



## Cleveland City Council Meeting Agenda

Monday, May 18, 2026 at 6:30 PM

Oak Springs Community Center/Police Department – 342 Campbell Street, Cleveland, GA

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### CALL TO ORDER

### INVOCATION

1. Associate Pastor John Luna, Cleveland Worship Center, and White County Ministerial Alliance

### PLEDGE OF ALLEGIANCE

### APPROVE AGENDA

### PRESENTATIONS

2. Georgia Cities Week Jack P. Nix Elementary School coloring contest winners
3. Cleveland White 250 Art Contest and Run for Freedom 5K T-Shirt Art Contest
4. New White County Library Naming & Sponsorship Opportunities - Informational Presentation for future consideration

### PUBLIC COMMENTS

### DEPARTMENT REPORTS

5. Economic Development and Planning Director Tom O'Bryant – April 2026 Report
6. Finance Director John Solmon – March 2026 Report
7. Fire Chief Jason Bryant – April 2026 Report
8. Police Chief Jeff Shoemaker – April 2026 Report
9. Public Works Director Ricky Hunt – April 2026 Report
10. Water Resources Laboratory Technician Bradley Filaski – April 2026 Report

### NEW BUSINESS

11. Private Sector Appointee on the Georgia Mountains Regional Commission (GMRC)
12. Election of Georgia Municipal Association's (GMA) District 2 Officers for the 2026-2027 year
13. Approval of the Engagement Letter with Walker Pierce & Tuck for Auditor Services for FY2026/2027
14. On-Call water, sewer, and stormwater emergency and repair services
15. Road disposition request for 235 Church Street from Don and Donna Stockwell

16. Turner Creek Water Treatment Plant Budget

17. Consideration of a motion authorizing the establishment of a separate bank checking account for the collection and administration of Floating Local Option Sales Tax (FLOST) proceeds

**CALLED MEETING/MEETING MINUTES**

18. May 4, 2026 Meeting Minutes

**EXECUTIVE SESSION MINUTES**

19. May 4, 2026 Executive Session Minutes

**CITY ATTORNEY KEITH WHITAKER**

**CITY MANAGER KEVIN HARRIS**

**ANNOUNCEMENTS**

20. City offices will be closed on Monday, May 25, 2026, in observance of Memorial Day

21. The Mayor, Council Members, and staff will attend a retreat on Wednesday, May 27, Thursday, May 28, and Friday, May 29, in Buford, Georgia

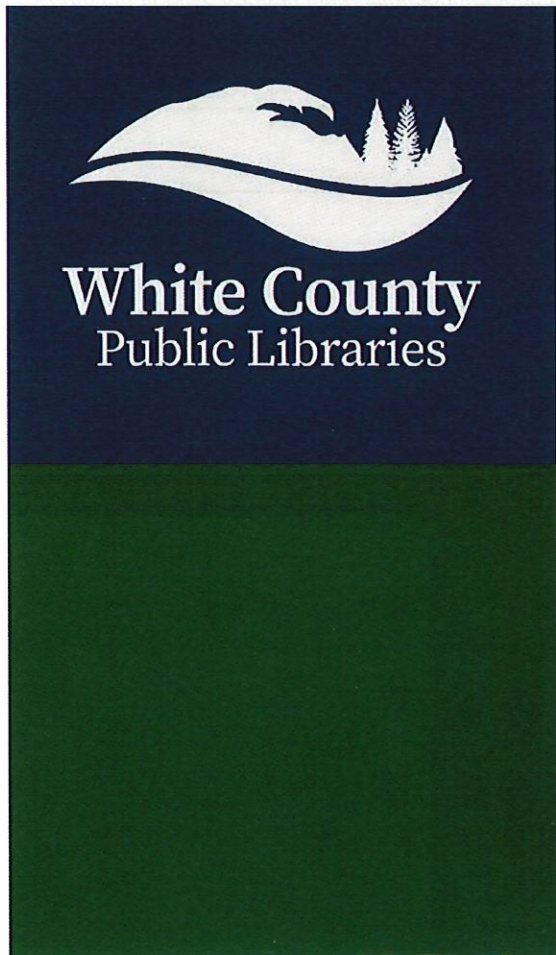
22. The Planning and Zoning Meeting is scheduled for Thursday, May 28, 2026, at 6:30 p.m. at the Oak Springs Community Center/Police Department

23. The next Cleveland City Council Meeting is scheduled for Monday, June 1, 2026, at 6:30 p.m., at the Oak Springs Community Center/Police Department

**EXECUTIVE SESSION**

24. Real Estate

**ADJOURN**



# Naming & Sponsorship Opportunities

New White County Library  
Cleveland, Georgia

*A guide to naming opportunities, policies, and contribution levels.*

# The New White County Library



To: White County Board of Commissioners

## Letter of Intent to Name a Space in the New White County Library

From: Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

It is my desire to name a space in the new White County Library. By signing this document, I warrant that I have read and understood the White County Facility Naming Policy, will abide by that Policy, have reviewed the list of spaces available for naming and the associated donations required, and have made the following selection based on that information and my intention to contribute the funds required as indicated below:

I request the space identified as \_\_\_\_\_,  
 be named \_\_\_\_\_

In consideration of White County honoring this request, I am enclosing \$\_\_\_\_\_ as my gift to White County Library. Checks should be payable to White County Library Board. *Library Board will provide a receipt for your tax deductible gift.*

My payment is:

- Payment in full
- 20% reservation payment, with the remaining 80% due within 30 days of Board of Commissioners approval according to the policy

I acknowledge that this request is subject to approval by the White County Board of Commissioner and that any payment will be refunded if this request is not approved.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Completed form & payment received by: \_\_\_\_\_ Date \_\_\_\_\_  
 Receive by administration \_\_\_\_\_ Date \_\_\_\_\_  
 Presented to BOC: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Requester Notified \_\_\_\_\_

**Naming / Sponsorship Opportunities at the New White County Library**

**Ground Floor**

Information Desk (274 sq ft) \$13,700.00

Small Study Room (96 sq ft) \$10,000.00

Recording Room (60 sq ft) \$10,000.00

*Soundproof recording booths, often called Learning Labs or Maker Spaces, to provide patrons with free, professional-quality audio/video recording facilities for podcasts, voiceovers, music, or online content creation, featuring equipment like mics, headphones, and editing software on computers. These booths help libraries evolve beyond book storage by supporting digital literacy and creative expression.*

Maker’s Space (122 sq ft) \$10,000.00

*A library makerspace is a communal, creative hub offering tools and resources (from 3D printers to craft supplies) for patrons to learn, invent, and collaborate, shifting users from passive consumers to active creators, fostering STEM skills, lifelong learning, and community building through hands-on projects, often with both high-tech and low-tech options.*

