	Lawn Maintenance	819 HALLYBURTON ST	$40.00			$40.00
	SUBTOTALS:		**$160.00**		**$425.00**	**$585.00**

Terms & Conditions

- Payment Terms: Payment is due within 30 calendar days from the invoice date.
- Scope of Work: Services rendered are based on the agreed scope outlined in the work service agreement. Additional work outside the agreed scope is billed separately at the applicable rate.
- Site Conditions: Project timelines, service duration, and completion schedules may vary depending on site conditions, accessibility, weather, or unforeseen circumstances.
- Hazardous or Regulated Waste: Discovery of hazardous materials, toxic waste, or human biohazards on-site will require immediate notification and may result in additional charges for compliant removal and disposal. All hazardous waste handling follows EPA and OSHA regulations.
- Late Payments: Invoices not paid within the Net 30 term may be subject to administrative processing delays or service scheduling impacts.
- Service Confirmation: By remitting payment, the client acknowledges receipt of services and agrees to the terms listed above.

Parcel Subtotal	$5,960.00
Additional Service Subtotal	$11,370.00
Grand Total	$17,330.00

Thank You!

REMIT TO:

EDTECH GROUP, LLC.
PO BOX 8
Hampton, GA 30228

PAYMENT REMITTANCE:

Bank of America

The EdTech Group
(678) 466-0366
administrator@edtechintegrations.org
www.edtechintegrations.org

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BILLING SEPTEMBER 1-30,2026

INVOICE DATE: OCTOBER 6, 2026

SCOPE OF WORK **LAWN MAINTENANCE**: Grounds, Lawn Related Trash/Debris

INVOICE NUMBER: GSCLBASEPT26-03

Invoice To		Project Details
Client Name	CHRISTOPHER BLOCKER	GSCLBA LAWN MAINTENANCE
Company Name	GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY	GRIFFIN GEORGIA-VARIOUS LOCATIONS

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
1	Lawn Maintenance	414 ADAMS ST	$40.00			$40.00
2	Lawn Maintenance	421 ADAMS ST	$40.00			$40.00
3	Lawn Maintenance	446 BELLE ST	$40.00			$40.00
4	Lawn Maintenance	448 BELLE ST	$40.00			$40.00
5	Lawn Maintenance	501 BELLE ST	$40.00			$40.00
6	Lawn Maintenance	212 BRAWNER ST	$40.00			$40.00
7	Lawn Maintenance	316 CENTRAL E AVE	$40.00			$40.00
8	Lawn Maintenance	318 CENTRAL W AVE	$40.00			$40.00
9	Lawn Maintenance	327 CENTRAL W AVE	$40.00			$40.00
10	Lawn Maintenance	328 CENTRAL W AVE	$40.00			$40.00
11	Lawn Maintenance	212 CHAPPELL W ST	$40.00			$40.00
12	Lawn Maintenance	313 CHAPPELL E ST	$40.00			$40.00
13	Lawn Maintenance	402 CHAPPELL E ST	$40.00			$40.00
14	Lawn Maintenance	416 CHAPPELL E ST	$40.00			$40.00
15	Lawn Maintenance	511 CHERRY W ST	$40.00			$40.00
16	Lawn Maintenance	427 CIRCUS ST	$40.00			$40.00
17	Lawn Maintenance	502 CIRCUS ST	$40.00			$40.00
18	Lawn Maintenance	603 CIRCUS ST	$40.00			$40.00
19	Lawn Maintenance	609 CIRCUS ST	$40.00			$40.00
20	Lawn Maintenance	612 CIRCUS ST	$40.00			$40.00
	SUBTOTALS:		**$800.00**			**$800.00**

BILLING SEPTEMBER 1-30, 2026

SCOPE OF WORK

LAWN MAINTENANCE: Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
21	Lawn Maintenance	614 CIRCUS ST	$40.00	Small Illegal Dumping Cleanup & Haul-Off	$275.00	$315.00
22	Lawn Maintenance	0 CIRCUS ST	$40.00			$40.00
23	Lawn Maintenance	525 CLIFTON DR	$40.00			$40.00
24	Lawn Maintenance	528 CLIFTON DR	$40.00			$40.00
25	Lawn Maintenance	1126 BRIARCLIFF ST	$40.00			$40.00
26	Lawn Maintenance	1030 BROAD W ST	$40.00			$40.00
27	Lawn Maintenance	1316 D F FULLER DR	$40.00			$40.00
28	Lawn Maintenance	1321 D F FULLER DR	$40.00	Small Illegal Dumping Cleanup & Haul-Off, Including Tires	$325	$365.00
29	Lawn Maintenance	0 D F FULLER DR	$40.00			$40.00
30	Lawn Maintenance	0 D F FULLER DR	$40.00			$40.00
31	Lawn Maintenance	610 ELLIS ST	$40.00			$40.00
32	Lawn Maintenance	615 ELLIS ST	$40.00			$40.00
33	Lawn Maintenance	616 ELLIS ST	$40.00			$40.00
34	Lawn Maintenance	726 ELLIS ST	$40.00			$40.00
35	Lawn Maintenance	720 HALLYBURTON ST	$40.00			$40.00
36	Lawn Maintenance	721 HALLYBURTON ST	$40.00			$40.00
37	Lawn Maintenance	808 HALLYBURTON ST	$40.00			$40.00
38	Lawn Maintenance	819 HALLYBURTON ST	$40.00			$40.00
39	Lawn Maintenance	0 HALLYBURTON ST	$40.00			$40.00
40	Lawn Maintenance	484 HAMMOND DR	$40.00			$40.00
41	Lawn Maintenance	1216 HERNDON ST	$40.00			$40.00
42	Lawn Maintenance	527 HILL N ST	$40.00			$40.00
43	Lawn Maintenance	807 HILL N ST	$40.00			$40.00
44	Lawn Maintenance	0 HILL N ST	$40.00			$40.00
45	Lawn Maintenance	328 JEFFERSON ST	$40.00			$40.00
	SUBTOTALS:		**$1,000.00**		**$600.00**	**$1,600.00**

BILLING SEPTEMBER 1-30,2026

SCOPE OF WORK

LAWN MAINTENANCE: Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
46	Lawn Maintenance	0 JEFFERSON ST	$40.00	Small Illegal Dumping Cleanup & Haul-Off	$275.00	$315.00
47	Lawn Maintenance	1211 LAKE AVE	$40.00			$40.00
48	Lawn Maintenance	525 LANE ST	$40.00			$40.00
49	Lawn Maintenance	526 LANE ST	$40.00			$40.00
50	Lawn Maintenance	120 LEO ST	$40.00			$40.00
51	Lawn Maintenance	0 LOUISE LN	$40.00			$40.00
52	Lawn Maintenance	1104 LYNDON AVE	$40.00			$40.00
53	Lawn Maintenance	1124 LYNDON AVE	$40.00			$40.00
54	Lawn Maintenance	508 MERIWETHER ST	$40.00			$40.00
55	Lawn Maintenance	632 MERIWETHER ST	$40.00			$40.00
56	Lawn Maintenance	911 MERIWETHER ST	$40.00			$40.00
57	Lawn Maintenance	1005 MERIWETHER ST	$40.00	Small Illegal Dumping (repeated) Cleanup & Haul-Off, Including Numerous Tires	$425.00	$465.00
58	Lawn Maintenance	1009 MERIWETHER ST	$40.00			$40.00
59	Lawn Maintenance	325 MORRIS ST	$40.00			$40.00
60	Lawn Maintenance	0 MORRIS ST	$40.00			$40.00
61	Lawn Maintenance	617 NEWTON ST	$40.00			$40.00
62	Lawn Maintenance	1340 OAKDALE DR	$40.00			$40.00
63	Lawn Maintenance	809 PAMELA DR	$40.00			$40.00
64	Lawn Maintenance	810 PAMELA DR	$40.00			$40.00
65	Lawn Maintenance	811 PAMELA DR	$40.00			$40.00
66	Lawn Maintenance	1102 PARKVIEW DR	$40.00			$40.00
67	Lawn Maintenance	109 PEARL ST	$40.00			$40.00
68	Lawn Maintenance	0 PELLY ST	$40.00			$40.00
69	Lawn Maintenance	247 PELLY ST	$40.00			$40.00
70	Lawn Maintenance	1230 PLEASANT AVE	$40.00			$40.00
	SUBTOTALS:		**$1,000.00**		**$700.00**	**$1,700.00**

BILLING **SEPTEMBER 1-30,2026**

SCOPE OF WORK **LAWN MAINTENANCE**: Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
71	Lawn Maintenance	213 QUILLY E ST	$40.00			$40.00
72	Lawn Maintenance	214 QUILLY E ST	$40.00			$40.00
73	Lawn Maintenance	215 QUILLY E ST	$40.00			$40.00
74	Lawn Maintenance	222 QUILLY W ST	$40.00			$40.00
75	Lawn Maintenance	304 QUILLY W ST	$40.00			$40.00
76	Lawn Maintenance	408 QUILLY W ST	$40.00			$40.00
77	Lawn Maintenance	601 QUILLY W ST	$40.00			$40.00
78	Lawn Maintenance	611 QUILLY W ST	$40.00			$40.00
79	Lawn Maintenance	645 QUILLY W ST	$40.00			$40.00
80	Lawn Maintenance	422 RABUN ST	$40.00			$40.00
81	Lawn Maintenance	918 RAY ST	$40.00			$40.00
82	Lawn Maintenance	107 SHANDON LN	$40.00			$40.00
83	Lawn Maintenance	621 SLATON W AVE	$40.00			$40.00
84	Lawn Maintenance	624 SLATON E AVE	$40.00			$40.00
85	Lawn Maintenance	624 SOLOMON E ST	$40.00			$40.00
86	Lawn Maintenance	811 SOLOMON E ST	$40.00			$40.00
87	Lawn Maintenance	823 SOLOMON E ST	$40.00			$40.00
88	Lawn Maintenance	901 SOLOMON E ST	$40.00			$40.00
89	Lawn Maintenance	0 SOLOMON E ST	$40.00			$40.00
90	Lawn Maintenance	0 SPRING ST	$40.00			$40.00
91	Lawn Maintenance	118 TINSLEY W ST	$40.00			$40.00
92	Lawn Maintenance	214 TINSLEY W ST	$40.00			$40.00
93	Lawn Maintenance	309 TINSLEY E ST	$40.00			$40.00
94	Lawn Maintenance	314 TINSLEY E ST	$40.00			$40.00
95	Lawn Maintenance	326 TINSLEY W ST	$40.00			$40.00
	SUBTOTALS:		**$1,000.00**			**$1,000.00**

BILLING SEPTEMBER 1-30, 2026

SCOPE OF WORK **LAWN MAINTENANCE**: Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
96	Lawn Maintenance	0 SPRING ST	$40.00			$40.00
97	Lawn Maintenance	0 TINSLEY W ST	$40.00			$40.00
98	Lawn Maintenance	428 TINSLEY E ST	$40.00			$40.00
99	Lawn Maintenance	520 TINSLEY E ST	$40.00			$40.00
100	Lawn Maintenance	531 TINSLEY E ST	$40.00			$40.00
101	Lawn Maintenance	533 TINSLEY E ST	$40.00			$40.00
102	Lawn Maintenance	703 TINSLEY E ST	$40.00			$40.00
103	Lawn Maintenance	0 TINSLEY E ST	$40.00			$40.00
104	Lawn Maintenance	727 TURNER ST	$40.00	Tire Dump (multiple), clean up & haul off	$250.00	$290.00
105	Lawn Maintenance	615 WALL E ST	$40.00			$40.00
106	Lawn Maintenance	824 WALL E ST	$40.00			$40.00
107	Lawn Maintenance	420 WASHINGTON ST	$40.00			$40.00
108	Lawn Maintenance	321 WASHINGTON ST	$40.00			$40.00
109	Lawn Maintenance	326 WASHINGTON ST	$40.00			$40.00
110	Lawn Maintenance	328 WASHINGTON ST	$40.00			$40.00
111	Lawn Maintenance	621 WILLIAMS ST	$40.00			$40.00
112	Lawn Maintenance	815 WILLIAMS ST	$40.00			$40.00
113	Lawn Maintenance	822 WILLIAMS ST	$40.00			$40.00
114	Lawn Maintenance	826 WILLIAMS ST	$40.00			$40.00
115	Lawn Maintenance	830 WILLIAMS ST	$40.00			$40.00
116	Lawn Maintenance	611 WRIGHT ST	$40.00			$40.00
117	Lawn Maintenance	224 4TH N ST	$40.00			$40.00
118	Lawn Maintenance	210 5TH N ST	$40.00			$40.00
119	Lawn Maintenance	214 5TH N ST	$40.00			$40.00
120	Lawn Maintenance	312 5TH N ST	$40.00			$40.00
	SUBTOTALS:		**$1,000.00**		**$250.00**	**$1,250.00**

BILLING SEPTEMBER 1-30, 2026

SCOPE OF WORK

LAWN MAINTENANCE: Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
121	Lawn Maintenance	416 5TH N ST	$40.00			$40.00
122	Lawn Maintenance	425 5TH N ST	$40.00			$40.00
123	Lawn Maintenance	436 6TH N ST	$40.00			$40.00
124	Lawn Maintenance	570 6TH N ST	$40.00			$40.00
125	Lawn Maintenance	215 8TH N ST	$40.00			$40.00
126	Lawn Maintenance	233 9TH N ST	$40.00			$40.00
127	Lawn Maintenance	409 9TH N ST	$40.00			$40.00
128	Lawn Maintenance	417 9TH N ST	$40.00			$40.00
129	Lawn Maintenance	451 9TH N ST	$40.00			$40.00
130	Lawn Maintenance	456 9TH N ST	$40.00			$40.00
131	Lawn Maintenance	706 9TH S ST	$40.00			$40.00
132	Lawn Maintenance	308 10TH N ST	$40.00			$40.00
133	Lawn Maintenance	309 10TH N ST	$40.00			$40.00
134	Lawn Maintenance	310 10TH N ST	$40.00			$40.00
135	Lawn Maintenance	806 10TH N ST	$40.00			$40.00
136	Lawn Maintenance	810 10TH N ST	$40.00			$40.00
137	Lawn Maintenance	814 10TH N ST	$40.00			$40.00
138	Lawn Maintenance	834 10TH N ST	$40.00			$40.00
139	Lawn Maintenance	421 13TH N ST	$40.00			$40.00
140	Lawn Maintenance	425 13TH N ST	$40.00			$40.00
141	Lawn Maintenance	428 13TH N ST	$40.00			$40.00
142	Lawn Maintenance	436 13TH N ST	$40.00			$40.00
143	Lawn Maintenance	505 13TH N ST	$40.00			$40.00
144	Lawn Maintenance	507 13TH N ST	$40.00			$40.00
145	Lawn Maintenance	509 13TH N ST	$40.00			$40.00
	SUBTOTALS:		**$1,000.00**			**$1,000.00**

BILLING SEPTEMBER 1-30, 2026

SCOPE OF WORK

LAWN MAINTENANCE: Grounds, Lawn Related Trash/Debris

No.	Description	Address	Unit Price	Additional Service	Additional Fee	Parcel Total
146	Lawn Maintenance	116 15TH N ST	$40.00			$40.00
147	Lawn Maintenance	238 15TH N ST	$40.00			$40.00
148	Lawn Maintenance	362 16TH N ST	$40.00			$40.00
149	Lawn Maintenance	368 16TH N ST	$40.00			$40.00
150	Lawn Maintenance	309 17TH N ST	$40.00			$40.00
151	Lawn Maintenance	341 17TH N ST	$40.00			$40.00
152	Lawn Maintenance	421 17TH N ST	$40.00			$40.00
153	Lawn Maintenance	602 17TH N ST	$40.00			$40.00
154	Lawn Maintenance	605 17TH N ST	$40.00			$40.00
155	Lawn Maintenance	647 17TH N ST	$40.00			$40.00
156	Lawn Maintenance	0 SHORT ST	$40.00	Approved Quote 0, 118 & 124 Short St	-	$40.00
157	Lawn Maintenance	118 SHORT ST	$40.00	Approved Quote 0, 118 & 124 Short St	-	$40.00
158	Lawn Maintenance	124 SHORT ST	$40.00	Approved Quote 0, 118 & 124 Short St	$2,230.00	$2,270.00
	SUBTOTALS:		**$520.00**			**$2,750.00**

BILLING **SEPTEMBER 1-30,2026**

SCOPE OF WORK **LAWN MAINTENANCE**: Grounds, Lawn Related Trash/Debris

Terms & Conditions

- Payment Terms: Payment is due within 30 calendar days from the invoice date.
- Scope of Work: Services rendered are based on the agreed scope outlined in the work service agreement. Additional work outside the agreed scope is billed separately at the applicable rate.
- Site Conditions: Project timelines, service duration, and completion schedules may vary depending on site conditions, accessibility, weather, or unforeseen circumstances.
- Hazardous or Regulated Waste: Discovery of hazardous materials, toxic waste, or human biohazards on-site will require immediate notification and may result in additional charges for compliant removal and disposal. All hazardous waste handling follows EPA and OSHA regulations.
- Late Payments: Invoices not paid within the Net 30 term may be subject to administrative processing delays or service scheduling impacts.
- Service Confirmation: By remitting payment, the client acknowledges receipt of services and agrees to the terms listed above.