Work Room (662 sq ft) \$33,100.00

Large Conference Room (219 sq ft) \$10,950.00

Meeting Room (1,459 sq ft) \$72,950.00

Story Time / Craft Room (405 sq ft) \$20,250.00

Large Study Room (140 sq ft) \$10,000.00

Children’s Area (1,248 sq ft) \$62,400.00

Youth Area (450 sq ft) \$22,500.00

Teen Area (654 sq ft) \$32,700.00

Adult Reading Area (580 sq ft) \$29,000.00

**Upper Level**

Study Room (90 sq ft) \$10,000.00

Study Room (90 sq ft) \$10,000.00

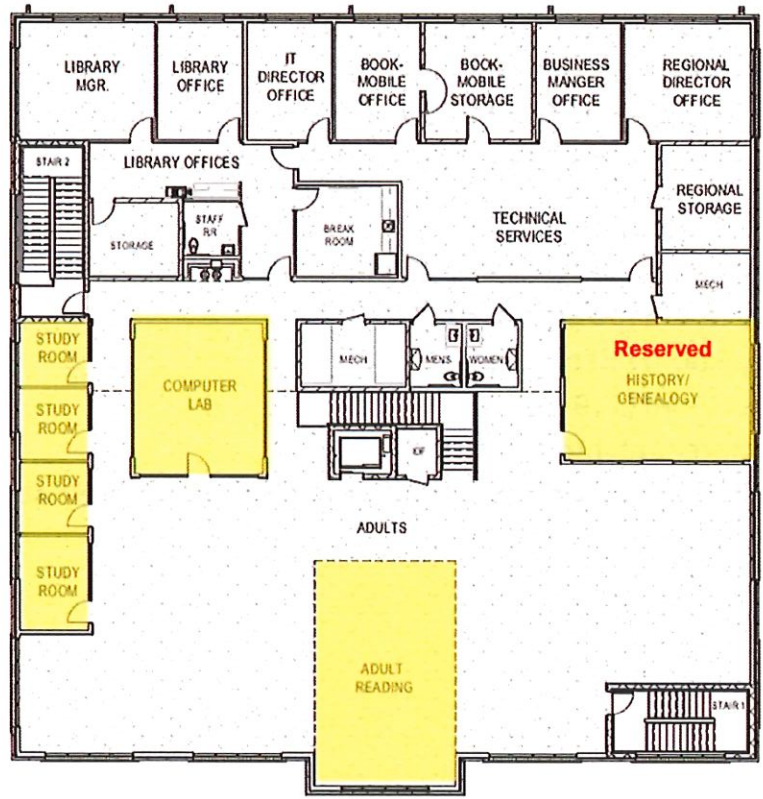
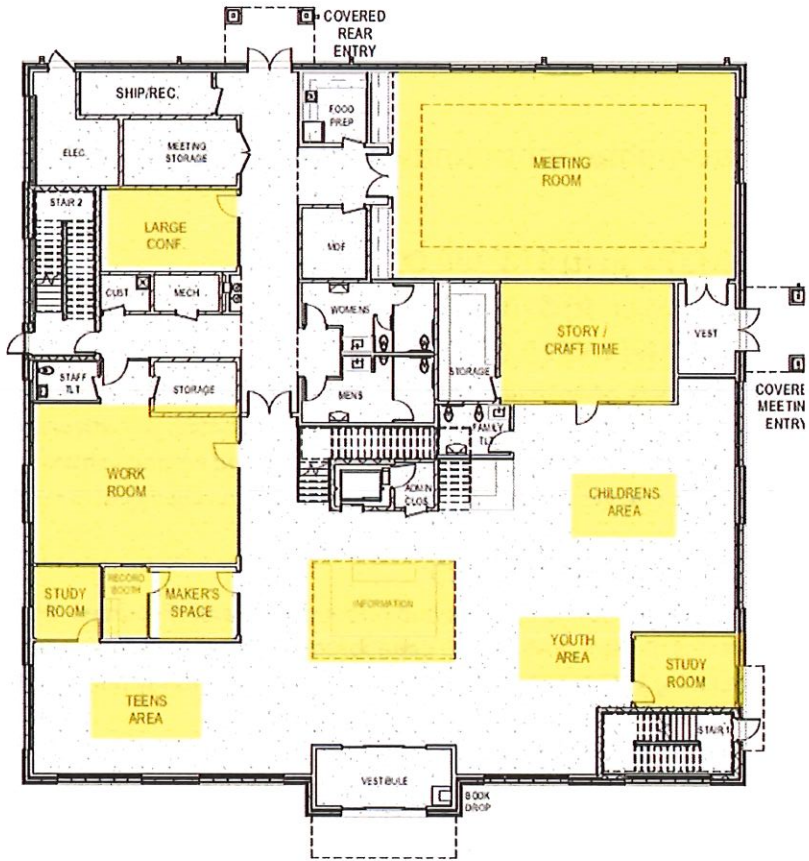
Study Room (90 sq ft) \$10,000.00

Study Room (119 sq ft) \$10,000.00

Computer Lab (348 sq ft) \$17,400.00

History / Genealogy Room (462 sq ft) ~~\$23,100.00~~ - **Reserved**

Item # 4.



**WHITE COUNTY RESOLUTION NO. 2026-02**

**A RESOLUTION TO ADOPT THE**

**WHITE COUNTY FACILITY NAMING POLICY**

**Whereas,** White County has never had a formal policy governing the naming of facilities or rooms when a contribution or donation has been made to a program or project; and

**Whereas,** guidance on this subject is necessary as the library board prepares to move forward with seeking donations to help with the cost of the new library; and

**Whereas,** the Board of Commissioners desires to adopt the policy as recommended by staff;

**Now, therefore,** the Board of Commissioners of White County hereby approves and adopts the White County Facility Naming Policy attached hereto as Exhibit "A," which is by reference fully incorporated herein.

**Resolved, adopted and effective this 2<sup>nd</sup> day of February, 2026.**

s/Travis C. Turner  
White County Board of Commissioners

Attest:

s/Shanda Murphy  
Shanda Murphy  
White County Clerk

## Resolution 2026-

## Exhibit "A"

**White County Facility Naming Policy****Purpose**

The White County Board of Commissioners, recognizing that some public facilities house programs that are dependent, in part, on private funding, encourages those programs to seek the support of friends, corporations, and other private individuals and organizations and does hereby set a policy regarding the naming of facilities and/or rooms.

**General**

Funds raised from private donations may be used in support of the mission and objectives of the program, including funds for the construction of physical facilities, and gifts and grants for other purposes as may be designated by the donor. However, programs are not authorized to commit any county funds for challenge or matching grants or gifts for the construction of facilities or for other purposes. The Board of Commissioners shall not consider gifts, contributions, or income in determining the allocation of county funds to that program. Private donations shall not be subject to control by the Board of Commissioners or the county administration except as otherwise provided in Board Policy or by the Memoranda of Understanding established between a program and the County. A program may not accept gifts of real property without the prior approval of the Board of Commissioners. A program may otherwise accept gifts, bequests, agreements, or declarations of trust that do not carry obligations to the County that may conflict with state law and that do not impose a financial burden on the program beyond that which can be managed within the program's current budget. If acceptance of the gift or donation would require the program to incur additional cost that cannot be borne within the program's current resources, the program must obtain the approval of the Board of Commissioners before accepting the gift or donation. Each program must maintain a report of all gifts received by the program and its cooperative organizations through private donations and shall provide an annual report of such gifts to the Board of Commissioners. Each program is authorized to execute those documents necessary to provide proper fiscal management of those funds accepted under this authorization and to further delegate the authority to execute such documents to White County Administration.

**Introduction**

The act of naming a facility is the conferral of not only a high honor but also a conspicuous honor. It publicly exhibits the judgment and standards of the County as well as the Board of Commissioners and signifies lasting approval of the actions of the honoree.

The Board of Commissioners considers the naming of county real estate and facilities in honor of an individual, family, corporation, foundation, or organization to be one of the highest distinctions it can bestow. Naming's may be authorized for a person who has attained prominence generally recognized throughout the county, for outstanding and distinguished accomplishments, for service, or for philanthropic giving. In light of the importance

and magnitude of this honor, the following guidelines and process shall apply to all place naming on all property owned or leased by the County under the auspices of a County program.

The Board of Commissioners may establish an (ad hoc or standing) Advisory Committee to make naming recommendations to the Board. The chairman of the advisory committee is the final arbiter of all decisions related to place naming prior to submittal to the Board of Commissioners for approval in accordance with Board Policy and procedures.

**Process for place naming**

When the desire for naming is apparent and/or it appears that a contribution (gift) to benefit the program will result in a naming request for a donor or other individual, the County Manager must be notified and provided with a profile of the donor or individual being honored, the area of interest along with any proposed stipulations, and information about how the contribution (gift) will be paid. The program seeking donations in exchange for naming rights should ensure that the proposed naming is consistent with the interest of the Board of Commissioners and is commensurate with the level of prominence, accomplishment, service or philanthropic giving from the person, persons, group, or groups for which the naming will be made. Naming's authorized without associated fund raising should be the exception. The Board of Commissioners will authorize external namings to honor a living person only when that person has been disassociated from employment from local, state, or federal government employment for at least two years prior to seeking the Board of Commissioner's approval.

After review by the County Manager, the information will be forwarded to the Chairman for his consideration. If approved, the Chairman will submit the naming recommendation to the Board of Commissioners for approval in accordance with Board policy and procedures. All naming of facilities, rooms, real estate, facilities, and property owned or leased by the Board of Commissioners, including facilities constructed, donated, or acquired by affiliated organizations of the County, requires prior authorization by the Board of Commissioners.

In order to assure County and program coordination of naming ceremonies, such events typically are planned through the County Manager's office in coordination with the associated program office(s).

**Signage**

All signage to be affixed on or adjacent to any, building, facility, or interior space shall be approved by the Board of Commissioners (in consultation with the donor). All signage shall be consistent with the County's master plan and design criteria. No signage shall be approved and/or erected that is in contravention of Board of Commissioner's policy. All signage must be ADA compliant.

## Contribution Guidelines

When the naming of a facility is based on a monetary contribution, the following guidelines apply:

**BUILDING:** Any person or entity desirous of having a building named shall be able to pursue this end in consideration of a financial contribution so long as the gift amount is at least 10 % of the cost to construct the building or of the estimated value for existing buildings. The gift must be secured at least 4 months prior to the announcement of the naming and may only occur in accordance with the approval of the Board of Commissioners.

**INTERIOR ROOMS OR AREAS:** Any person or entity desirous of having an interior space such as rooms, hallways, etc., named shall be able to pursue this end in consideration of a financial contribution of at least \$10,000 or \$50 per square foot whichever is greater. The gift must be secured at least 4 months prior to the announcement of the naming and may only occur with the approval of the board.

At the discretion of the board, there may be reasonable exceptions to the above.

The gift, or a signed pledge for the gift, must have been received by before the naming is completed. Deferred or estate gifts are preferred to be irrevocable and defined in writing. Deferred gifts such as bequests, charitable gift annuities, charitable trusts, and life insurance policies may be appropriate for current naming opportunities. Options should be discussed with donors and appropriate assurances secured by the program.

It is the policy of White County to forward the formal naming request to the Board of Commissioners only after at least 20% of the gift has been received by the county. Should the request be denied, funds will be returned to the donor. The Board of Commissioners may also consider in-kind contributions to a project in exchange for naming rights to facilities or rooms.

Any gift, for building naming shall be paid over an agreed upon period and outlined in writing in a commitment signed by the donor.

All other gifts for interior rooms or areas must be paid in full within thirty (30) days of approval by the Board of Commissioners. The gift may be unrestricted or to establish a program endowment or in other ways selected by the donor and is not intended to be restricted to construction and/or facilities related costs.

## Removal or Modification of Names

Naming's authorized by the Board of Commissioners shall not be modified without approval of the Board.

From time to time, situations may occur which would warrant the removal of a name from a building or room in a facility. When the naming authority lies with the Board of Commissioners, so does the authority and responsibility to remove a name when appropriate.

Circumstances may dictate that the parameters under which a place name was bestowed at the program have changed to the extent that consideration must be given to removing the name. These circumstances may include, but are not limited to the following circumstances:

The honoree does not follow through on a financial commitment;

The honoree fails to maintain the high standards of the County or Program or the Board of Commissioners;

The honoree, person or entity, engages in conduct that constitutes an act of moral turpitude; or for other appropriate reasons.

The Board of Commissioners judges each naming removal situation individually based on the facts. No decision will be made without taking into account all of the facts that are relevant to the decision. The board will endeavor to ensure that the removal of a name is consistent with the interests of County, Board of Commissioners, and the program.

The White County Board of Commissioners makes no assurances that a naming will remain beyond the useful life of the facility or in perpetuity. If a facility or feature is substantially changed, a named facility or feature may no longer exist and the program director, in his or her discretion, may seek the Board of Commissioner's approval to transfer the name to a new facility or feature.

**Procedures for the Removal of Names**

When it becomes apparent that there may be a reason to consider the removal of a name from a facility, the County Manager shall be supplied with the original naming history and all salient circumstances surrounding the removal recommendation.

The County Manager will present the naming history to the Board of Commissioners who shall make a determination as to whether a name shall be removed.

The removal of a name from a room or other interior space(s) of a facility must be approved by the Board of Commissioners.

**Periodic Review of Naming Policy**

The County Manager shall review this guideline on a regular and recurring schedule in order to assure that it continues to be in compliance with the policies of the Board of Commissioners.

**CITY OF CLEVELAND**  
**ECONOMIC DEVELOPMENT AND PLANNING REPORT/ACTIVITY**

**April 2026**

ACTIVITY	(SIGNIFICANT)
<b>Occupational License</b>	1 (Hair by Amber)
<b>Building Permits</b>	4 (Grease Monkey, Laurel Lodge)
<b>Building Inspections</b>	21 (Soaring Therapy, Farmhouse Coffee, Apex Bank, Halpern Enterprises, Woodlands Camp, Walmart, Talon Village)
<b>Sign Permits</b>	1 (Apex Bak)
<b>Plan Review</b>	2 (Grease Monkey, Maximum Development)
<b>Current Commercial Activity</b>	8 (Soaring Therapy, Always Café, Walmart, Apex Bank, , Farmhouse Coffee, Halpern Enterprises, 34,36 E Kytile)
<b>Development Inquiry</b>	2 (VPE Properties, Verizon Wireless)

**Grant Applications and Administration**

ARC well project – Held kick-off meeting, Rindt is preparing the preliminary engineering report. Survey work is beginning.

WWTP Project held the ground breaking. The notice to proceed date and pre-construction meeting is scheduled (May 11).

Georgia Rural Workforce Initiative for funding for Campbell Street sewer relief line (servicing Talon Village). DCA held visit scheduled for implementation procedures. Contract developed with city engineer to implement the project.

**Infrastructure and Planning**

Established the US Census Bureau report on construction status of the WWTP expansion, including expenditures.

City of Cleveland Downtown Development Authority met April 16<sup>th</sup>. Completed the development of a survey for downtown Cleveland, organized to develop and implement a parking study, and discuss mandatory DDA training scheduled in August.