Parcel Subtotal	$6,320.00
Additional Service Subtotal	$3,780.00
Grand Total	$10,100.00

REMIT TO:

EDTECH GROUP, LLC.
PO BOX 8
Hampton, GA 30228

PAYMENT REMITTANCE:

Bank of America



GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

REQUEST FOR QUALIFICATIONS

FOR

Lawn Maintenance, Ground Maintenance, Tree Maintenance, Trash and Debris Removal Services

For all questions about this RFQ contact:

Christopher Blocker, Land Bank Authority Manager
gsclba@cityofgriffin.com

Deadline:
Friday , January 27, 2027 at 10:00 A.M.

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IMPORTANT
SUBMITTAL REQUIREMENT

Submittals must be properly labeled to ensure they are not inadvertently opened before the designated time. Affix the label below to the outside of the sealed submittal envelope or delivery package.

If the label below is not used (i.e. in case of some delivery services), it is the supplier's responsibility to ensure that the information is on the OUTSIDE of the delivery package. Submissions that do not comply may be rejected.

Submittals must also include the required number of copies specified in section 1.2.

Please make sure either the label below or the information on the label appears on the **OUTSIDE of the delivery package** and is clearly visible. There may be multiple solicitations open at any given time and if the sender organization and RFQ number are not discernable, your response may not be recorded as properly received.

RESPONSE SUBMITTAL

Electronic submission to:
cblocker@cityofgriffin.com

RFQ #: 27-003

PROPOSAL NAME: LAWN MAINTENANCE GROUND MAINTENANCE AND DEBRIS REMOVAL SERVICES

DUE ON OR BEFORE: JANUARY 9, 2025

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____

CONTACT PHONE & EMAIL: _____

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GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

Griffin-Spalding County Land Bank Authority
REQUEST FOR QUALIFICATIONS

Lawn Maintenance, Ground Maintenance, Tree Maintenance, Trash and Debris Removal Services

SECTION I – REQUEST FOR PROPOSAL INFORMATION

Information in this section is proposal-specific. Any conflicting information stipulated in this section shall supersede the General Terms & Conditions noted in Sections II - VII.

1.1. PURPOSE

The Griffin-Spalding County Land Bank Authority is seeking Competitive Sealed Proposals from qualified contractors to provide professional services on a regular basis under a renewable annual contract (up to four years) to facilitate lawn maintenance, ground maintenance, trash, tree and debris removal. The contractor shall provide all materials and services necessary in the performance of this proposal. The Griffin-Spalding County Land Bank Authority does not guarantee a minimum value for this contract. The contractual value will be based on the approved budget by the Griffin-Spalding County Land Bank Authority and City of Griffin Board of Commissioners

1.2. SCHEDULE & SUMMARY

This Request for Proposal will be governed by the following schedule and criteria:

	DATES
Release of Request	MONDAY, NOVEMBER 9, 2026
Questions due	Monday, December 7, 2026
Responses due	FRIDAY, JANUARY 25, 2027 by 10:00 AM
Copies of Response Required	7
Public opening*	Monday, January 25, 2027 at 4:00 PM
Bonds required	No
Land Bank Authority Manager	Christopher Blocker

1.3. SCOPE OF WORK

The Griffin-Spalding County Lank Bank Authority (GSCLBA) owns properties throughout the City of Griffin and Spalding County. The purpose of the land bank authority is to acquire any property deeded to the authority and tax delinquent properties in the City of Griffin and Spalding County in order to foster the public purpose of returning land which is in nonrevenue-generating, nontax-producing status to an effective utilization status to provide affordable housing, new trade, commerce, industry and employment opportunities for the citizens of the City and County.

In an effort to maintain the GSCLBA owned lots in the City of Griffin, the GSCLBA is required to maintain the lots in accordance to International Property Maintenance Code requirements.

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It is anticipated that any agreement between the GSCLBA and a contractor will contain the following scope of work.

March 1 through October 31 annually
Monthly:

- Mow all turf areas at a cutting height of 3”
    - Any grass clippings or leaves must be mulched up or hauled away.
    - Edge all curbs, walkways, and turf / bed-lines
- Remove trash, litter and debris from properties
- Trim all trees, and shrubbery as needed to maintain shape and neat appearance
- Prune any low hanging limbs to keep neat and safe
- Remove all ivy, weeds and invasive plants
- Weed-eat around trees, structures and obstacles as needed
- Keep all curbs clean of litter and debris
- Keep drains in parking lots clean of litter and debris

November 1 through February 28 annually
On-Call”

- Remove trash, litter and debris from properties
- Trim all trees, and shrubbery as needed to maintain shape and neat appearance
- Prune any low hanging limbs to keep neat and safe
- Remove all ivy, weeds and invasive plants
- Keep all curbs clean of litter and debris
- Keep drains in parking lots clean of litter and debris

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Properties to be Maintained

Street Number	Prefix	Street Name	Suffix	City	Parcel ID
414		ADAMS	ST	GRIFFIN	007 07019
421		ADAMS	ST	GRIFFIN	007 07011
838		ANNE	ST	GRIFFIN	047 01019F
		ASHFORD	PL	GRIFFIN	045 07006
751		BECK	ST	GRIFFIN	046 04012
0		BECK	ST	GRIFFIN	046 09016A
0		BECK	ST	GRIFFIN	046 09016B
446		BELLE	ST	GRIFFIN	009 05003
448		BELLE	ST	GRIFFIN	009 05002
501		BELLE	ST	GRIFFIN	009 01039
867		BOOKER	ST	GRIFFIN	046 03007
123	N	BRAWNER	ST	GRIFFIN	006 09007
1126		BRIARCLIFF	ST	GRIFFIN	048 06009
1030	W	BROAD	ST	GRIFFIN	057 02003
0		CARRIAGE	TRC	GRIFFIN	054E01014
316	E	CENTRAL	AVE	GRIFFIN	014 26008
318	W	CENTRAL	AVE	GRIFFIN	012 21011A
327	W	CENTRAL	AVE	GRIFFIN	012 21015
328	W	CENTRAL	AVE	GRIFFIN	012 21010A
212	W	CHAPPELL	ST	GRIFFIN	012 22003
219	E	CHAPPELL	ST	GRIFFIN	007 15011
221	E	CHAPPELL	ST	GRIFFIN	007 15012
313	E	CHAPPELL	ST	GRIFFIN	007 16016
402	E	CHAPPELL	ST	GRIFFIN	018 27009
416	E	CHAPPELL	ST	GRIFFIN	018 27014
511	W	CHERRY	ST	GRIFFIN	008 06008
427		CIRCUS	ST	GRIFFIN	006 07006
502		CIRCUS	ST	GRIFFIN	006 04009
603		CIRCUS	ST	GRIFFIN	006 05002
609		CIRCUS	ST	GRIFFIN	006 05010
612		CIRCUS	ST	GRIFFIN	006 04025
614		CIRCUS	ST	GRIFFIN	006 04026
525		CLIFTON	DR	GRIFFIN	007 05003
528		CLIFTON	DR	GRIFFIN	007 05017
435	W	COLLEGE	ST	GRIFFIN	023 02019
437	W	COLLEGE	ST	GRIFFIN	023 02020
1133	Ext W	COLLEGE	ST	GRIFFIN	051 04018
1135	Ext W	COLLEGE	ST	GRIFFIN	051 04019
1137	Ext W	COLLEGE	ST	GRIFFIN	051 04020
1139	Ext W	COLLEGE	ST	GRIFFIN	051 04021
1143	Ext W	COLLEGE	ST	GRIFFIN	051 04023

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		COLLIER ST	ST	GRIFFIN	067 05002B
		COLLIER ST	ST	GRIFFIN	067 05002C
		COLLIER ST	ST	GRIFFIN	067 05003A
1321		D F FULLER	DR	GRIFFIN	052 04017
1115		DEWEY	ST	GRIFFIN	019A02009
610		ELLIS	ST	GRIFFIN	009 06023
615		ELLIS	ST	GRIFFIN	009 06010
616		ELLIS	ST	GRIFFIN	009 06021
633		ELLIS	ST	GRIFFIN	009 06013
726		ELLIS	ST	GRIFFIN	009 05013
825		ELLIS	ST	GRIFFIN	009 01024
1		FIRST	ST	GRIFFIN	019 11023
720		HALLYBURTON	ST	GRIFFIN	009 05007
721		HALLYBURTON	ST	GRIFFIN	009 03013
808		HALLYBURTON	ST	GRIFFIN	009 01030A
818		HALLYBURTON	ST	GRIFFIN	009 01032
819		HALLYBURTON	ST	GRIFFIN	009 01037
0		HALLYBURTON	ST	GRIFFIN	009 04011A
822		HAMMOCK	ST	GRIFFIN	010 02002
451		HAMMOND	DR	GRIFFIN	050 01010
484		HAMMOND	DR	GRIFFIN	051 04033
1216		HERNDON	ST	GRIFFIN	062 02003
1340		HERNDON	ST	GRIFFIN	061 05001A
527	N	HILL	ST	GRIFFIN	008 14007A
807	N	HILL	ST	GRIFFIN	002 05007
0	N	HILL	ST	GRIFFIN	003C03062
328		JEFFERSON	ST	GRIFFIN	007 06005
0		JEFFERSON	ST	GRIFFIN	007 06002
8		KENTUCKY	AVE	GRIFFIN	003 03021
9		KENTUCKY	AVE	GRIFFIN	003 03020
105		KENTUCKY	AVE	GRIFFIN	003 02010
232		KENTUCKY	AVE	GRIFFIN	003 06009A
239		KENTUCKY	AVE	GRIFFIN	003 03019
123		LAKE	DR	GRIFFIN	003C03055
1211		LAKE	AVE	GRIFFIN	059 03008
525		LANE	ST	GRIFFIN	008 17003
526		LANE	ST	GRIFFIN	008 16008A
802		LANE	ST	GRIFFIN	002 03007
823		LANE	ST	GRIFFIN	002 02018
120		LEO	ST	GRIFFIN	019 14020
214		LEXINGTON	AVE	GRIFFIN	003 03007
216		LEXINGTON	AVE	GRIFFIN	003 03008
236		LEXINGTON	AVE	GRIFFIN	003 03015
0		LEXINGTON	AVE	GRIFFIN	003 03016
0		LOUISE	LN	GRIFFIN	058 08024
0		LOUISE	LN	GRIFFIN	058 08031A

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1104		LYNDON	AVE	GRIFFIN	062 10005A
1124		LYNDON	AVE	GRIFFIN	062 10002
630		MELROSE	AV	GRIFFIN	061 07006
508		MERIWETHER	ST	GRIFFIN	023 02002
632		MERIWETHER	ST	GRIFFIN	024 05012
808		MERIWETHER	ST	GRIFFIN	024 09002
911		MERIWETHER	ST	GRIFFIN	051 03025
1005		MERIWETHER	ST	GRIFFIN	051 03019
1009		MERIWETHER	ST	GRIFFIN	051 03018
		MORRIS	ST	GRIFFIN	005 05001
325		MORRIS	ST	GRIFFIN	006 10005
617		NEWTON	ST	GRIFFIN	011 02020
1340		OAKDALE	DR	GRIFFIN	050 04027
809		PAMELA	DR	GRIFFIN	048 01018
810		PAMELA	DR	GRIFFIN	048 03007
811		PAMELA	DR	GRIFFIN	048 01019
109		PEARL	ST	GRIFFIN	019 13007
247		PELLY	ST	GRIFFIN	005 07005A
0		PELLY	ST	GRIFFIN	019 02004
117		PHILLIPS	ST	GRIFFIN	018 51004
811		PIMENTO	AVE	GRIFFIN	046 09016
1230		PLEASANT	AVE	GRIFFIN	059 04003
213	E	QUILLY	ST	GRIFFIN	007 15021A
214	W	QUILLY	ST	GRIFFIN	008 12009
215	E	QUILLY	ST	GRIFFIN	007 15021
222	E	QUILLY	ST	GRIFFIN	007 15007
304	E	QUILLY	ST	GRIFFIN	007 16022
408	E	QUILLY	ST	GRIFFIN	007 17019
601	W	QUILLY	ST	GRIFFIN	009 06008
611	W	QUILLY	ST	GRIFFIN	009 06022
645	W	QUILLY	ST	GRIFFIN	009 08001
727	W	QUILLY	ST	GRIFFIN	009 07011
821	W	QUILLY	ST	GRIFFIN	009 01004
825	W	QUILLY	ST	GRIFFIN	009 01003
831	W	QUILLY	ST	GRIFFIN	009 01002
422		RABUN	ST	GRIFFIN	023 13004
918		RAY	ST	GRIFFIN	058 04004
320 A & B		RILEY	CIR	GRIFFIN	003C04036
702		SCALES ST	ST	GRIFFIN	046 03001
746		SCALES ST	ST	GRIFFIN	046 04021
107		SHANDON	LN	GRIFFIN	066 02167
118		SHORT	ST	GRIFFIN	003C04034
124		SHORT	ST	GRIFFIN	003C04033
0		SHORT	ST	GRIFFIN	003C04033A
621	W	SLATON	AVE	GRIFFIN	011 09019
624	E	SLATON	AVE	GRIFFIN	018 39012B

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624	E	SOLOMON	ST	GRIFFIN	018 49006
811	E	SOLOMON	ST	GRIFFIN	018 41018
823	E	SOLOMON	ST	GRIFFIN	018 41015
901	E	SOLOMON	ST	GRIFFIN	019 04006
1114	W	SOLOMON	ST	GRIFFIN	057 06007
0	E	SOLOMON	ST	GRIFFIN	019 09013
0		SPRING	ST	GRIFFIN	003C03056
1472		STELLA	WAY	GRIFFIN	065 05004
118	W	TINSLEY	ST	Griffin	008 13013
214	W	TINSLEY	ST	Griffin	008 12021
309	E	TINSLEY	ST	Griffin	007 06039B
314	E	TINSLEY	ST	Griffin	007 16003
326	W	TINSLEY	ST	Griffin	008 11021
428	E	TINSLEY	ST	Griffin	007 17006
504	E	TINSLEY	ST	Griffin	006 13001
531	E	TINSLEY	ST	Griffin	006 08008A
533	E	TINSLEY	ST	Griffin	006 08008
703	E	TINSLEY	ST	Griffin	006 09014
0	W	TINSLEY	ST	Griffin	008 11019
727		TURNER	ST	Griffin	009 02021
615	E	WALL	ST	GRIFFIN	018 49002A
824	E	WALL	ST	GRIFFIN	018 51005
321		WASHINGTON	ST	GRIFFIN	007 06023
326		WASHINGTON	ST	GRIFFIN	007 06029
328		WASHINGTON	ST	GRIFFIN	007 06028
420		WASHINGTON	ST	GRIFFIN	007 07042
824		WESTBROOK	ST	GRIFFIN	046 09005
621		WILLIAMS	ST	GRIFFIN	009 06025
815		WILLIAMS	ST	GRIFFIN	009 01019
822		WILLIAMS	ST	GRIFFIN	009 01013
826		WILLIAMS	ST	GRIFFIN	009 01014
830		WILLIAMS	ST	GRIFFIN	009 01015
611		WRIGHT	ST	GRIFFIN	011 02011
368	N	16TH	ST	GRIFFIN	058 04001A
309	N	17TH	ST	GRIFFIN	058 08014
341	N	17TH	ST	GRIFFIN	058 08006
421	N	17TH	ST	GRIFFIN	058 01005
602	N	17TH	ST	GRIFFIN	062 07009
605	N	17TH	ST	GRIFFIN	062 08006A
647	N	17TH	ST	GRIFFIN	062 03006
350	N	19TH	ST	GRIFFIN	059 05013

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1.3.1. GENERAL

1.3.1.1. QUALIFICATIONS: Submissions must include a cover letter, a description of the firm's capabilities and services, a discussion of the firm's expertise relative to the background and experience requirements contained herein, and resumes of qualified professionals who will be responsible for completing any assigned tasks. This material should also be provided for key sub-consultants.