# City of Cleveland



## Monthly Financial Report Period Ending March 2026

# General Fund Summary



	<b>March 2026</b>	<b>FY 2026 YTD</b>	<b>March 2025</b>	<b>FY 2025 YTD</b>
<b>Revenues</b>	281,778	4,059,141	284,381	3,775,270
<b>Expenditures</b>	354,249	3,616,272	347,105	3,429,773
<b>Net Income (Loss)</b>	(72,471)	442,869	(62,724)	345,497

# General Fund – Revenue Comparison



## FY 2026

## FY 2025

Revenue	March 2026	Year to Date	Budget	% of Budget
Taxes	212,162	3,063,816	3,472,617	88%
Licenses and Permits	5,686	133,130	133,500	100%
Intergovernmental Revenues	4,556	140,983	142,000	99%
Charges for Services	42,257	376,811	460,500	82%
Fines and Forfeitures	7,247	81,390	72,500	112%
Investment Income	6,687	55,727	30,000	186%
Miscellaneous Revenue	3,183	27,867	16,100	173%
Other Financing Sources	-	179,417	702,209	26%
<b>Totals</b>	<b>281,778</b>	<b>4,059,141</b>	<b>5,029,426</b>	<b>81%</b>

Revenue	March 2025	Year to Date	Budget	% of Budget
Taxes	230,309	2,946,666	3,207,377	92%
Licenses and Permits	3,523	126,384	121,000	104%
Intergovernmental Revenues	4,219	174,860	141,955	123%
Charges for Services	37,983	335,864	456,550	74%
Fines and Forfeitures	3,617	68,140	67,550	101%
Investment Income	4,316	30,239	30,000	101%
Miscellaneous Revenue	414	11,426	17,000	67%
Other Financing Sources	-	81,691	756,345	11%
<b>Totals</b>	<b>284,381</b>	<b>3,775,270</b>	<b>4,797,777</b>	<b>7</b>

# LOST COLLECTION TRENDS



Month	FY 2024	FY 2025	FY 2026	% Change from PY
July	159,421.43	150,894.61	157,623.86	4.5%
August	133,107.82	135,069.17	144,916.98	7.3%
September	135,493.23	122,372.18	140,377.76	14.7%
October	141,910.18	157,707.61	152,753.55	-3.1%
November	134,235.42	142,693.61	149,519.58	4.8%
December	145,936.76	151,299.57	166,734.31	10.0%
January	111,184.58	129,101.58	121,743.00	-5.7%
February	115,987.89	114,430.56	121,160.08	5.9%
March	123,848.47	147,332.04	134,048.47	-9.0%
April	121,609.50	131,074.83	0.00	
May	133,755.51	136,493.37	0.00	
June	144,904.35	144,484.92	0.00	
	1,601,395.14	1,662,954.05	1,288,877.59	3.0%

# SPLOST COLLECTION TRENDS



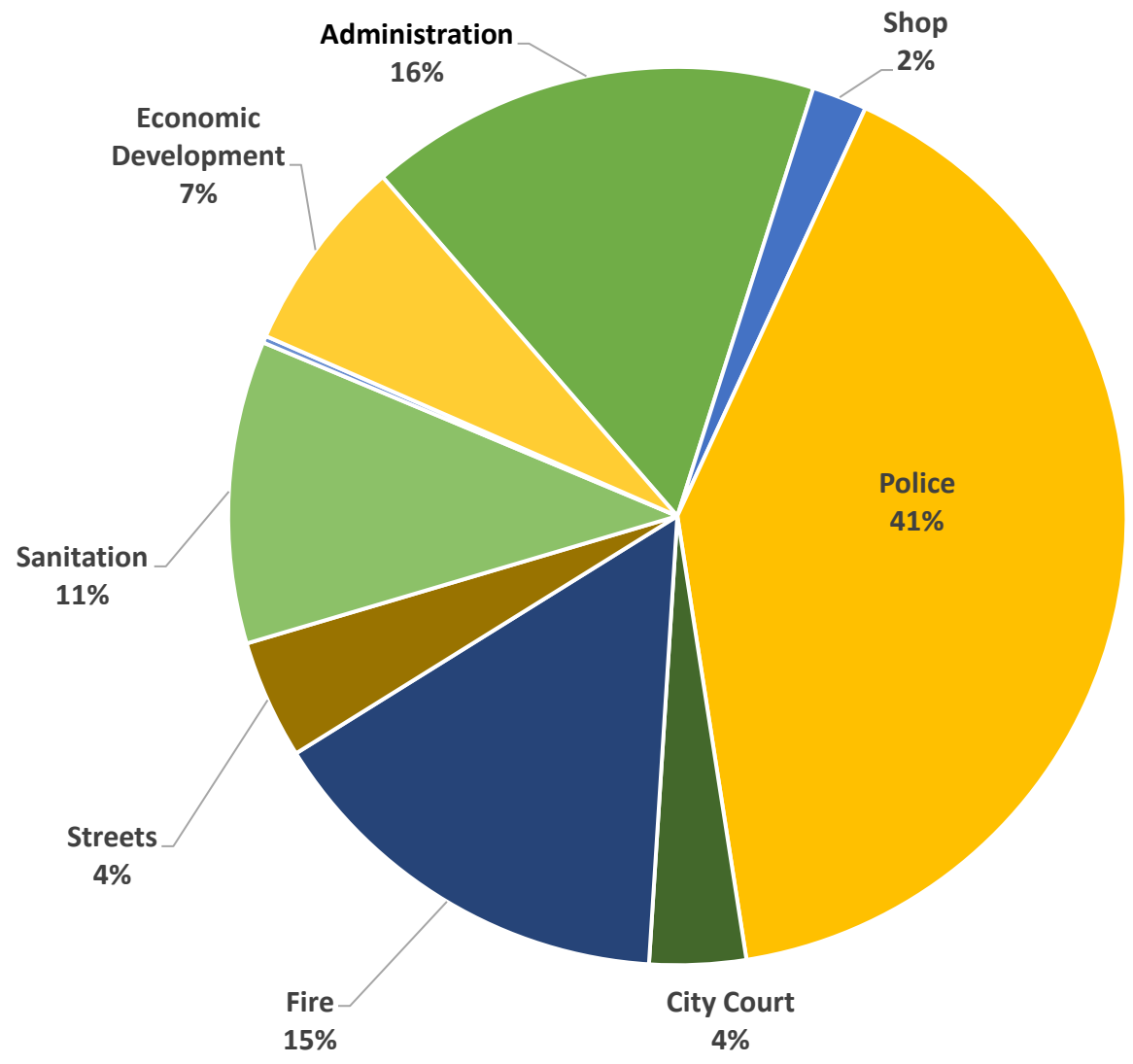
Month	FY 2024	FY 2025	FY 2026	% Change from PY
July	159,421.43	150,894.61	157,623.86	4.5%
August	133,107.82	135,069.17	144,916.98	7.3%
September	135,493.23	122,372.18	140,377.76	14.7%
October	141,910.18	157,707.61	152,753.55	-3.1%
November	134,235.42	142,693.61	149,519.58	4.8%
December	145,936.76	151,299.57	166,734.31	10.0%
January	111,184.58	129,101.58	121,743.00	-5.7%
February	115,987.89	114,430.56	121,160.08	5.9%
March	123,848.47	147,332.04	134,048.47	-9.0%
April	121,609.50	131,074.83	0.00	
May	133,755.51	136,493.37	0.00	
June	144,904.35	144,484.92	0.00	
	1,601,395.14	1,662,954.05	1,288,877.59	3.0%

# General Fund – Expenditure Comparison



FY 2026					FY 2025				
Department	March 2026	Year to Date	Budget	% of Budget	Department	March 2025	Year to Date	Budget	% of Budget
Administration	59,750	629,634	908,700	69%	Administration	101,520	933,241	1,302,288	72%
Shop	7,261	72,241	100,534	72%	Shop	6,834	66,127	95,715	69%
Police	149,185	1,499,838	2,094,856	72%	Police	147,661	1,475,244	2,021,976	73%
City Court	12,728	128,359	180,211	71%	City Court	15,281	128,504	168,939	76%
Fire	55,516	566,202	750,085	75%	Fire	40,641	453,623	647,223	70%
Streets	15,710	157,660	203,257	78%	Streets	7,504	78,973	154,407	51%
Sanitation	39,971	297,616	389,847	76%	Sanitation	26,613	281,267	387,129	73%
City Park	912	16,946	23,100	73%	City Park	1,052	12,793	20,100	64%
Economic Development	25,852	256,782	378,836	68%					
<b>Totals</b>	<b>366,886</b>	<b>3,625,279</b>	<b>5,029,426</b>	<b>72%</b>	<b>Totals</b>	<b>347,106</b>	<b>3,429,772</b>	<b>4,797,777</b>	

# General Fund – Expenditures By Department March 2026



# Water and Sewer Fund Revenue & Expense Comparison



Revenue	FY 2026			
	March 2026	Year to Date	Budget	% of Budget
Charges for Services	226,684	2,165,519	2,777,024	78%
Investment Income	8,105	69,093	123,547	56%
Miscellaneous Revenue		1,938	11,731	17%
Other Financing Sources			400,000	0%
Intergovernmental Revenues	-	-		0%
<b>Totals</b>	<b>234,790</b>	<b>2,236,551</b>	<b>3,312,302</b>	<b>68%</b>

Revenue	FY 2025			
	March 2025	Year to Date	Budget	% of Budget
Charges for Services	214,562	2,023,708	2,584,864	78%
Investment Income	8,142	92,661	80,000	116%
Miscellaneous Revenue	50	8,798	2,000	440%
Other Financing Sources	-	-	400,000	0%
Intergovernmental Revenues	-	-		0%
<b>Totals</b>	<b>222,754</b>	<b>2,125,167</b>	<b>3,066,864</b>	<b>69%</b>

Expense	FY 2026			
	March 2026	Year to Date	Budget	% of Budget
Water	75,440	1,180,556	1,968,049	60%
Sewer	72,347	754,833	1,167,126	65%
General Government			-	0%
<b>Totals</b>	<b>147,787</b>	<b>1,935,389</b>	<b>3,135,175</b>	<b>62%</b>
<b>Net Income (Loss)</b>	<b>87,003</b>	<b>301,162</b>		

Expense	FY 2025			
	March 2025	Year to Date	Budget	% of Budget
Water	98,007	1,233,639	1,974,081	62%
Sewer	100,239	710,870	1,092,783	65%
General Government			-	0%
<b>Totals</b>	<b>198,246</b>	<b>1,944,509</b>	<b>3,066,864</b>	<b>63%</b>
<b>Net Income (Loss)</b>	<b>24,508</b>	<b>180,658</b>		

SPLOST 5

April 30 2026

Capital  
Projects/  
SPLOST



**Beginning Balance**

\$1,297,177.99

Increases

Interest

\$3,379.77

SPLOST

\$132,705.16

Decreases

**Ending Balance**

\$1,433,262.92

# FY 2026 SPLOST V Budget



	Original Appropriation	Committed YTD	Available Appropriation
<b>320 SPLOST - PROJECTS</b>			
2 POLICE VEHICLES	\$120,000.00	\$105,527.00	\$14,473.00
PUBLIC WORKS VEHICLE	\$60,000.00	\$56,065.00	\$3,935.00
TECHNOLOGY UPGRADE	\$60,000.00	\$67,938.65	-\$7,938.65
VAC TRAILER	\$80,000.00	\$77,789.00	\$2,211.00
BUCKET TRUCK	\$60,000.00	\$70,013.00	-\$10,013.00
CULVERT - JESS HUNT RD	\$450,000.00	\$0.00	\$450,000.00
TRUELOVE TEST WELL	\$60,000.00	\$6,000.00	\$54,000.00
BALLISTIC SHIELD	\$5,000.00	\$5,000.00	\$0.00
TRAINING FACILITY	\$100,000.00	\$0.00	\$100,000.00
UTILITY VEHICLE	\$60,000.00	\$61,000.00	-\$1,000.00
ROADS AND STREETS	\$250,000.00	\$1,860.00	\$248,140.00
PLAYGROUND EQUIPMENT	\$200,000.00	\$0.00	\$200,000.00
PROPERTY ACQUISITION/FACILITY IMPROVEMENTS	\$231,681.00	\$92,572.27	\$139,108.73
TASERS	\$98,000.00	\$98,000.00	\$0.00
<b>TOTAL</b>	<b>\$1,834,681.00</b>	<b>\$641,764.92</b>	<b>\$1,192,916.08</b>

Item # 6.

# CITY OF CLEVELAND FIRE DEPARTMENT

## Monthly Report – April 2026

**Prepared by:**

Chief Jason Bryant  
Cleveland Fire Department

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### Chief's Leadership Note

The Cleveland Fire Department continues to build a strong, professional organization focused on operational readiness, training excellence, and long-term community risk reduction. April's efforts centered on strengthening training capabilities, advancing prevention initiatives, and maintaining consistent service delivery while managing increasing regional response demands.

**Strategic Focus:** *Staffing Stability • Training Excellence • Equipment Readiness • Community Risk Reduction*

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## 1. Executive Summary

April 2026 reflected continued operational stability and organizational progress. The department responded to **122 total incidents**, maintaining a consistent call volume compared to March.

Year-to-date, the department has responded to **531 incidents in 2026 compared to 527 in 2025**, representing a **0.76% increase**. While monthly activity has stabilized, the long-term trend continues to show significant growth, increasing from **313 calls in 2022 to 531 calls in 2026** — a **nearly 70% increase in service demand over the past five years**.

The department remains **fully staffed**, providing improved operational reliability and supervision.

Training increased significantly, with personnel completing **326 documented training hours**. A major accomplishment included the **Aerial Operator Certification course**, producing **five new operators**.

Administrative and interagency coordination efforts also continued during April. The department participated in a **multi-agency Chiefs' meeting with Cleveland, White County, and the City of Helen**, strengthening regional communication and coordination. The department also held its **first internal officers' meeting**, focused on improving communication, consistency, and leadership alignment across all shifts.

The Fire Marshal's Office continues to develop under the leadership of **Captain Stephen Sears**, with a focus on inspections, new construction coordination, and program development.

The department also continues to pursue outside funding opportunities and recently **submitted an application to the Firehouse Subs Public Safety Foundation grant program** for additional personal protective equipment to improve firefighter safety.

Community outreach remained strong, with **over 400 children reached**, a **station open house attended by approximately 75 citizens**, and personnel assisting with **Special Olympics events**.

A key operational concern remains the **48% automatic aid response rate**, indicating nearly half of responses occur outside city limits. This trend will require reassessment to ensure adequate coverage for the City of Cleveland.

---

## Key Accomplishments – April 2026

- Maintained full staffing levels
- Completed 326 training hours
- Certified 5 new Aerial Operators
- Advanced SOP and SOG development toward review
- Continued Fire Marshal program development under Captain Sears
- Conducted first department-wide officers' meeting
- Participated in regional Chiefs' coordination meeting
- Submitted Firehouse Subs grant application for PPE
- Supported Special Olympics event
- Reached over 400 children through fire safety education
- Hosted open house with approximately 75 attendees

---

## 2. Emergency Response Activity

**Total Incidents:** 122

### Response Distribution

- **City of Cleveland:** 64 (52.46%)
- **Automatic Aid Outside City Limits:** 49 (40.16%)
- **Other Responses:** 9 (7.38%)

## Incident Type Breakdown

- EMS incidents: 57.38%
- Fire incidents: 8.20%
- Hazardous materials: 1.64%
- Service calls: 21.31%
- Technical rescues: 11.48%

EMS responses continue to represent the majority of service demand.

---

## 3. Automatic Aid Activity

Approximately **48%** of the department's responses during April occurred outside the City of Cleveland through automatic aid agreements.

This level of external response represents a significant operational concern, as it increases the risk of reduced coverage within the city. The department will be evaluating current automatic aid agreements to ensure they remain balanced, sustainable, and in the best interest of Cleveland's residents.

---

## 4. Training and Professional Development

Personnel completed **326 documented training hours** during April, reflecting a strong commitment to operational readiness and professional development.