1.3.1.2. PRICING AND QUOTE PREPARATION: Respondents are encouraged to list any options or services it may provide that it feels might be of interest to the GSCLBA, not included in any quoted base price.

1.3.1.3. J

1.3.1.4. LITIGATION SUMMARY: The respondent will provide a list of all claims, arbitrations, administrative hearings, and lawsuits related to debris monitoring brought against your company.

1.3.1.5. A

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1.4. PACKAGING/SUBMISSION REQUIREMENTS

The following information and/or documents MUST be included with the respondent's response and in the order listed below:

a. ___ Information/Cover Page (*supplied*)
b. ___ Disclosures & Acknowledgement sheet (*supplied*). **Note: Non-Collusion and Conflict of Interest Disclosures section must be notarized**
c. ___ Firm/Contractor Information & Documentation – Must include the following:
    1) *History of Firm* – Provide a detailed history of the firm, qualifications, and prior experience that relates to this RFP
    2) *Project Approach* – Describe the Firm's approach with regard to these services
    3) *Staff Qualifications* – Provide detailed biographical information on the owner, project manager or supervisor who will provide project services, including education, training and experience.
    4) *Work-In-Progress* – Submit a list of current work-in-progress with contract amounts and a list of work currently awarded but not yet started
    5) *Quality Control* – Submit information describing the Firm's quality control program
    6) *Sample Contract* – Submit a sample contract for performance of work outlined in this RFP
    7) *Other* – Include any other pertinent information that may be used by the City to evaluate the Firm's proposal
    8) *Proof of Insurance* – Submit proof of insurance and policy limits for each insurance policy held by respondent.
d. ___ Pricing Sheet (*supplied*)
e. ___ References Sheet (*supplied*)
f. ___ Tax Compliance form (*supplied*)
g. ___ Company Registration paperwork – **to be done online***
h. ___ Contractor Affidavit – **an additional copy (showing as notarized) of the Contractor (EV) affidavit must be included with response**
i.)

* If a complete and compliant *(both required documents uploaded)* registration has been submitted online, you may include a statement that you have a completed registration on file. Instructions and forms for registration may be found on the City's website under Resources.

A checklist for your convenience has been provided at the end of this document. This checklist is for your convenience only and should not be returned with the submittal.

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GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

Griffin-Spalding County Land Bank Authority

REQUESTS FOR QUALIFICATIONS
GENERAL PROVISIONS

Sections II - VII review the general terms and conditions. **Any response-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

2. SECTION II – GENERAL TERMS AND CONDITIONS

All available information, notices and addenda regarding this RFQ shall be posted on the Georgia Procurement Registry and the GSCLBA website. Effective July 1, 2018, House Bill 489 requires that any solicitation extended by a municipal corporation for goods and services valued at $10,000 or more and any solicitation opportunity extended for public works subject to Chapter 91 of Title 36 of the O.C.G.A. also be posted on the Georgia Procurement Registry (GPR).

It is the Supplier's responsibility to check the City's website in order to confirm they have the most current information prior to submitting a response. Subsequent to the opening, all status notices will also be posted on the City's website.

2.1. RESTRICTIONS ON COMMUNICATIONS WITH STAFF

All questions must be submitted in the following format:

- Company Name
- Question
- Citation to relevant section of the RFQ

All questions, including questions regarding specifications/technical issues related to the RFQ and administrative issues, must be in writing to the Griffin-Spalding County Land Bank Authority Manager for this RFP. The deadline for questions is noted in Section 1.2 of this RFP.

The Land Bank Authority Manager's Contact information is as follows:

Christopher Blocker
Land Bank Authority Manager
Griffin-Spalding County Land Bank Authority Manager
P.O. Box T, Griffin, GA 30224
Email: afmeeks@cityofgriffin.com

No questions other than written will be accepted. No response other than written will be binding upon the GSCLBA. Questions will be combined into one list of questions and responses and will be posted as an addendum.

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From the issue date of this request until an award has either been made or deemed closed for other reasons, institutions or individuals providing submissions are not permitted to communicate with members of the commission, the evaluation team or City employees, other than Procurement, with regard to the purpose or intent of this Request for Proposal. The exception to this is the submission of written technical questions to the Land Bank Authority Manager or communications unrelated to this Request for Proposal which occur in the ordinary course of business. The GSCLBA reserves the right to reject the submission of the offending supplier if this provision is violated.

Any updates or changes to this and related documents will be posted on the City's website and the GSCLBA website (www.gsclba.org) or (https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=52b8c206-866a-4ed2-b7b8-bef7db8a901b) or by selecting "Resources" and then "Bid Opportunities" from the City home page. **It is the Supplier's responsibility to refer to the website for any addenda or other pertinent information before responding to this Request for Proposal**.

2.2. PUBLIC DISCLOSURE AND PROPRIETARY INFORMATION

Any public record with respect to solicitation shall be subject to public inspection, upon request, after the posting of the Notice of Intent to Award (NOIA) or Notice of Award (NOA). This is being done in order to protect the integrity of the procurement process unless otherwise required by law. For any Open Records requests, the City may assess fees for the costs of producing these public records as permitted by the Georgia Open Records Act.

Exceptions to the availability of information include 1) bona fide trade secrets meeting confidentiality requirements that have been properly marked and documented; 2) matters involving individual safety as determined by the City; 3) company financial information requested by the GSCLBA to determine supplier responsibility; and 4) other constitutional protections. All documents that are to be proprietary and confidential are to be clearly marked as such.

Information received in response to this request for qualification(s) will become the property of the GSCLBA and will not be returned. If a proposer feels that any information is confidential or proprietary in nature, the proposer must prominently mark and initial such information as "PROPRIETARY INFORMATION". The GSCLBA will not release or divulge such information to third parties without the consent of the Proposer unless required to do so by applicable law or order a court of competent jurisdiction.

3. SECTION III –OVERVIEW AND PROCEDURES

Sections II - VII review the general terms and conditions. **Any response-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

3.1. COMPANY BACKGROUND & EXPERIENCE

References must be for the organization or person submitting the response. Subcontractor's references are not acceptable.

The list must include:

- Dates of service
- Name of contact person
- Title of contact person
- Phone number of contact person

The Supplier will also disclose any services terminated by the client(s) and the reason(s) for termination. Failure to provide this information will disqualify the response submission.

3.2. REFERENCES

References should be for historical projects of similar size and scope. Details regarding these references are noted on the Reference page.

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3.3. RESPONSE TO REQUEST FOR QUALIFICATIONS REQUIREMENTS

3.3.1. SPECIAL CONDITIONS

3.3.1. By submitting a response to request for qualifications, respondent certifies that their proposals are made without collusion or fraud and they have not offered or received any inducements in connection with their proposals. They further agree that this solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia and they shall comply with applicable federal, state and local laws and regulations. **RESPONSES**

In responding this request for qualifications, ALL item numbers with appropriate formatting must show some type of acknowledgment in order for the response to be properly evaluated. Failure to respond to all specification criteria items may be deemed as sufficient reason to reject a submission. If formatting is not provided for a response at the item level, any non-compliance must be clearly marked, detailed and included with the response. Any items not identified shall be deemed as in compliance. Suppliers must: 1) complete any/all required forms; 2) indicate agreement or disagreement on each mandatory requirement and, if requested, provide additional information on how the specifications will be exceeded or not met; and 3) provide complete and detailed responses to any and all non-mandatory requirement that can be fulfilled.

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3.3.3. PACKAGING OF RESPONSE TO REQUEST FOR QUALIFICATIONS

Submissions must be by the following method:
Emailed with a PDF attachment to gsclba@cityofgriffin.com and 7 Hard copies must be submitted to the address listed below . The sealed package must be labeled on the outside as follows:

(Supplier Name)

RFP # (Bid Number)

(Bid Title)

Any response to this request for qualifications must consist of the following documents <u>in addition to any response-specific information requested</u> in Section 1.4:

- **Pricing**
- **Schedule of proposed work (when applicable),**
- **Completion Schedule (when applicable),**
- **Supplier Registration is to be completed online, with the following forms needing to be uploaded**

- **Supplier Affidavit (E-Verify) (*available online*),**
- **W-9 (*available online*),**

- **Tax Compliance form (required if over $99,000) (*supplied if required*),**
- **Reference list of a minimum of three (3) references (*supplied*).**
- **Proof of insurance.**
- **Supplier disclosures.**

3.3.4. SUBMISSION OF QUALIFICATIONS

The response must be delivered to the Land Bank Authority Manager no later than **the time and date specified in Section I. Any response to this request for qualifications received after stated time or delivered to department other than Griffin-Spalding County Land Bank Authority will not be accepted. The GSCLBA will not be responsible for any responses not received by the Procurement Department prior to the deadline.**

Proposals must be submitted electronically as an email with PDF attachment and 7 Hard Copies Hand Delivered or mailed to:

Christopher Blocker
Griffin-Spalding County Land Bank Authority
PO Box T
Griffin, GA 30224

Or
Hand Delivered to

Christopher Blocker
Griffin-Spalding County Land Bank Authority
100 S. Hill St
4th Floor
Griffin, GA 30224

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3.3.5. COST INCURRED BY RESPONDENT

All expenses involved with the preparation and submission of the response to this request for qualifications to the GSCLBA, or any work performed in connection therewith, is the responsibility of the supplier(s).

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GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

Griffin-Spalding County Land Bank Authority

RESPONSE SUBMITTAL COVER

GSCSLBA RFQ 27-003

For

Lawn Maintenance, Ground Maintenance, Tree Maintenance, Trash and Debris Removal Services

Submitted by:

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

Submittal Deadline:
January 25, 2027 at 10:00 A.M.

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FAILURE TO RETURN THIS PAGE AS PART OF YOUR SUBMISSION MAY RESULT IN REJECTION OF RESPONSE

GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

SUPPLIER DISCLOSURES
GSCLBA RFQ 27-003

All solicitations MUST contain signed and notarized statement of non-collusion and non-conflict of interest. Any YES response for other disclosures must be detailed and attached to this sheet as part of your submittal. Reference to 'Supplier' denotes the organization submitting the response as well as the principal representing the organization.

Collusion. Collusion exists when two or more parties act together to achieve a fraudulent or unlawful act. Collusion inhibits free and open competition and is in violation of antitrust laws.
I certify that this bid response is genuine and is not a collusive or sham proposal. I further state that:

- The prepared response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud; and
- The price(s) submitted has/have been arrived at independently and without consultation, communication or agreement with any other supplier, supplier or potential responder to the solicitation; and
- No attempt has been made or will be made to induce any company or person to refrain from responding to this solicitation, or to induce them to submit a budget that is higher than the budget in this solicitation, or to submit any intentionally high or noncompetitive response or other form of nonresponsive submittal; and
- I understand that any collusion as to price or future bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I also certify that I am authorized to sign for this respondent.

Conflict of interest. A Conflict of Interest exists when personal interests interfere in any way with the best interest of the City. This can arise if any agent of the GSCLBA, City of Griffin, Spalding County or their families will receive a monetary or other type of benefit based on the award of this project or if any supplier has an unfair competitive advantage over other suppliers. A conflict is also perceived if any previous history would make it impossible for the supplier to objectively fulfill the obligations associated with this project.

I certify that there is no known conflict of interest with the City, County, GSCLBA or any employee or agent of the City. There is presently no interest and no interest shall be acquired that would directly or indirectly conflict in any manner with the performance of this solicitation, should it be awarded.

_____
Company Name

_____ _____
Signature of Authorized official of company **Printed Name**

Sworn to and subscribed before me this____ day of_____ , 20_ .

Notary Public: _____

County:_____

Commission Expires: _____

OTHER SUPPLIER DISCLOSURES

Any response of 'Yes' must be explained in full (separate sheet may be used).

___ **Debarment.** Respondent certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Has the Supplier been deemed ineligible from participating in any business with any government agency in the past five (5) years?

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___ **Litigation.** Within the past five (5) years, has the Supplier been the subject of or party to any civil or criminal proceedings or investigations based on wrongful death, fraud, theft, breach of contract, safety, misrepresentation or any other conduct?

___ **Financial stability.** Financial stability demonstrates that the Supplier has the resources to complete and the ability to remain in business for the duration of the subsequent contract. Has any petition of bankruptcy, orders or judgment been filed against the supplier in the past five (5) years?

___ **Liquidated Damages.** Liquidated Damages are types of compensation designed to reimburse the City for certain problems or delays associated with a project; it serves as protection to both parties in the form of 'contract completion insurance'. Has the Supplier been assessed any liquidated damages or defaulted on any project with a government agency in the past five (5) years?

___ **OSHA.** Has the Supplier been cited for any OSHA violations in the past five (5) years?

___ **COMMUNICATIONS.** Has the Supplier communicated OR discussed pricing with anyone associated with the City, other than Procurement, since the solicitation was published?

SUPPLIER ACKNOWLEDGEMENTS *(please initial)*

____ **Resources.** We agree that we have the resources needed for the satisfactory completion of the project.

____ **Exceptions.** All deviations and exceptions to this RFP must be expressly stated in writing and attached as an Exception page. The absence of any exceptions assures the City of their full agreement and compliance with all specifications, terms and conditions, requirements and obligations of this RFP.

____ **Occupational Tax License.** If a City of Griffin Occupational Tax License is needed in order to fulfill the project, we will obtain such license prior to the confirmation of contract.

____ **Insurance.** We understand the insurance requirements noted and are prepared to supply the required insurance endorsements for these requirements prior to the confirmation of contract.

____ **Terms and Conditions.** The specifications, as well as the terms and conditions of this Request for Proposal shall be incorporated as an integral part of the final contract.

The Supplier has examined, carefully studied and hereby acknowledges the Specifications and any Addenda and agrees to provide the required services in accordance with this proposal. **The Supplier agrees to all specification items listed unless specifically noted on an Exceptions page**. The Supplier further certifies that they are not currently debarred from submitting proposals by any agency of the State of Georgia or the federal government.

Specifications . . . . . Acknowledgement _____

Addendum No. _____ dated _____ Acknowledgement _____

Addendum No. _____ dated _____ Acknowledgement _____

Addendum No. _____ dated _____ Acknowledgement _____

Suppliers must acknowledge the Specifications and any issued addenda. Responses which fail to acknowledge the Supplier's receipt of any addendum will result in the rejection of the bid if the addendum contained information which substantively changes the City's requirements.

I am registered (and compliant) with the City's online registration system: Yes ___ Not yet ___
The City cannot award to a supplier that is not registered and compliant.

NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY /STATE/ZIP: _____

PHONE (including area code): _____ E-MAIL: _____

_____
AUTHORIZED SIGNATURE TITLE

_____
NAME (PRINTED) TITLE (PRINTED)

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RFQ 27-003

PRICE SUBMITTAL: Lawn Maintenance, Ground Maintenance and Debris Removal Services

Company Name _____ Bid Price Valid Through _____

PRICE STRUCTURE* – Complete the following and include associated information specifics for the cost quoted (pricing must be submitted on this form; additional pages to detail may be used as needed). The quantities below are estimates only; additional detail on the locations can be found on Attachments, located at the end of this document. ***Respondent will be responsible for field verification and calculations.*** If any discrepancy exists between the unit price and the total price, the unit price will be used.

Pricing Schedule

1. Please fill out the itemized prices for the services

Service and Costs	Price
Lawn Maintenance	$
Grounds Maintenance	$
Tree Removal	$
Debris Removal	$
Equipment Maintenance	$
Fuel and Supplies	$
Personnel Wages	$
Other	$
Total	**$**

**Adjustments – quantities, if any, may be unknown. Price as an each and do not extend total.*
***Any other fees, additional charges and prices that may be applicable to this project **must** be listed on a separate sheet and attached.*

Additional comments/recommendations: _____

_____

COMPLETED BY:
Company Name: _____

Contact Person: _____
(Signature) (Printed Name)

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FAILURE TO RETURN THIS PAGE AS PART OF YOUR RESPONSE DOCUMENT MAY RESULT IN REJECTION OF RESPONSE. THIS FORM MUST BE COMPLETED FOR EACH RESPONSE SUBMITTAL EVEN IF YOU ARE CONSIDERED TO BE A CURRENT SUPPLIER.

REFERENCES

The GSCLBA requests a minimum of three references where work of a similar size and scope has been completed within the past 3-4 years.

REFERENCE 1:
Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 2:
Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 3:
Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

COMPLETED BY:
Company Name: _____

Contact Person: _____
(Signature) (Printed Name)

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GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

STATE OF GEORGIA
CITY OF GRIFFIN

TAX COMPLIANCE FORM

INSTRUCTIONS TO SUPPLIERS

Please complete the following information:

- Supplier's Name: _____
- Physical Location Address: _____
  _____
- Federal Identification Number (FEI): _____
- Have you ever been registered in the State of Georgia? _____
- If so, please provide the following information, if applicable:
  - State Taxpayer Identification Number (STI): _____
  - Sales and Use Tax Number: _____
  - Withholding Tax Number: _____
- What type of service will you perform? _____
- Will you sell any tangible personal property or goods? _____
- Supplier's Affiliate's Name: _____
  - FEI: _____
  - STI: _____
  - Sales and Use Tax Number: _____
  - Withholding Tax Number: _____

  If there is more than one affiliate, please attach a separate sheet listing the information above.
- Person responsible for handling supplier's tax issues (such as the CFO, the company tax officer, etc.):
  - Name: _____
  - Telephone Number: _____
  - E-mail Address: _____

NOTICE TO SUPPLIER:

In the event the supplier is considered for contract award, the information provided on this form will be submitted to the Georgia Department of Revenue ("DOR") for a determination as to whether the supplier is a "prohibited source" (as defined by O.C.G.A. §50-5-82) or whether there are any other outstanding tax issues. MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD. NO PROHIBITED SOURCE MAY RECEIVE CONTRACT AWARD; THEREFORE, YOU ARE STRONGLY ENCOURAGED TO CHECK YOUR TAX STATUS NOW AND RESOLVE ANY OUTSTANDING TAX LIABILITIES AND/OR MISSING TAX RETURNS.

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SUPPLIER'S RFQ CHECKLIST

___1 **Read the *entire* document,** paying close attention to critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc. Note that all response specific information noted in Section I or in a special Specification section, if there is one, take precedence over the general terms and conditions listed in Section II.

___2 **Note the Procurement Agent's name and e-mail address.** With the exception of written technical questions sent to the project manager, the Land Bank Authority Manager is the only person you are allowed to communicate with regarding the RFQ from inception until after award.

___3 **Follow the format required in the RFQ** when answering questions and item details. Provide point-by-point responses to all sections in a clear, concise manner and in the order they were requested.

___4 **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Make sure all items have a response, even if it is a 'n/a'. Don't assume the City or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City. Proposal submissions are evaluated based solely on the information and materials provided in your response.

___5 **Use the forms provided**, e.g. cover page, cost proposal form, standard forms, registration, etc. Make sure to include all required forms (in the proper order) with your submission.

___6 **Supplier registration.** Supplier registration includes both information needed by the City and affidavits/ information required by the State of Georgia. The City cannot award a bid to a supplier with incomplete registration. Registration is now done online and you can check to see if your profile is compliant (has both EV affidavit and W9) by logging in with your user-id and password. Even if you are not providing labor and do not need an E-Verify number, you will need to note the appropriate reason and sign.

___7 **Check the Griffin-Spalding County Land Bank Authority website for RFQ addenda.** All addenda issued for the RFQ are posted on the City's website under the associated RFQ posting. Do not assume that if you received an individual notification of the RFQ, you will receive all addenda. Notifications are a courtesy effort and the City cannot guarantee that an email notification will reach all of the intended recipients. Before submitting your response, check the website at http://www.gsclba.com (select 'Resources', then 'Bid Opportunities') to confirm if any addenda were issued for the RFQ. If so, you must acknowledge each addendum on the Response document.

__8 **Review and read the RFQ document again** to make sure that you have addressed all requirements. Once the deadline has been met, you will be unable to make changes to your response.

__9 **'Package' your response in the recommended order** of section 1.4.

__10 **Submit your response on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late submissions will not be accepted.

This checklist is provided for assistance only and does not need to be submitted with the Supplier's Response.

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GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

SUPPLIER REGISTRATION

Supplier Registration with the City of Griffin consists of the following:

The City of Griffin now has online self-service registration, via Vendor Registry. In order to be registered as a City of Griffin supplier, you must access the registration via the City's site. This will give you the opportunity to keep your information accurate and current. It also permits unlimited NIGP commodity codes, allowing for notifications based on your specific business criteria. In addition to the visibility to the City, this service will allow for other agencies in our area to have visibility of your company and it will allow you to have visibility of opportunities from other agencies in our area. There is no charge for this basic service, but you do have the option to automatically expand your visibility to other areas for a small fee to Vendor Registry at any time.

TO REGISTER:

- ✓ Please visit our website at www.cityofgriffin.com
- ✓ Select "Resources"
- ✓ Select "Register my Business with the City"
- ✓ Complete your registration by following the instructions provided
    - Two documents (forms included below) will be required to be **uploaded online** before your registration is complete. They are:
        - **Supplier Affidavit** – This document is also referred to as the E-Verify affidavit and has been updated to reflect new laws that have recently gone into effect. An E-Verify (EV) number is REQUIRED by the State of Georgia (OCGA § 13-10-91) if you provide labor or services to the City that is valued in excess of $2,499.99. In addition to the EV number and signature, the affidavit must be notarized. If you are a sole proprietor or your company provides only products, simply initial the statement that applies to your situation and sign. **There is no need to notarize the affidavit unless you provide your EV number**.
        - **W-9** – This document supplies the Employer Identification Number (EIN) or the Social Security (SS) number of the supplier.

Note: *If you have problems getting registered, Vendor Registry is available to answer questions and help get you registered; they can be reached toll-free at (865) 777-4337. The City is also available to help.*

If you are registered on Vendor Registry with another agency other than City of Griffin, you can 'piggyback' off of your existing profile to create a profile for Griffin. Contact Vendor Registry or our Procurement office for help in creating this new record.

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GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

STATE OF GEORGIA
CITY OF GRIFFIN

CONTRACTOR (*E-VERIFY*) AFFIDAVIT AND AGREEMENT

Please initial the appropriate statement for your current and future business relations with the GSCLBA, City of Griffin, sign and have notarized if applicable (one must be initialed):

A) ____ My company provides products only for the City (no physical labor or services).

B) ____ I am a sole proprietor and have no employees.

C) ____ My company is providing labor or services on a one-time basis that amounts to under $2,500.00.

D) ____ My company provides labor or services to the City and I have supplied the EV number below (notarization below is required).

_____

BY: Authorized Officer or Agent *Printed Name* *Date*

_____

Company / Contractor Name *Title of Authorized Officer or Agent of Contractor*

While the City requests a signed affidavit from every supplier, only those that provide labor or services that could amount to $2,500 or more to the City (item D above) MUST supply the actual E-Verify number issued by Homeland Security and have this affidavit notarized.

****

NOTARIZATION REQUIRED FOR E-VERIFY NUMBER SUBMISSIONS:

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is contracting with the City has registered with and is participating in a federal work authorization program in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Griffin, Georgia, of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the subcontractor's execution of the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08 or a substantially similar subcontractor affidavit. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City at the time the subcontractor(s) is retained to perform such service.

_____

EEV / (*E-Verify # issued by Homeland Security IF checked above*)

Sworn to and subscribed before me

This _____ day of _____, 20 ___

Notary Public _____

My commission expires: _____

* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV *I* Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration

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AGENDA ITEM SUMMARY

ITEM SUMMARY:

5. Discussion regarding the Request for Proposal for the purchase and sale of 522 Meriwether St (Galloway and Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

26/10/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

6. Consider the release of a Request for Proposal for the purchase and sale for 213 E. Quilly St, 215 E. Quilly St, 309 E. Tinsley St, and 428 E. Tinsley St

Submitted By:

Christopher Blocker

Meeting Date:

26/10/2026

ATTACHMENTS:

GSCLBA -REQUEST FOR PROPOSAL 27-004 Quilly-Tinsley 12.1.26.docx

GRIFFIN-SPALDING COUNTY LANDBANK AUTHORITY

REQUEST FOR PROPOSAL 27-004
SALE OF REAL PROPERTY LOCATED AT:
213 E. Quilly St, 215 E Quilly St, 309 E. Tinsley St, 428 E. Tinsley St
GRIFFIN, SPALDING COUNTY, GEORGIA
December 1, 2026

Introduction: The Griffin-Spalding County Land Bank Authority (the "GSCLBA" and occasionally the "Authority") is a public authority authorized by Georgia law and created pursuant to an Interlocal Cooperation Agreement between Spalding County and the City of Griffin. It is governed by a Board of Directors (the "Board") appointed by Spalding County (the "County"), City of Griffin (the "City") and the Griffin-Spalding County Board of Education ("BOE").

The purpose of the GSCLBA is to acquire tax delinquent properties and other property donated to the Authority located in the City of Griffin and Spalding County in order to foster the public purpose of returning land which is in nonrevenue-generating, nontax-producing status to an effective utilization status to provide affordable housing, new trade, commerce, industry and employment opportunities for the citizens of the City and County

The goal(s) of the GSCLBA are as follows:

a) Development of affordable housing for low-to-moderate income individuals;
b) Increase home ownership and facilitate access to home-buyer education;
c) Support development of neighborhood redevelopment;
d) Support development of fair market-rate housing;
e) Support development of community facilities such as parks and recreational facilities;
f) Facilitate land acquisition for local government entities, development authorities, housing authority, public school district and private developers for public use, economic, community, transportation and infrastructure development;
g) Facilitate the remediation of neighborhood blight and/or nuisance properties; and
h) Eliminate substandard lots of record for single family housing.

"….returning land to an effective utilization to provide affordable housing for the citizens of the City and County"

Griffin-Spalding County Land Bank Authority, (hereinafter “GSCLBA”) is seeking Requests for Proposals for the rehabilitation and disposition of real property, AS IS WHERE IS AND WITH NO WARRANTIES, for the property more particularly described as follows:

The Properties

All that lot, tract or parcel of land situate, lying and being in the City of Griffin, Spalding County, Georgia, located on the north side of East Quilly Street between Fifth and Sixth Streets, and being more particularly described as follows: Beginning at the Southwest corner of the purchased by Hoyt Waller from Cecil E. Mays (which point of beginning is the Southwest corner of the original entire lot purchased by Cecil E. Mays from G. Lama Walker) and running thence East along the North property line of East Quilly Street 46 feet; thence North 112 feet, more or less, to a point on the North line of said original entire lot purchased by Cecil E. Mays from G. Lamar Walker 46.3 feet from the Northwest corner of said original lot; thence South along the West line of said original lot 112 feet to the North property line of Quilly Street and Point of Beginning.

https://qpublic.schneidercorp.com/Application.aspx?AppID=766&LayerID=11802&PageTypeID=4&PageID=5608&Q=1138560837&KeyValue=007+15021A

And

All and only that parcel of land situate, lying and being in the City of Griffin, Spalding County, Georgia located on the North side of the East Quilly Street between North Sixth and North Fifth Streets , said lot fronting 47 feet on the North property line of East Quilly Street and running back North 112 feet, more or less to the property now or formerly of Edna T Roddy and Zemria Taylor at a rear width of 48 feet. Said lot bounded now or formerly as follows: North by property of Edna T. Roddy and property of Zemria Taylor; East by property of Lena S. Brown; West by property of Hoyt Waller and South by East Quilly Street.

https://qpublic.schneidercorp.com/Application.aspx?AppID=766&LayerID=11802&PageTypeID=4&PageID=5608&Q=2063955445&KeyValue=007+15021

And

All and only parcel of land designated as Tax Parce; 007 06039b, lying and being in the City of Griffin, Spalding County, Georgia shown in Plat Book 16, Page 282, the description contained therein being incorporated herein by this reference, described in Deed Book 805 Page 315, known as 309 E. Tinsley Street

https://qpublic.schneidercorp.com/Application.aspx?AppID=766&LayerID=11802&PageTypeID=4&PageID=5608&Q=1563246580&KeyValue=006+08008A

“….returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

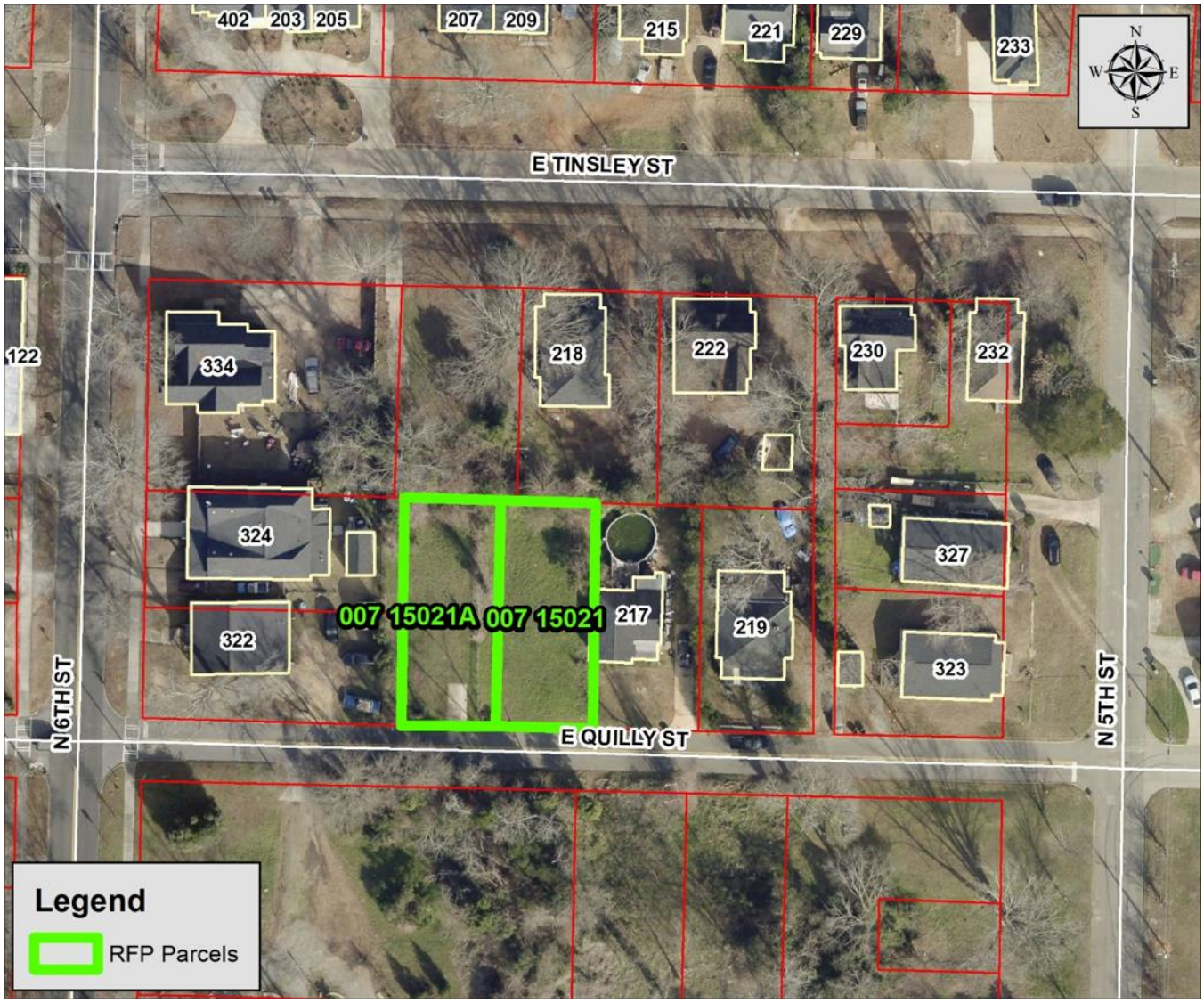
And

All and only that parcel of land designated as Tax Parcel 007 17006, lying and being in the City of Griffin, Spalding County, Georgia containing 0.13 acres, more or less, being shown in Plat Book 4, Page 128 the description contained therein being incorporated herein by this reference, described in Deed Book 747, Page 128 known as 428 E. Tinsley Street

https://qpublic.schneidercorp.com/Application.aspx?AppID=766&LayerID=11802&PageTypeID=4&PageID=5608&Q=1130881946&KeyValue=007+17006