Training highlights included:

- Completion of an **Aerial Operator Certification Course**
- **Five personnel certified** as new aerial operators
- Continued emphasis on apparatus operations and firefighter safety
- Ongoing officer development and structured training programs

**Captain Stephen Sears continues to play a critical leadership role in coordinating training efforts, tracking compliance, and supporting structured program development aligned with ISO standards.** He is also leading the continued development of the Fire Marshal's Office, including inspections, new construction coordination, and program implementation.

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## 5. Apparatus and Equipment Status

The department continues to manage apparatus maintenance and operational readiness:

- **Rescue 21:** Out of service pending repair estimate
- **Truck 21 (formerly Tower 21):** In service, with ongoing warranty repairs
- **Engine 21:** Primary operational workload apparatus
- **Utility 21:** Under evaluation for maintenance needs

The department remains focused on preventative maintenance and responsible fleet management.

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## 6. Staffing and Organizational Development

The department remains **fully staffed**, improving operational consistency and supervision.

Administrative progress includes:

- Continued development of department policy manual
- SOP and SOG development nearing committee review
- Continued expansion of the Fire Marshal's Office

The department continues to strengthen internal leadership and communication. During April, the department conducted its **first officers' meeting**, focused on improving communication, consistency, and operational alignment across all shifts.

The department continues to benefit from strong internal leadership, with **Captain Sears leading training coordination and Fire Marshal program development**, and **Lieutenant Morris, Lieutenant Joiner, Interim Lieutenant Johnson, and Lieutenant Jarvis providing consistent shift-level leadership, accountability, and training oversight**.

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## 7. Community Engagement and Public Safety

Community risk reduction remains a priority.

During April:

- Fire safety education provided to **over 400 children**

- Department open house attended by approximately **75 citizens**
- Personnel assisted with **Special Olympics events**

These efforts strengthen community relationships and support proactive public safety initiatives.

---

## 8. Goals and Highlights for May

### Training & Representation

Chief Bryant will:

- Serve as **keynote speaker** for a Metro Atlanta recruit graduation
- Instruct a **Structural Fire Control course at the Georgia Public Safety Training Center (GPSTC)**

### Operational Priorities

- Continued evaluation of apparatus repair needs
- Ongoing monitoring of automatic aid response impact

### Administrative Development

- SOP and SOG committee review process
- Continued Fire Marshal Office development
- Participation in City budget planning

### Community Engagement

- Support of **Freedom Park business block party**
- End-of-school fire safety events
- Continued outreach and prevention programs

### Leadership and Organizational Strength

**Lieutenant Chris Morris, Lieutenant Jared Joiner, Interim Lieutenant Johnson, and Lieutenant Jarvis continue to provide outstanding leadership across all shifts, ensuring consistency, accountability, and ongoing training development within the department.**

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## 9. Closing Statement

The Cleveland Fire Department remains committed to providing professional, dependable emergency services while continuing to strengthen the organization through responsible staffing, training, equipment management, and administrative development.

As service demand continues to grow, the department is proactively addressing operational challenges, including increasing regional response obligations and apparatus needs, while continuing to build long-term prevention and training capabilities.

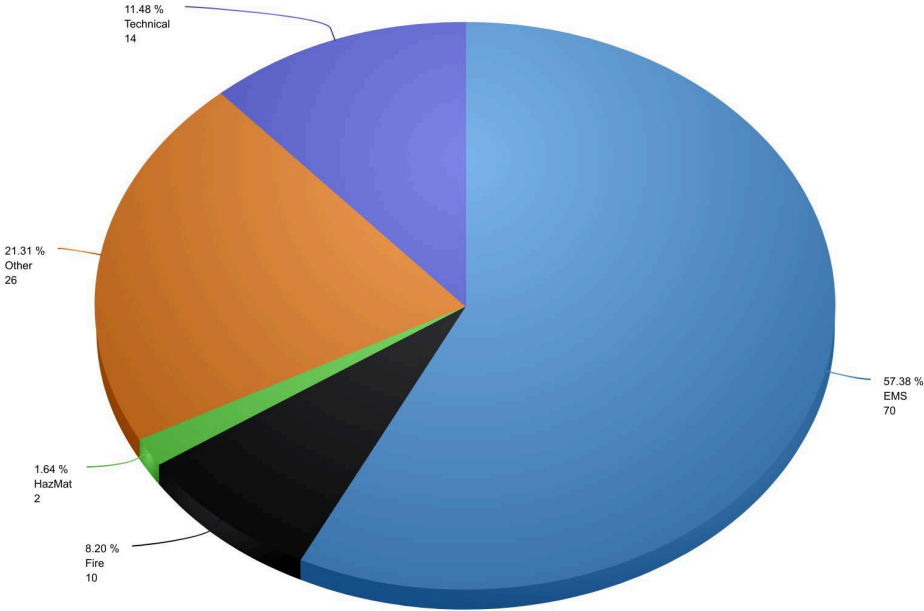
**This sustained growth in call volume, nearly 70% over the past five years, highlights the increasing demands placed on the department and reinforces the importance of continued investment in staffing, training, and equipment.**

The department's continued progress is a direct result of the professionalism, leadership, and commitment demonstrated by our officers and personnel across all shifts. Their dedication to training, consistency, and operational readiness continues to move the organization forward.

*The continued progress of the Cleveland Fire Department reflects the professionalism and dedication of the entire team.*

EMS  
Fire  
HazMat  
Other  
Technical

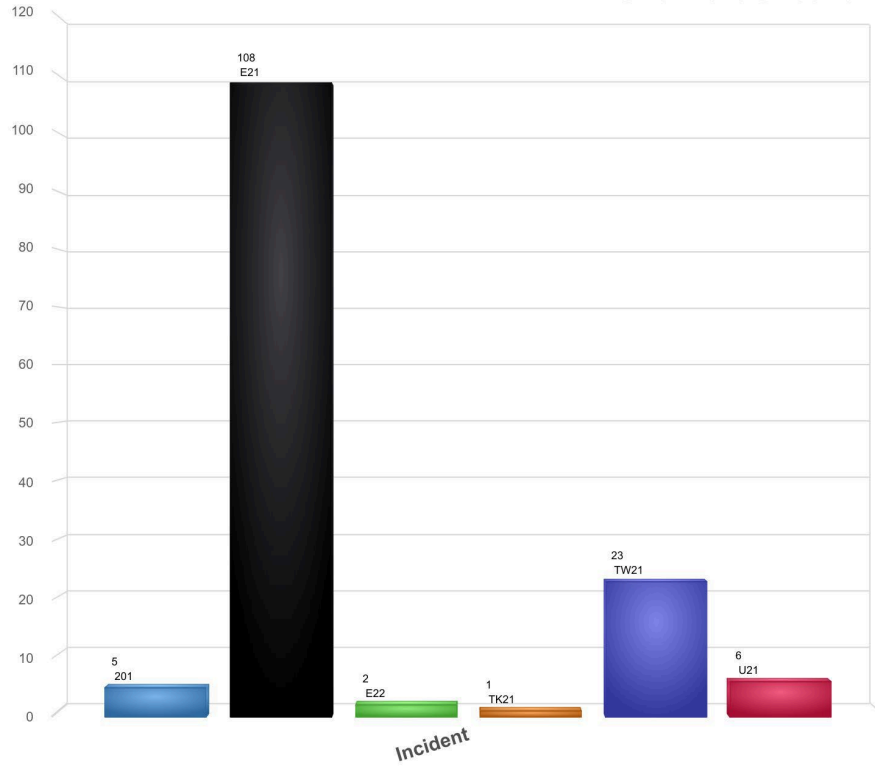
### Analysis by Response Class 04/01/2026-04/30/2026



Total of Response Class: 122

- 201
- E21
- E22
- TK21
- TW21
- U21

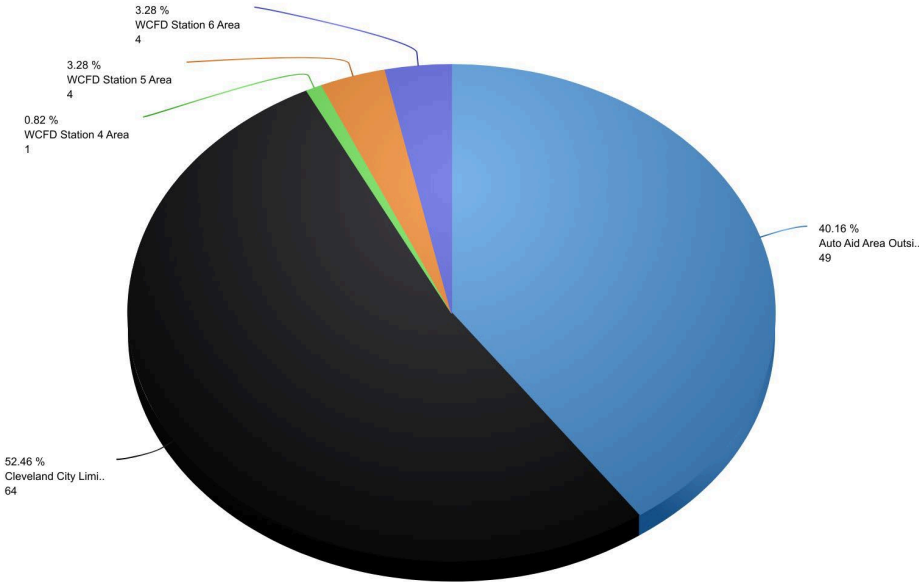
### Incidents by Apparatus (By Apparatus ID) 04/01/2026-04/30/2026



Total of Apparatus ID: 145

- Auto Aid Area Outside City Limits
- Cleveland City Limits
- WCFD Station 4 Area
- WCFD Station 5 Area
- WCFD Station 6 Area

### Incidents by District 04/01/2026-04/30/2026

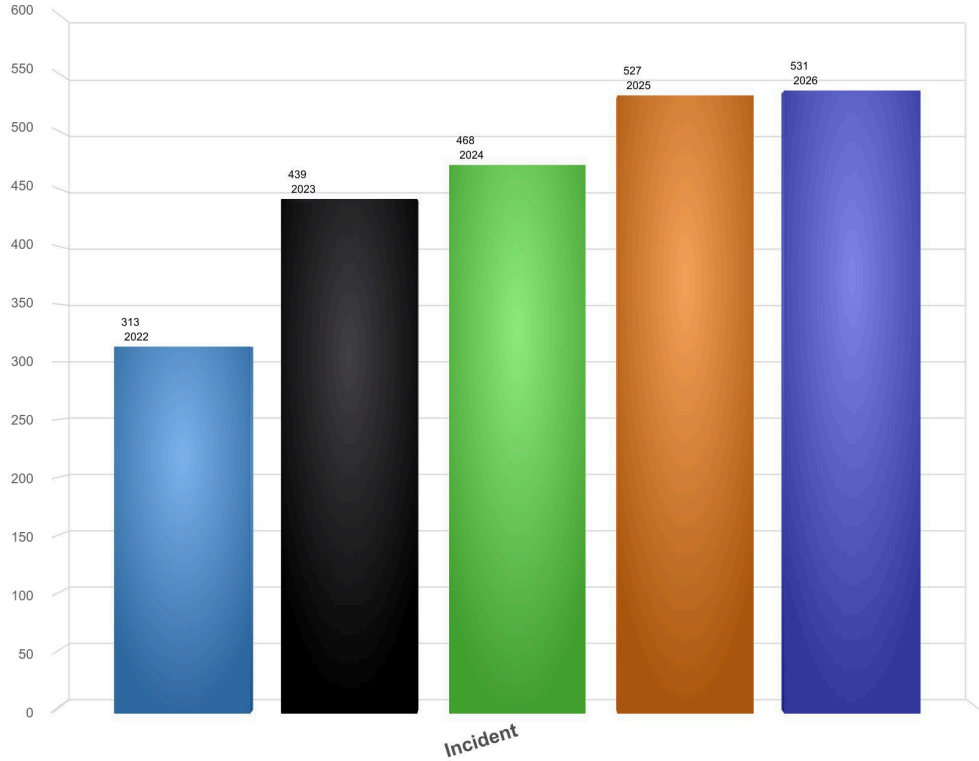


Total of District: 122



### Year to Year Comparison (Until Current Day of Year) - 5 Years

01/01/2026-12/31/2026



Total of Year: 2,278

Cleveland Police Department Activity Report

Apr-26

Community Oriented  
& Proactive:

	<u>Apr-26</u>	<u>Apr-25</u>	<u>YTD</u>
Public Assist	315	348	1,284
Premise Checks	1,208	1,146	6,162
Field Interviews	12	10	33

## Reporting:

Incident Reports	52	40	176
Accident Reports	16	23	83
Investigative/Supplemental	18	34	171
Use of Force	0	0	0

## Actions taken:

Citations	88	151	375
Warnings	135	215	706
Warrants	6	13	43
Juveniles	1	4	7

Admin: Alcohol Badges, Request for Reports, CHRI

20 10 158

<b>Total:</b>	<b>1,871</b>	<b>1,994</b>	<b>9,918</b>
---------------	--------------	--------------	--------------

Car seat installs: 2

Prescription Drop Box:

April Total Arrest: 3

**Arrest Breakdown:****Citation Breakdown:**

Disorderly Conduct - 1

Driver's License, Registration, &amp; Insurance - 8

Moving violations, traffic control, etc - 36

Equipment, seatbelt, etc - 43

Battery (Simple) - 1

Disorderly Conduct - 1

Warrant Executed for Another Agency - 1

## APRIL 2026 EDMUNDS WORK ORDER SUMMARY

### SERVICE ORDER TYPE

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Dumpster Repair / Replace	1
Culvert Clean Out	2
Payment Agreement	1
Service on Vehicles	1
Residential Just Unlock - Do Not Turn On	1
Meter Change Out	11
City Hall Office Maintenance	2
Cut Off and Lock Meter - Non Payment	27
City Park Repairs / Maintenance	1
Check for Leak	4
Final Reading - Do Not Lock	19
Garbage Request	13
Sewer Backup	1
Meeting With Customer	6
Final Read and Lock Meter - Disconnect	15
Garbage Request Change	1
Meter Inspection	33
Residential Turn On	32
Commercial Turn On	5
Street R-O-W Maintenance	3
Meter Readings - Monthly	2300
Meter Re-Reads - Monthly	50
Utility Locates	102
Outside New Water Cut-In & Sewer Cut-In	1
After Hours Work	4
<b>Total Number of Work Orders</b>	<b>2636</b>

\* **Prison Detail: 10 scheduled workdays completed. 7 scheduled workdays missed.**

\* **Routine Sewer Lift Station Inspections: 9 Lift Stations inspected daily, 7 days a week. 270 total inspections conducted.**

\* **Sanitation (Residential & Commercial): 58 loads collected; 189.05 tons of waste transported to the transfer station.**

# April 2026 Work Orders

Item # 9.