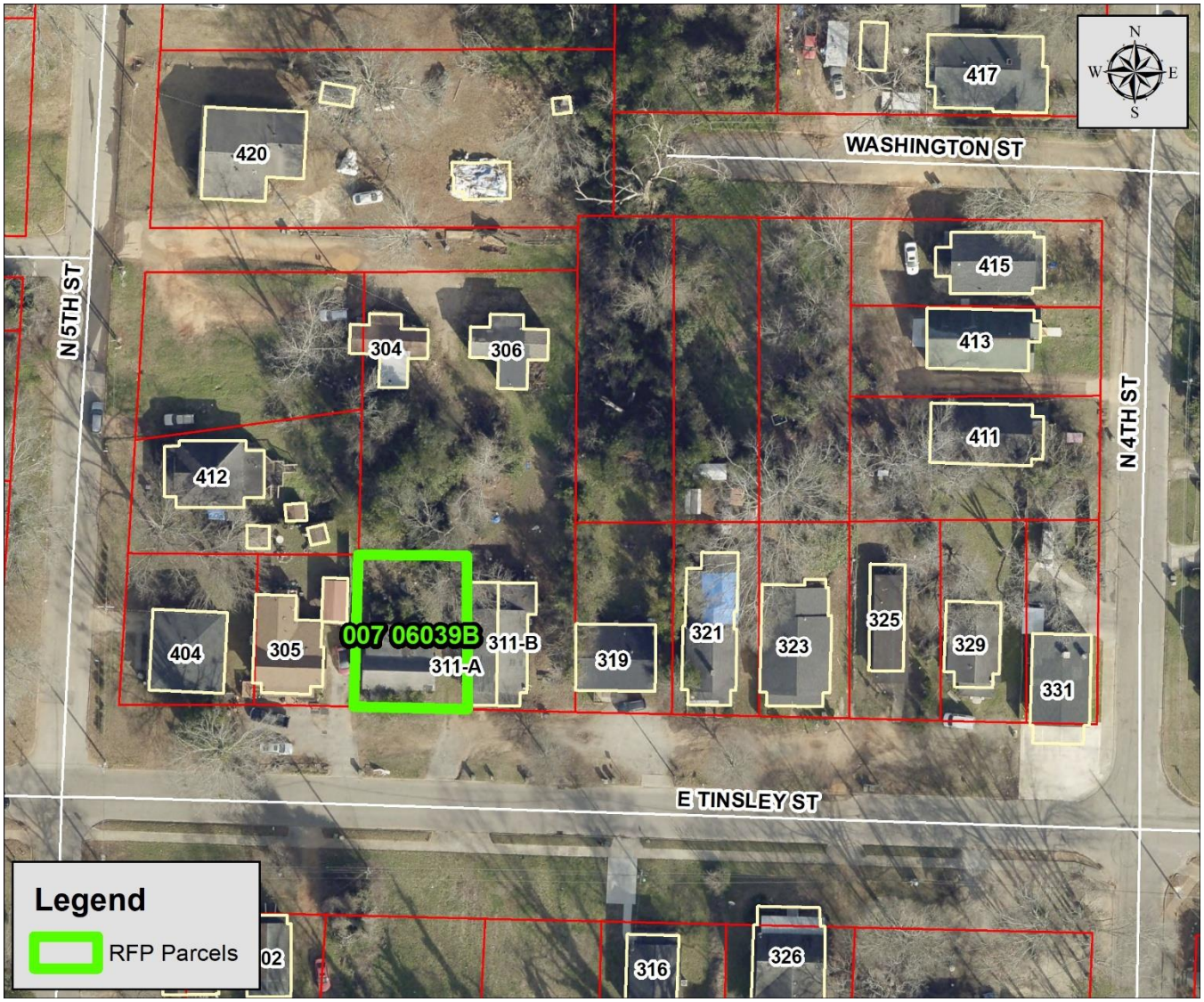
"….returning land to an effective utilization to provide affordable housing for the citizens of the City and County"

Map



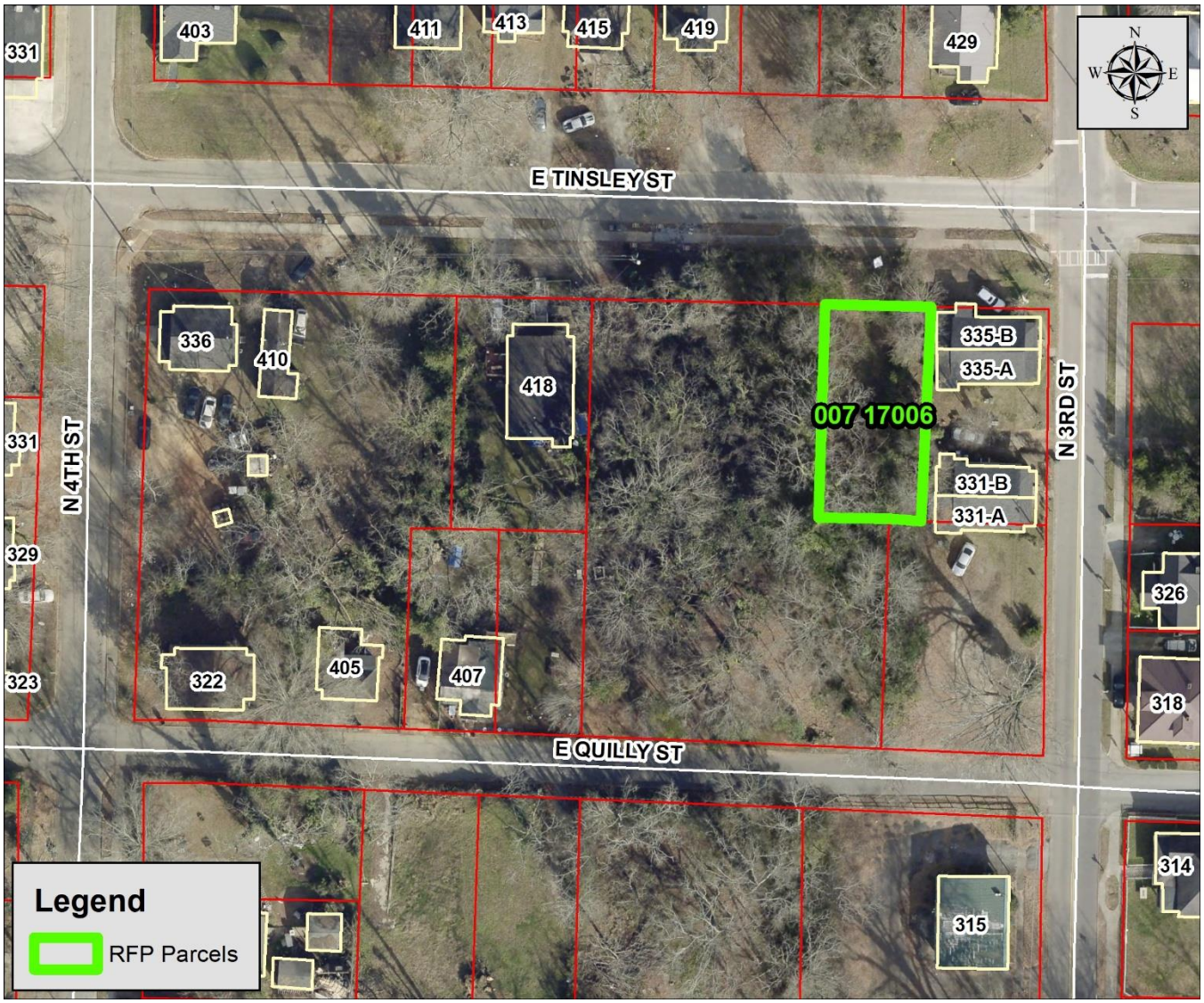
213 E. Quilly St and 215 E. Qully St

"….returning land to an effective utilization to provide affordable housing for the citizens of the City and County"



309 E. Tinsley St

"….returning land to an effective utilization to provide affordable housing for the citizens of the City and County"



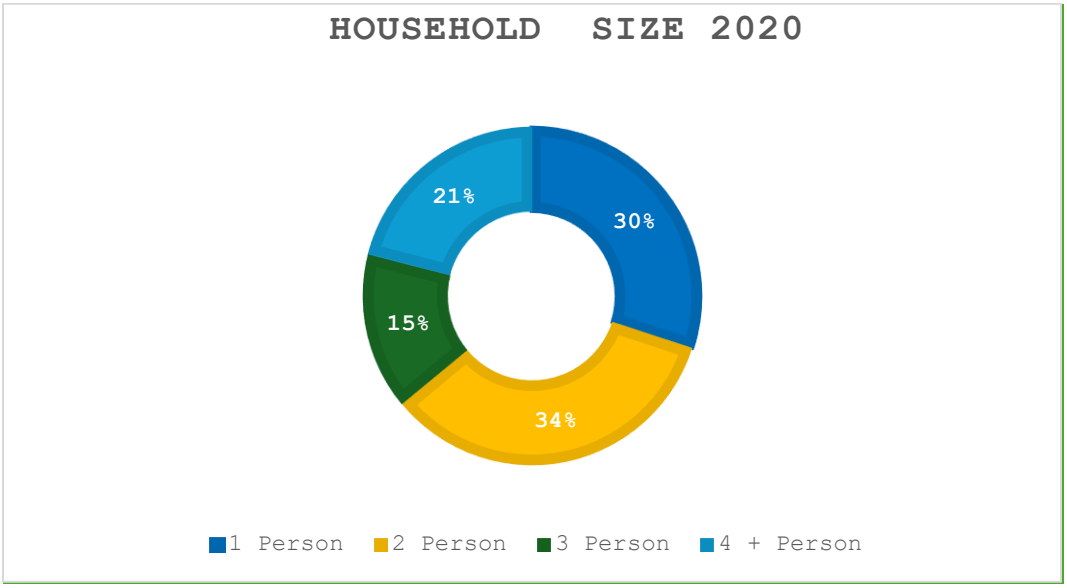
428 E. Tinsley St

"….returning land to an effective utilization to provide affordable housing for the citizens of the City and County"

About Griffin and Spalding County

Griffin-Spalding County Populations Projections, 2000-2050

	2000	2010	2020	2030	2040	2050
Griffin	23,436	23,643	23,478	24,251	25,248	26,209
Spalding County	58,417	64,073	67,306	71,390	76,325	81,359
Griffin as % of Spalding County	40%	37%	35%	34%	33%	32%
Source: Governor's Office of Planning and Budget, Population Projections						

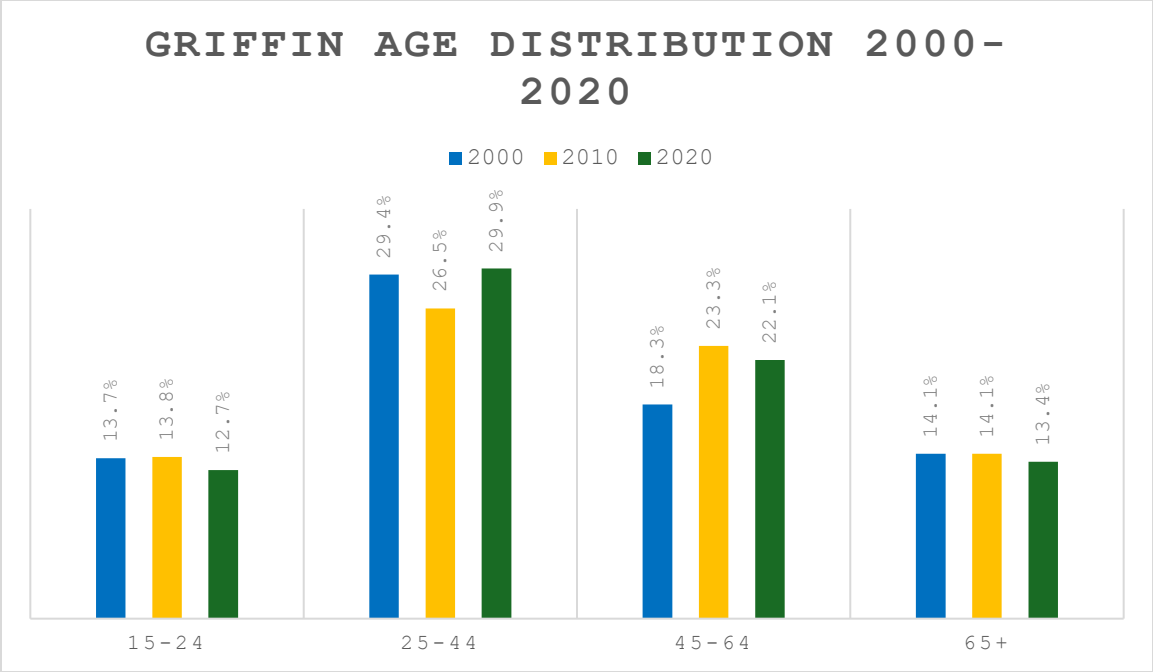


Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey

Household Data 2000-2020

	2000		2020	
Total Housing Units	9,669		10,290	
Total Households	8,860		9,343	
Families	6,018	68%	5,822	62%
Families w/ Children	3,507	40%	2,638	34%
Families w/Older Adults	2,978	34%	2,783	30%
Non-Family	2,842	32%	3,521	38%
Average Household size	2.6		2.41	
Average Family size	3.16		3.03	
Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey				

"....returning land to an effective utilization to provide affordable housing for the citizens of the City and County"



Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey

Griffin Education Data

	2000	2010	2020
Less than 9th grade	12.7%	10.1%	5%
9th to 12th grade no diploma	23.4%	18.4%	13%
High School graduate	29%	32%	38%
Some college, no degree	15.2%	17.7%	17%
Associate degree	3.2%	4.2%	7%
Bachelor's degree	11.2%	11.2%	11%
Graduate degree	5.2%	6.2%	9%
Less than High School diploma	36%	29.%	18%
High school diploma or higher	63.9%	71.5%	83%
Bachelor's degree or higher	16.4%	17.4%	20%
Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey			

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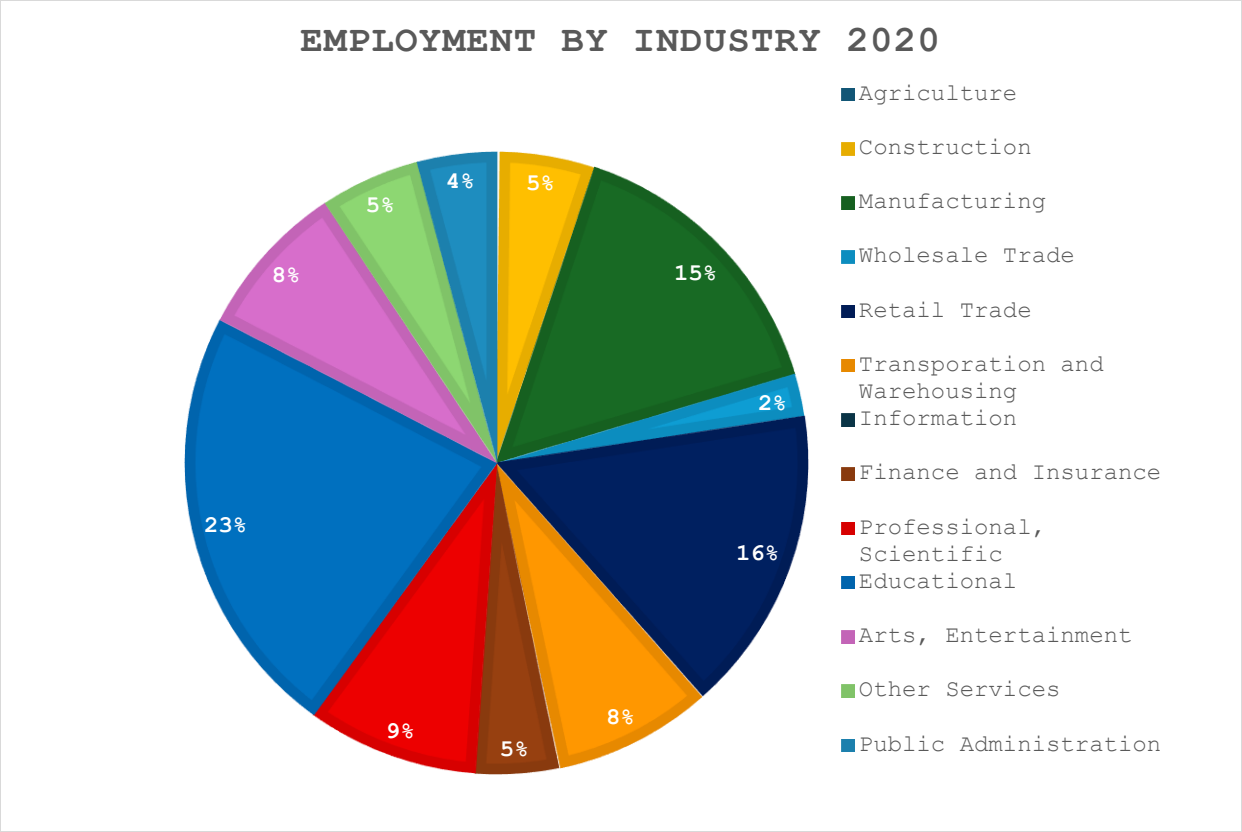
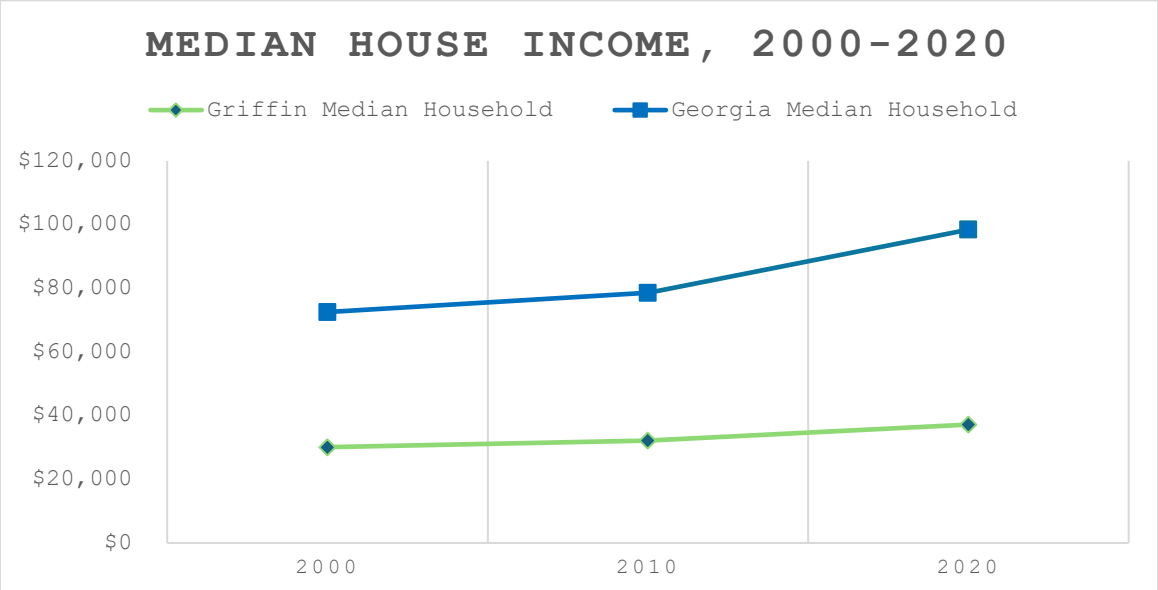
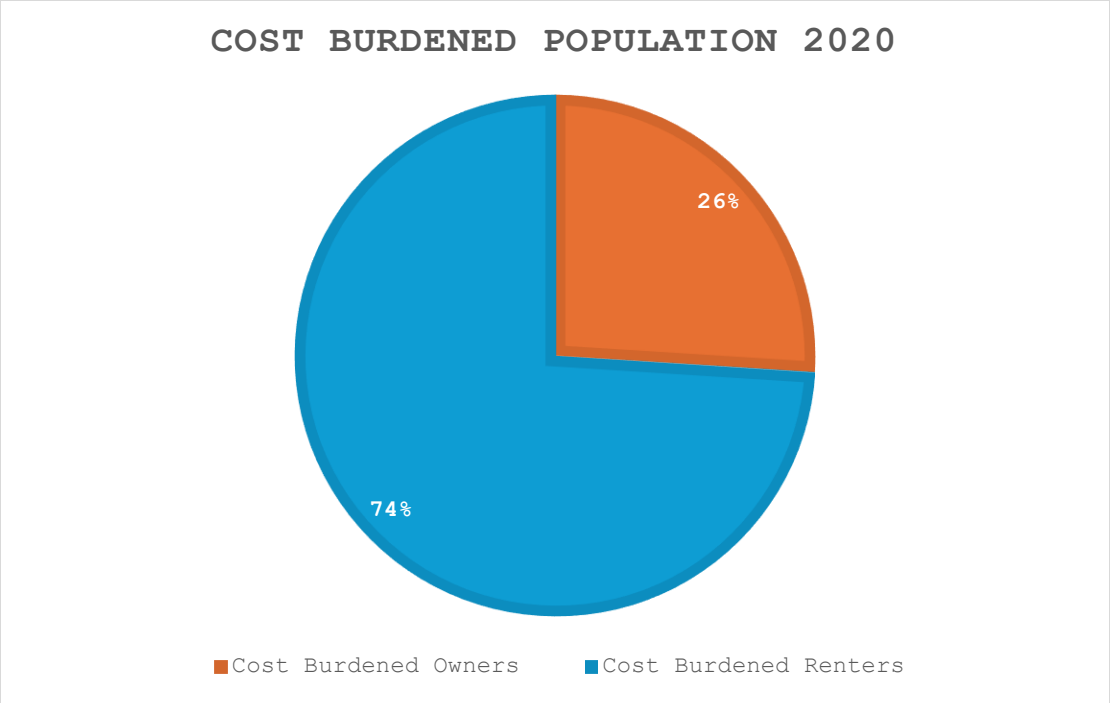


Source: 2020 American Community Survey

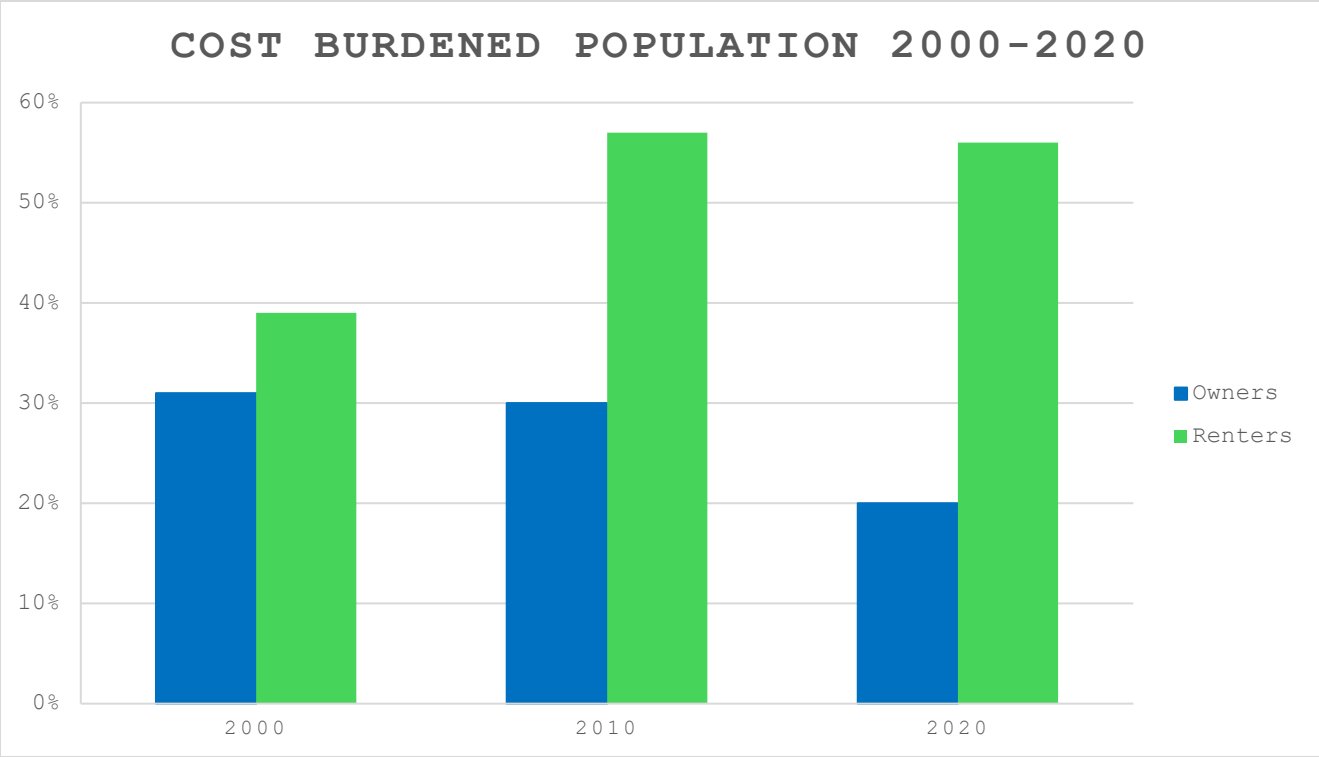


Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey

"....returning land to an effective utilization to provide affordable housing for the citizens of the City and County"

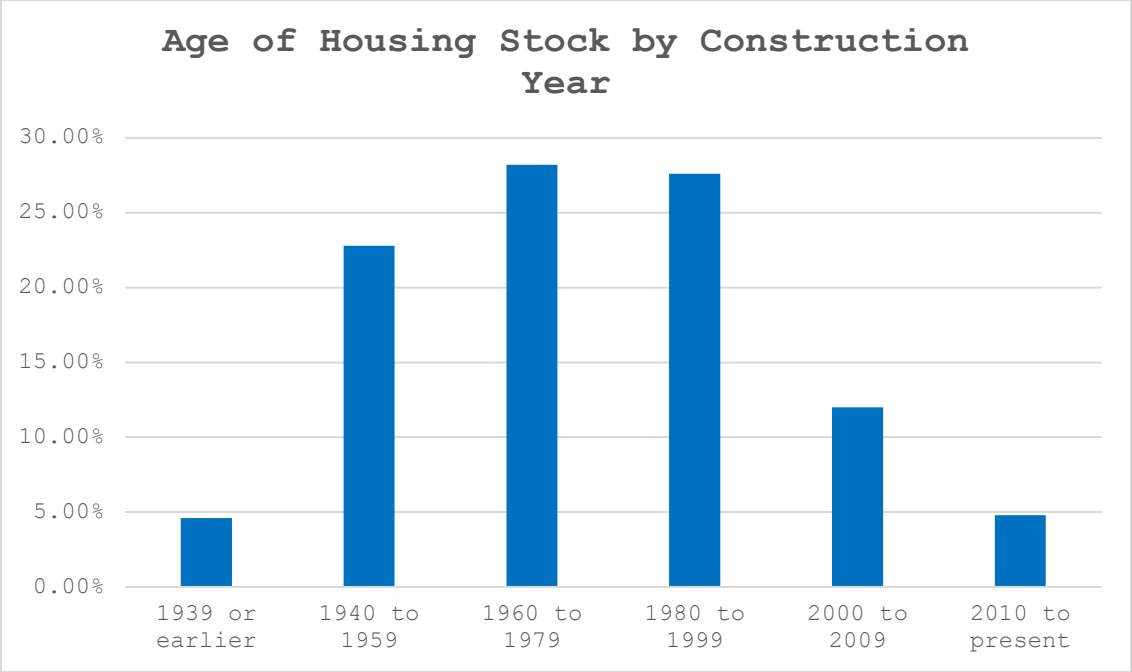


Source: 2020 American Community Survey

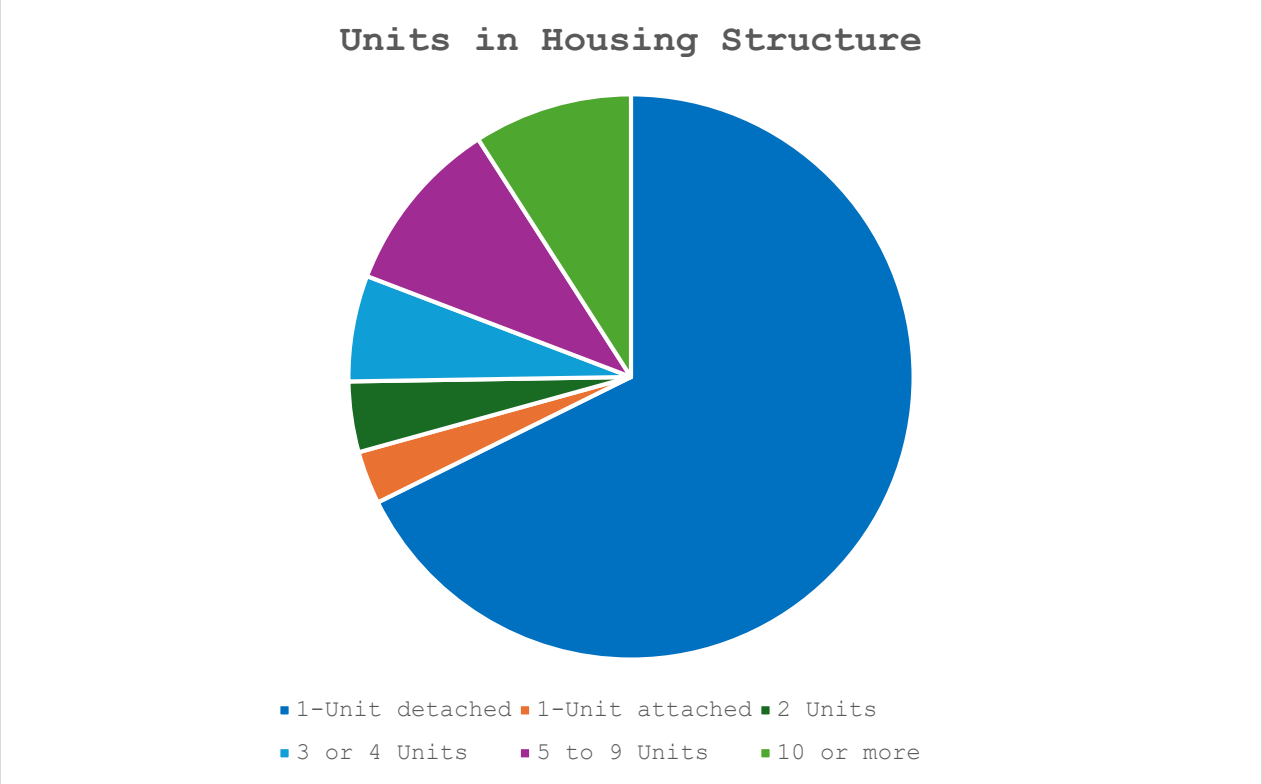


Source: 2000 Decennial Census, 2010 Decennial Census, 2020 Decennial Census

"….returning land to an effective utilization to provide affordable housing for the citizens of the City and County"



Source: 2020 American Community Survey



Source: 2020 American Community Survey

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Scope of Work

The selected entity, company or bidder shall build owner-occupied housing to help the Griffin Spalding County Land Bank with achieving its stated purpose of returning land which is in nonrevenue-generating, nontax-producing status to an effective utilization status to provide affordable housing, new trade, commerce, industry and employment opportunities for the citizens of the City of Griffin and Spalding County; and aligns that with the appropriate zoning and design standards of Griffin and Spalding County that may facilitate neighborhood redevelopment, private investment and reduce neighborhood blight.

The current zoning of the properties is: **Medium Density Residential**
It shall be the intent of this zoning district to be reserved for development of medium density residential uses, which is intended to provide a transition between low density and high density residential development districts. The provisions which apply to this district are designed and intended to encourage the formation and continuation of a stable, healthy environment for the residents of medium density residential developments. The provisions are also intended to discourage encroachment of uses that could adversely affect the intended residential character and integrity of this district.

City of Griffin Planning & Development
(770) 233-4130

Jurisdiction: City of Griffin

City of Griffin Medium Density Residential Requirements

1. *Minimum lot area:* One-fourth of an acre or 10,890 square feet.
2. *Minimum floor area per dwelling unit:* 1,500 square feet for single story; with a minimum building footprint of 900 square feet for two or more story dwellings.
3. *Minimum street frontage:* 60 feet for single-family dwellings on non cul-de-sac lots; 35 feet for cul-de-sac lots.
4. *Minimum lot width:* 60 feet as measured at building line for single-family dwellings.
5. *Minimum front yard:* 35 feet.
6. *Minimum side yard:* Ten feet.
7. *Minimum rear yard:* 25 feet.
8. *Maximum building height:* 35 feet.
9. *Maximum lot coverage by impervious surface:* 45 percent.

For more information regarding zoning, respondents are encouraged to review the City of Griffin Unified Development Code or call City of Griffin Planning & Development Department 770-233-4130

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Required Documents

- Cover Letter on Letterhead to include:
    - Applicant Name
    - Applicant background and experience
    - Company background, structure and experience
    - Intended use of the property
    - Intention to rezone the property (if necessary)
    - Construction Budget (Sample Below)
    - Construction Timeline to include estimated date of completion and certificate of occupancy date
    - Bid Price Per Property to Griffin-Spalding County Land Bank Authority****
    - Proposed sales price to a buyer
- State of Georgia General Contractor's License
- Business License
- Proof of Commercial Liability Insurance
- Photographs from previous projects
- Proposed Site plan
- Proposed Floor Plans
- **Zoning verification from the City of Griffin or Spalding County**
- Proof of Financing such as:
    - Most recent Bank Statements,
    - Letter of verification of available funds from Financial Institutions
    - Constructions Loan Commitment Letter from Financial Institution
    - Line of Credit Letter
- Construction Budget (Sample Below)
- IRS Determination Letter (if applicable)

****The Prices listed on GSCLBA website represent 30% of the Current Year Tax Assessed Value

www.gsclba.com

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Item	Budgeted Amount
Bid Amount for the property	$
Construction Labor	$
Site Work	$
Building Materials	$
Finishing Materials	$
Permits and Fees	$
Contingency	$
Total	**$**

Question and RFP Submission Deadlines

Questions must be submitted gsclba@cityofgriffin.com by January 15, 2027. The subject line of the email shall be: Proposal for GSCLBA RFP 27-004 Question. Questions related to this proposal to the Griffin Spalding County Land Bank Authority will not be accepted via phone and may result in disqualification from this solicitation.

Questions related to Zoning may be directed to:

City of Griffin Planning & Development (770) 233-4130

Questions related to Water may be directed to:

City of Griffin Water Department (770) 229-6423

Proposals must be submitted by February 22, 2027 at 10am to gsclba@cityofgriffin.com as one PDF with the Subject line GSCLBA RFP: 27-004 Submission and 7 Hard Copies mailed to or delivered to:

Griffin-Spalding County Land Bank Authority
c/o Christopher Blocker
PO Box T
Griffin, GA 30224
Or

Hand delivered to
Griffin-Spalding County Land Bank Authority
c/o Christopher Blocker
100 S. Hill St
4th Floor
Griffin, GA 30224

"….returning land to an effective utilization to provide affordable housing for the citizens of the City and County"

Request for Proposal Timeline

Event	Date
Request for Proposal is issued	December 1, 2026
Deadline for written questions	January 15, 2027
Responses to questions	January 22, 2027
Deadline for submission	February 22, 2027 AT 10:00 AM
Public opening for bid submission	February 22, 2027 AT 4:00 PM
RFP Board Tentative Workshop	March 5, 2027 at 10:00 AM
RFP Award Tentative Date	March 22, 2027

Closing Process

Upon the acceptance of an application and the award of property or properties to an applicant, the closing of the sale of the property shall be scheduled for a time mutually agreed upon by the parties within sixty (60) days after the execution of a Transaction Agreement at such time, date and location as is designated by the parties. This deadline may be extended in writing by mutual agreement of the parties. If the property is not closed within 60 days the contract will be void and the property shall be returned to the GSCLBA inventory and may be disposed of at the discretion of the GSCLBA.

Permit and Construction Requirements

Unless otherwise agreed to by the parties, the purchaser or grantee shall make timely application for a building permit for the renovation or construction of the subject property within 90 days and shall commence work under such permit within six (6) months of the date of the closing of the sale of this property from the GSCLBA. Should the purchaser fail to commence work within the specified time period, the GSCLBA shall have the option to re-purchase the subject property for the sales price set forth in the contract less legal and administrative fees involved in the transaction and repurchase

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Covenants, Conditions and Restrictions.

All conveyances by the GSCLBA to individuals or non-governmental entities shall include such covenants, conditions and restrictions as the GSCLBA deems necessary and appropriate to ensure the use, rehabilitation and redevelopment of the property in a manner consistent with the stated purpose and goals of the GSCLBA. Such requirements may take the form of a deed creating a defeasible fee, recorded restrictive covenants, subordinate financing being held by the GSCLBA, first rights of refusal, contractual development agreements, or any combination thereof.

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Rubric/Evaluation Criteria

Criteria	Maximum Score	Evaluation Score
Design and Materials	15	
Bid Price	10	
Proposed Use of the Property	5	
Estimated Construction Cost	10	
Proposed Sales Price to Owner-Occupant	10	
Construction Company Qualification and background	15	
Construction Timeline	10	
Financial Capability	15	
Proposed benefit to the Neighborhood	5	
Current Griffin or Spalding County Resident, Business Owner or Local builder	5	
Total Score	100	

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Owner Occupancy Requirements

Generally. Unless explicitly waived by the Board pursuant to subsection (b) below and expressly set forth in the applicable Transaction Agreement, all property acquired from the GSCLBA shall be required to be Owner-Occupied Property. Owner-Occupancy shall be determined upon the completion of the renovation or development of the property, and the Owner-Occupant is expected to reside in the property and must pay all tax obligations that become due and payable on the property.

Waiver of Owner-Occupancy Requirement. The Board may waive the Owner-Occupancy Requirement, in whole or in part, only upon a specific finding, reflected in the minutes, that the waiver is consistent with the stated mission and goals of the GSCLBA and that one or more of the criteria below are satisfied. Any waiver shall be expressly set forth in the applicable Transaction Agreement.

a. **Affordable Housing and Neighborhood Redevelopment.** The proposed disposition will result in the development or preservation of Affordable Housing or will materially advance Neighborhood Redevelopment, including but not limited to mixed-income or multi-family projects, and the grantee agrees to record covenants, conditions and restrictions acceptable to the GSCLBA to ensure long-term compliance with such use.

b. **Mission Driven Non-Profit Projects.** The transferee is a Mission Driven Non-Profit Organization acquiring the property for the purpose of developing Affordable Housing, community facilities, or other uses consistent with Section 1, and the project is subject to recorded affordability and use restrictions acceptable to the GSCLBA.

c. **Community Improvement or Public Use.** The property will be used for Community Improvement Property or is being transferred to a local government entity or other public entity for public use, and Owner-Occupancy is incompatible with the intended use.

d. **Commercial Property.** The property identified for disposition is located in a commercial zoning district and the application of the Owner-Occupancy requirement would prevent the redevelopment of the property or otherwise hinder the redevelopment of the property.

e. **Demonstrated Market or Financing Necessity.** Strict application of the Owner-Occupancy Requirement would prevent feasible financing or redevelopment of the property, the proposed project otherwise satisfies the disposition considerations and the Transaction Agreement imposes alternative protections (such as minimum holding periods, rent and tenant protections, or reverter rights) acceptable to the GSCLBA.

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f. **Hardship and Good Cause.** In rare cases, the Board may grant a waiver upon a showing of substantial hardship or other good cause, provided that: (i) the waiver will not materially undermine homeownership, stabilization, or anti-speculation goals; and (ii) the Board imposes such additional conditions as are necessary to protect the public interest, including but not limited to limits on resale or leasing of the property.

Conclusion

The Griffin-Spalding County Land Bank Authority Board consists of 5-Member board who have been appointed by the City of Griffin and Spalding County Boards of Commissioners to serve the citizens of the City and County.

The purpose of the GSCLBA is to foster the public purpose of returning land which is in nonrevenue-generating, nontax-producing status to an effective utilization status to provide affordable housing, new trade, commerce, industry and employment opportunities for the citizens of the City and County.

Proposals must be submitted by February 22, 2027 at 10am to gsclba@cityofgriffin.com as one PDF with the Subject line GSCLBA RFP: 27-004 Submission and 7 Hard Copies mailed to or delivered to:

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"….returning land to an effective utilization to provide affordable housing for the citizens of the City and County"

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AGENDA ITEM SUMMARY

ITEM SUMMARY:

7. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker)
   a. Contracts pending, closings and properties redeemed
      1. 315 N 6th St (City)
      2. 215 N 8th St (City)
      3. 309 N 17th St (City)
      4. 838 Anne St (City) (SLP)
      5. 1230 N 9th St Ext (County)
      6. 1315 N 9th St Ext (County)
      7. 1360 N 9th St Ext (County)
   b. Properties foreclosed upon on October 22, 2026
      1. 808 Meriwether St (City)
      2. 911 Meriwether St (City)
      3. 1104 Lyndon Ave (City)
      4. 1124 Lyndon Ave (City)
      5. 610 Ellis St (City)
      6. 615 Ellis St (City)
      7. 633 Ellis St (City)
      8. 825 Ellis St (City)
      9. 223 Ella Cir (County)
      10. 227 Ella Cir (County)
      11. 228 Ella Cir (County)
      12. 308 Ella Dr (County)
      13. 110 Valley Dr (County)
      14. 207 Eastbrook Ave (County)
   c. Properties to be foreclosed upon on January 15. 2027
      1. 304 N 13th St (City)
      2. 421 N 13th St (City)
      3. 425 N 13th St (City)
      4. 436 N 13th St (City)
      5. 505 N 13th St (City)
      6. 507 N 13th St (City)
      7. 509 N 13th St (City)
      8. 4 Edwards St (County)
      9. 12 Edwards St (County)
      10. 822 Hammock St (County)
      11. 416 Meadow Lake Dr (County)
      12. 622 Northside Dr (County)
      13. 2760 Old Atlanta Rd (County)
      14. 2780 Old Atlanta Rd (County)
      15. 58 Pine St (County)
      16. 4 First St (County)
   d. Properties to be foreclosed upon on April 15, 2027
      1. 1030 W Broad St (City)
      2. 1316 D F Fuller Dr (City)

3. 1321 D F Fuller Dr (City)
4. D F Fuller Dr (051 03045) (City)
5. D F Fuller Dr (051 03046) (City)
6. 341 N 17th (City)
7. 421 N 17th St (City)
8. 602 N 17th St (City)
9. 605 N 17th St (City)
10. 647 N 17th St (City)
11. 621 W Slaton Ave (City)
12. 624 E Slaton Ave (City)
13. E McIntosh Rd (County)-SLP
14. 510 Eastbrook Ave (County)
15. 1014 Serene Lake (County)
16. 30 Franklin Dr (County)
17. 55 Palm St (County)
18. 1536 W Fleetwood Dr (County)

Submitted By:
Christopher Blocker

Meeting Date:
26/10/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

1. Consider the acceptance for the September 2026 Truist Financial Statements (Ballard)

Submitted By:

Christopher Blocker

Meeting Date:

26/10/2026

ATTACHMENTS:

7118 Statement 20260930.pdf

Op Ch 7096 Statement 20260930.pdf

TRUIST

999-99-99-99 10120 0 C 001 30 S 66 002
GRIFFIN SPALDING COUNTY LAND BANK AUTHOR
PROJECT ACCT
406 N HILL ST
GRIFFIN GA 30223-2568

Your account statement

For 09/30/2026

Contact us

Truist.com

(844) 4TRUIST or
(844) 487-8478

■ BASIC PUBLIC FUND CHECKING 0005241217118

Account summary

Your previous balance as of 08/31/2026	$17,994.01
Checks	- 0.00
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 0.00
Your new balance as of 09/30/2026	**= $17,994.01**

Effective September 28, 2026, we have revised our Commercial Services Agreement ("CBSA") governing your account and your relationship with Truist Bank. The revised CBSA will be available for you to review at any Truist branch or online at www.truist.com/Advanced-CBSA starting on August 28, 2026. These revisions include those found under Section A (Legal Agreement), Section E (Account Opening), Section F (Account Types), Section G (Account Rules), Section H (Rules Applicable to Certain Accounts), Section H.2 (Non-Interest Bearing Accounts), Section H.3 (Interest Bearing Accounts), Section I (Certificates of Deposit), Section J (Availability of Funds), and Section K (Commercial Funds Transfers) of the CBSA. The revised CBSA will become effective on September 28, 2026. If you do nothing and continue to use or maintain your account on or after September 28, 2026, your continued use or maintaining of the account will be deemed acceptance of the revised CBSA. If you do not accept the revised CBSA, you may close your account at any time before September 28, 2026. If you have questions about the revised CBSA, contact your Relationship Manager, visit your local Truist branch, or call 844-4TRUIST (844-487-8478). **The revised CBSA contains a mutual arbitration agreement providing that you and we agree to submit certain disputes for resolution by a neutral arbitrator on an individual basis and not to sue in court for resolution by a judge or jury (see Section B (Arbitration Agreement)). Read this provision carefully because it has a substantial impact on how such disputes and claims are resolved.**

Effective September 28, 2026, accounts with a negative balance at end of day will be subject to an Uncollected Balances fee. This fee will be an annual rate of Prime + 3% on the negative balance. Beginning September 28, 2026, review the www.truist.com/business-deposit-accounts-fee-schedule for additional details.

Effective **November 9, 2026**, the Truist Debit Card and ATM fee for transactions conducted at Non Truist Domestic ATMs will be **$3.50**.

The Non-Truist ATM transaction fee is charged per withdrawal, balance inquiry, or transfer when using a Non-Truist Domestic ATM.

Questions, comments or errors?

For general questions/comments or to report errors about your statement or account, please call us at 1-844-4TRUIST (1-844-487-8478) 24 hours a day, 7 days a week. Truist Care Center teammates are available to assist you from 8am – 8pm EST Monday-Friday and 8am – 5pm EST on Saturday. You may also contact your local Truist branch. To locate a Truist branch in your area, please visit Truist.com.

Electronic fund transfers (For Consumer Accounts Only. Commercial Accounts refer to the Commercial Bank Services Agreement.)

In case of errors or questions about your electronic fund transfers, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, IMMEDIATELY call 1-844-487-8478 or write to:

Fraud Management
P.O. Box 1014
Charlotte, NC 28201

Tell us as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent the FIRST statement on which the problem or error appeared.

- Tell us your name and deposit account number (if any)
- Describe the error or transfer you are unsure of, and explain as clearly as you can why you believe it is an error or why you need more information
- Tell us the dollar amount of the suspected error

If you tell us orally, we may require that you also send us your complaint or question in writing within ten (10) business days. We will tell you the results of our investigation within ten (10) business days after we hear from you, and we will correct any error promptly. If we need more time, however, we may take up to forty-five (45) days to investigate your complaint or questions for ATM transactions made within the United States and up to ninety (90) days for new accounts, foreign initiated transactions and point-of-sale transactions. If we decide to do this, we will re-credit your account within ten (10) business days for the amount you think is in error, minus a maximum of $50. If we ask you to put your complaint in writing, and we do not receive it within ten (10) business days, we may not re-credit your account and you will not have use of the money during the time it takes us to complete our investigation.

Tell us AT ONCE if you believe your access device has been lost or stolen, or someone may have electronically transferred money from your account without your permission, or someone has used information from a check to conduct an unauthorized electronic fund transfer. If you tell us within two (2) business days after you learn of the loss or theft of your access device or the unauthorized transaction, you can lose no more than $50 if someone makes electronic transfers without your permission.

If you do NOT tell us within two (2) business days after you learn of the loss or theft of your access device or the unauthorized transaction, and we can prove we could have stopped someone from making electronic transfers without your permission if you had told us, you could lose as much as $500. Also, if your periodic statement shows transfers you did not make, tell us at once. If you do not tell us within sixty (60) days after the statement was mailed to you, you may not get back any money you lost after sixty (60) days if we can prove we could have stopped someone from taking the money if you had told us in time.

Important information about your Truist Ready Now Credit Line Account

Once advances are made from your Truist Ready Now Credit Line Account, an INTEREST CHARGE will automatically be imposed on the account's outstanding "Average daily balance." The INTEREST CHARGE is calculated by applying the "Daily periodic rate" to the "Average daily balance" of your account (including current transactions) and multiplying this figure by the number of days in the billing cycle. To get the "Average daily balance," we take the beginning account balance each day, add any new advances or debits, and subtract any payments or credits and the last unpaid INTEREST CHARGE. This gives us the daily balance. Then we add all of the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "Average daily balance."

Billing Rights Summary

If you believe your **Truist Ready Now Credit Line statement** contains an error, please notify us in writing within sixty (60) days of the date the error FIRST appeared. Written correspondence must be sent to:

Truist Ready Now Credit Line Disputed Payments
PO Box 849
Wilson, NC 27894

You may contact us by phone; telephone inquiries do not obligate us to investigate and may result in your responsibility for the disputed amount.
Your written notice should include:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error and an explanation of why you believe it is incorrect

During our investigation process:

- We cannot try to collect the amount in question, or report you as delinquent on that amount
- The change may remain on your statement and accrue interest; however, if an error is confirmed, you will not be liable for the amount in question or any interest or other fees related to that amount
- You are required to pay all other amounts not in dispute
- We can apply any unpaid amount against your credit limit

Mail-in deposits

Deposits can be made at a Truist ATM or using Truist Mobile Banking.
If you wish to mail a deposit, please send a deposit ticket and check to the following address (Please do not send cash):

Central Processing
MC:306-40-04-25
P.O. Box 27572
Richmond, VA 23261-7572

Change of address

If you need to change your address, please visit your local Truist branch or call Truist Care Center at 1-844-4TRUIST (1-844-487-8478).

How to Reconcile Your Account		Outstanding Checks and Other Debits (Section A)			
1. List the new balance of your account from your latest statement here:		Date/Check #	Amount	Date/Check #	Amount
2. Record any outstanding debits (checks, check card purchases, ATM withdrawals, electronic transactions, etc.) in section A. Record the transaction date, the check number or type of debit and the debit amount. Add up all of the debits, and enter the sum here:					
3. Subtract the amount in Line 2 above from the amount in Line 1 above and enter the total here:					
4. Record any outstanding credits in section B. Record the transaction date, credit type and the credit amount. Add up all of the credits and enter the sum here:					
		Outstanding Deposits and Other Credits (Section B)			
5. Add the amount in Line 4 to the amount in Line 3 to find your balance. Enter the sum here. This amount should match the balance in your register.		Date/Type	Amount	Date/Type	Amount

TRUIST

999-99-99-99 10120 1 C 001 30 S 66 002
GRIFFIN SPALDING COUNTY LAND BANK AUTHOR
OPERATING ACCT
406 N HILL ST
GRIFFIN GA 30223-2568

Your account statement

For 09/30/2026

Contact us

Truist.com

(844) 4TRUIST or
(844) 487-8478

■ BASIC PUBLIC FUND CHECKING 0005241217096

Account summary

Your previous balance as of 08/31/2026	$27,541.85
Checks	- 19,069.98
Other withdrawals, debits and service charges	- 96.80
Deposits, credits and interest	+ 4,700.00
Your new balance as of 09/30/2026	**= $13,075.07**

Checks

DATE	CHECK #	AMOUNT($)
09/08	2981	19,069.98
Total checks		= $ 19,069.98

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT($)
09/08	ACH CORP DEBIT QBooks Onl INTUIT * GRIFFIN SPALDING COUNT CUSTOMER ID 4639032	38.00
09/08	RECURRING INTERNET PAYMENT PURCHASE GOOGLE US004DU9DK	58.80
Total other withdrawals, debits and service charges		= $96.80

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT($)
09/15	DEPOSIT	4,700.00
Total deposits, credits and interest		= $4,700.00

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AGENDA ITEM SUMMARY

ITEM SUMMARY:

2. Update the GSCLBA Board on City of Griffin FY 2026 Budget Balances

Submitted By:

Christopher Blocker

Meeting Date:

26/10/2026

ATTACHMENTS:

GSCLBA-Budget vs Actual Report-10.23.26.pdf

GSCLBA-CoG Invoice-10.23.26.pdf

Email Re 55-2210.pdf

Land Bank Authority Financial Statement Data

Land Bank Authority	101-7320	FISCAL YEAR			Target Percentage:	33.33%
Account Name	Account Number	Original Budget	Net Budget as Amended	Amount Used/Spent as of 10/23/2026	Budget Remaining	Percentage Used
Payroll	**51**					
Wages	101-7320-51-1100	73,849.18	73,849.18	19,398.25	54,450.93	26.27%
Pay for Performance Contingency	101-7320-51-1160	794.99	794.99	-	794.99	0.00%
Group Medical Insurance	101-7320-51-2100	12,136.20	12,136.20	1,414.60	10,721.60	11.66%
Employee Life Insurance	101-7320-51-2110	280.53	280.53	91.40	189.13	32.58%
Long-term Disability Insurance	101-7320-51-2120	285.80	285.80	93.40	192.40	32.68%
Dental Insurance	101-7320-51-2130	840.72	840.72	210.18	630.54	25.00%
Social Security	101-7320-51-2200	4,578.65	4,578.65	1,091.00	3,487.65	23.83%
Medicare	101-7320-51-2300	1,070.81	1,070.81	255.14	815.67	23.83%
GMEBS	101-7320-51-2410	10,400.18	10,400.18	2,763.11	7,637.07	26.57%
Workers' Compensation	101-7320-51-2700	120.10	120.10	57.13	62.97	47.57%
Other Employee Benefits	101-7320-51-2900	15.00	15.00	-	15.00	0.00%
EAP	101-7320-51-2950	-	-	-	-	0.00%
Total		104,372.16	104,372.16	25,374.21	78,997.95	24.31%
Purchased & Contracted Services	**52**					
Professional	101-7320-52-1200	57,000.00	57,000.00	2,162.72	54,837.28	3.79%
Legal	101-7320-52-1210	70,000.00	70,000.00	15,618.00	54,382.00	22.31%
Technical	101-7320-52-1300	50,000.00	50,000.00	-	50,000.00	0.00%
Software Licensing and Services	101-7320-52-1301	-	-	-	-	0.00%
Disposal (E.G., Garbage Pickup)	101-7320-52-2110	30,000.00	30,000.00	-	30,000.00	0.00%
Lawn Care Services	101-7320-52-2140	100,000.00	100,000.00	21,060.00	78,940.00	21.06%
Repair & Maintenance Services	101-7320-52-2200	-	-	-	-	0.00%
Insurance, Other Than Employee Benefits	101-7320-52-3100	8,696.29	8,696.29	1,297.84	7,398.45	14.92%
Communications	101-7320-52-3200	4,115.00	4,115.00	270.48	3,844.52	6.57%
Advertising	101-7320-52-3300	6,000.00	6,000.00	222.00	5,778.00	3.70%
Printing & Binding	101-7320-52-3400	1,000.00	1,000.00	-	1,000.00	0.00%
Travel	101-7320-52-3500	5,295.00	5,295.00	543.01	4,751.99	10.26%

Dues & Fees	101-7320-52-3600	-	-	-	-	0.00%
Education & Training	101-7320-52-3700	3,795.00	3,795.00	3,742.84	52.16	98.63%
In-House Training	101-7320-52-3701	-	-	-	-	0.00%
Certifications & Licensing	101-7320-52-3800	-	-	-	-	0.00%
Total		335,901.29	335,901.29	44,916.89	290,984.40	13.37%
Supplies	**53**					
Office Supplies	101-7320-53-1110	750.00	750.00	-	750.00	0.00%
Operating Supplies	101-7320-53-1120	500.00	500.00	-	500.00	0.00%
Food	101-7320-53-1300	1,000.00	1,000.00	-	1,000.00	0.00%
Uniforms	101-7320-53-1710	200.00	200.00	-	200.00	0.00%
Total		2,450.00	2,450.00	0.00	2,450.00	0.00%
Capital	**54**					
Sites	101-7320-54-1100	-	-	-	-	0.00%
Total		0.00	0.00	0.00	0.00	0.00%
	55					
General	101-7320-55-1100	16,400.02	16,400.02	4,100.01	12,300.01	25.00%
Claims - Medical & RX - Active	101-7320-55-2210	-	-	2,402.31	(2,402.31)	Over Budget
Total		16,400.02	16,400.02	6,502.32	9,897.70	39.65%
	57					
Payments to Land Bank Authority	101-7320-57-2007	-	-	-	-	0.00%
Payments to Griffin Spalding Co Housing Authority	101-7320-57-2013	-	-	-	-	0.00%
Total		0.00	0.00	0.00	0.00	0.00%
Total Budget		**459,123.47**	**459,123.47**	**76,793.42**	**382,330.05**	**16.73%**

City of Griffin
Finance Department | 100 S. Hill Street-P.O. Box T | Griffin, GA 30224
P 770.228.6401 F 678-692-0402 W cityofgriffin.com

DATE: October 23, 2026

TO: Land Bank Authority

FROM: Deborah Manning-Gilbert, Director of Finance

RE: Invoice Land Bank Authority August 2026

	August 2026 City Activity	FY 2027 Y-T-D City Activity
Personnel Services	7,497.82	14,336.22
Purchased / Contracted Services	6,760.42	7,990.74
Supplies	-	-
Capital	-	-
Indirect Cost Allocation	2,308.30	3,946.40
Lawn Care Services (100% City Expense)	(3,730.00)	(3,730.00)
Total Land Bank Authority Expenses	12,836.54	22,543.36
Land Bank Authority Revenue (as a result of indirect revenue allocation)	477.58	955.16
Land Bank Authority Net Expenses (Paid by City)	12,358.96	21,588.20
City Responsibility (53.91%)	6,662.72	11,638.20
County Responsibility (46.09%)	5,696.24	9,950.00
Outstanding balance		-
August invoice		5,696.24
Total invoiced		**5,696.24**
Total Amount due to City of Griffin:		**5,696.24**

Please see attached spreadsheet for Land Bank Authority expenses by month and by account.

Make check payable to City of Griffin, ATTN: Deborah Manning-Gilbert

Christopher Blocker

From: Deborah Manning-Gilbert

Sent: Wednesday, September 30, 2026 11:13 AM

To: Bruce Ballard

Subject: RE: GSCLBA

Hi Bruce,

Account 101-7320-55-2210 is a cost allocation account used to spread the cost of actual medical and prescription claims paid by the city. It does not record medical and prescription claims for Mr. Blocker alone. There is no amount for this line item in the original budget because it is impossible to estimate city cost for this expense. The budget for it is added after the city has recorded all expenses through June 30th each year. However, actual expenses are allocated each month based on full-time equivalents.

Account 101-7320-55-1100 is a cost allocation account used to spread the cost of administrative services across all departments. Costs for administrative services functions are totaled and allocated based on number of full-time equivalents for the year. In 2027, the city has 553 budgeted positions. The cost is spread across Enterprise Funds based on 553 FTEs. The cost for administrative departments is not spread across 553 FTEs because we must reduce 553 by the number of employees that a particular administrative department has. You will see that in the data below.

2027 Indirect Cost Allocation	Total Cost for Dept	Spread over #ee	Cost per EE
City Commissioners	544,443.73	546.00	992.34
City Manager	562,684.11	550.00	1,018.13
City Attorney	186,975.00	553.00	336.48
Elections	1,260.00	553.00	2.27
Communications & Comm Engagement *	333,994.13	550.00	604.33
Staff Attorney	334,015.04	551.00	603.28
Finance	1,367,898.72	543.00	2,507.01
Information Technology	3,419,639.82	538.00	6,325.59
Human Resources	702,541.20	549.00	1,273.50
Risk Management	168,076.28	552.00	303.02
Facilities Maintenance (General Gvt Bldg)	1,345,223.60	550.00	2,434.07
	8,966,751.63		16,400.02

I was not aware that Spalding County approved $107K for the LBA this year. However, as far as Spalding County's share, the $158K is just a budget number based on best estimates. In the end, their actual share is based on actual expenses minus any revenue. It may not reach the $158K level. I think we take a wait and see approach on this if you are ok with that.

Hope this helps.

Thanks,

Deborah Manning-Gilbert | Director
Finance
(770) 229-6401
dgilbert@cityofgriffin.com

From: BRUCE BALLARD <bruce.ballard@gscs.org>
Sent: Tuesday, September 29, 2026 8:03 PM
To: Deborah Manning-Gilbert <dgilbert@cityofgriffin.com>
Subject: GSCLBA

Deborah,

I hope things are well with you. I am trying to again clarify a few items to share with the team in regard to a few of the costs and budgets. As discussed in our earlier phone conversation with regard to the May and June statements, we are still unclear about Account # 101-7320-55-2210 - Claims- Medical & RX - Active. I was previously told these were medical and RX claims not specifically related to Mr. Blocker but a portion of all of the City of Griffin employees. This was not included in last year's budget so was all extra costs. I assumed it was missed in last year's budget, but now see there is no budgeted cost included for it in this year's budget either. Can you please provide specific details of these costs and why they are not included in the initial budget, though they add up to considerable costs throughout the year? Can you please also provide details as to what is included in Account # 101-7320-55-1100 - General?

On another note, in the current budget Account # 101-7320-33-6006 - Spalding County Reimbursement shows SC providing $158,489.35. It was my understanding that they approved $107,000 to be provided to the GSCLBA. Will the budget be amended to show the lower amount or are there other plans to make up the difference?

I look forward to hearing back from you.

Thanks,

Bruce Ballard
Cell#: 770-367-7683

Do you have a question or concern?
Click here to Contact Us.