Work Order Id	Service Code	Code Description
25-00697	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00719	O84	-RESIDENTIAL TURN ON
25-00726	O84	-RESIDENTIAL TURN ON
25-00727	O15	FINAL READING DO NOT LOCK
25-00728	O84	-RESIDENTIAL TURN ON
25-00729	O15	FINAL READING DO NOT LOCK
25-00730	O84	-RESIDENTIAL TURN ON
25-00731	O84	-RESIDENTIAL TURN ON
25-00732	O16	GARBAGE REQUEST
25-00733	O15	FINAL READING DO NOT LOCK
25-00734	O84	-RESIDENTIAL TURN ON
25-00735	O15	FINAL READING DO NOT LOCK
25-00737	O84	-RESIDENTIAL TURN ON
25-00738	O85	-COMMERCIAL TURN ON
25-00739	O84	-RESIDENTIAL TURN ON
25-00740	O71	METER INSPECTION
25-00741	O84	-RESIDENTIAL TURN ON
25-00742	O84	-RESIDENTIAL TURN ON
25-00743	O71	METER INSPECTION
25-00744	O84	-RESIDENTIAL TURN ON
25-00745	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00746	O16	GARBAGE REQUEST
25-00747	O45	CULVERT CLEAN OUT
25-00748	O15	FINAL READING DO NOT LOCK
25-00749	O11	CHECK FOR LEAK
25-00750	O45	CULVERT CLEAN OUT
25-00751	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00752	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00753	O84	-RESIDENTIAL TURN ON
25-00754	O98	STREET R-O-W MAINTENANCE
25-00755	O84	-RESIDENTIAL TURN ON
25-00756	O84	-RESIDENTIAL TURN ON

25-00757	O51	MEETING WITH CUSTOMER
25-00758	O71	METER INSPECTION
25-00760	O84	-RESIDENTIAL TURN ON
25-00761	O84	-RESIDENTIAL TURN ON
25-00762	O15	FINAL READING DO NOT LOCK
25-00763	O71	METER INSPECTION
25-00764	O15	FINAL READING DO NOT LOCK
25-00765	O71	METER INSPECTION
25-00766	O71	METER INSPECTION
25-00767	O85	-COMMERCIAL TURN ON
25-00768	O15	FINAL READING DO NOT LOCK
25-00769	O71	METER INSPECTION
25-00770	O71	METER INSPECTION
25-00771	O71	METER INSPECTION
25-00772	O71	METER INSPECTION
25-00773	O71	METER INSPECTION
25-00774	O84	-RESIDENTIAL TURN ON
25-00775	O84	-RESIDENTIAL TURN ON
25-00776	O71	METER INSPECTION
25-00777	O84	-RESIDENTIAL TURN ON
25-00778	O15	FINAL READING DO NOT LOCK
25-00780	O71	METER INSPECTION
25-00781	O71	METER INSPECTION
25-00782	O71	METER INSPECTION
25-00783	O71	METER INSPECTION
25-00784	O51	MEETING WITH CUSTOMER
25-00785	O84	-RESIDENTIAL TURN ON
25-00786	O60	PAYMENT AGREEMENT
25-00787	O40	GARBAGE REQUEST CHANGE
25-00788	O96	-OUTSIDE NEW WATER CUT-IN & SEWER CUT-IN
25-00789	O84	-RESIDENTIAL TURN ON
25-00790	O16	GARBAGE REQUEST
25-00793	O71	METER INSPECTION

25-00794	O08	SEWER BACKUP
25-00795	O16	GARBAGE REQUEST
25-00796	O84	-RESIDENTIAL TURN ON
25-00797	O15	FINAL READING DO NOT LOCK
25-00798	O21	RE-READS
25-00799	O21	RE-READS
25-00800	O21	RE-READS
25-00801	O21	RE-READS
25-00802	O21	RE-READS
25-00803	O21	RE-READS
25-00804	O21	RE-READS
25-00805	O21	RE-READS
25-00806	O71	METER INSPECTION
25-00807	O21	RE-READS
25-00808	O21	RE-READS
25-00809	O21	RE-READS
25-00810	O21	RE-READS
25-00811	O21	RE-READS
25-00812	O21	RE-READS
25-00813	O21	RE-READS
25-00814	O21	RE-READS
25-00815	O21	RE-READS
25-00816	O21	RE-READS
25-00817	O21	RE-READS
25-00818	O21	RE-READS
25-00819	O84	-RESIDENTIAL TURN ON
25-00820	O21	RE-READS
25-00821	O21	RE-READS
25-00822	O21	RE-READS
25-00823	O21	RE-READS
25-00824	O21	RE-READS
25-00825	O21	RE-READS
25-00826	O21	RE-READS

25-00827	O21	RE-READS
25-00828	O21	RE-READS
25-00829	O21	RE-READS
25-00830	O21	RE-READS
25-00831	O21	RE-READS
25-00832	O21	RE-READS
25-00833	O21	RE-READS
25-00834	O21	RE-READS
25-00835	O21	RE-READS
25-00836	O21	RE-READS
25-00837	O21	RE-READS
25-00838	O21	RE-READS
25-00839	O21	RE-READS
25-00840	O21	RE-READS
25-00841	O21	RE-READS
25-00842	O16	GARBAGE REQUEST
25-00843	O21	RE-READS
25-00844	O21	RE-READS
25-00845	O21	RE-READS
25-00846	O21	RE-READS
25-00847	O21	RE-READS
25-00848	O21	RE-READS
25-00849	O21	RE-READS
25-00850	O21	RE-READS
25-00851	O51	MEETING WITH CUSTOMER
25-00852	O51	MEETING WITH CUSTOMER
25-00854	O71	METER INSPECTION
25-00855	O84	-RESIDENTIAL TURN ON
25-00856	O15	FINAL READING DO NOT LOCK
25-00857	O84	-RESIDENTIAL TURN ON
25-00858	O15	FINAL READING DO NOT LOCK
25-00859	O71	METER INSPECTION
25-00860	O59	FINAL READ AND LOCK METER- DISCONNECT

25-00861	O91	AFTER HOURS WORK
25-00862	O91	AFTER HOURS WORK
25-00863	O16	GARBAGE REQUEST
25-00864	O11	CHECK FOR LEAK
25-00866	O83	COMMERCIAL CUT ON
25-00867	O15	FINAL READING DO NOT LOCK
25-00868	O84	-RESIDENTIAL TURN ON
25-00869	O15	FINAL READING DO NOT LOCK
25-00870	O51	MEETING WITH CUSTOMER
25-00871	O71	METER INSPECTION
25-00872	O98	STREET R-O-W MAINTENANCE
25-00873	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00874	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00875	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00876	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00877	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00878	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00879	O05	METER CHANGE OUT
25-00880	O05	METER CHANGE OUT
25-00881	O05	METER CHANGE OUT
25-00882	O05	METER CHANGE OUT
25-00883	O71	METER INSPECTION
25-00885	O84	-RESIDENTIAL TURN ON
25-00886	O15	FINAL READING DO NOT LOCK
25-00887	O11	CHECK FOR LEAK
25-00888	O05	METER CHANGE OUT
25-00889	O84	-RESIDENTIAL TURN ON
25-00890	O07	CITY HALL OFFICE MAINTENANCE
25-00892	O09	DUMPSTER REPAIR/REPLACE
25-00894	O16	GARBAGE REQUEST
25-00895	O16	GARBAGE REQUEST
25-00896	O86	-RESIDENTIAL JUST UNLOCK DO NOT TURN ON
25-00897	O05	METER CHANGE OUT

25-00898	O05	METER CHANGE OUT
25-00899	O05	METER CHANGE OUT
25-00901	O05	METER CHANGE OUT
25-00902	O05	METER CHANGE OUT
25-00903	O05	METER CHANGE OUT
25-00904	O29	CUT OFF AND LOCK METER- NON PAYMENT
25-00905	O29	CUT OFF AND LOCK METER- NON PAYMENT
25-00906	O29	CUT OFF AND LOCK METER- NON PAYMENT
25-00907	O29	CUT OFF AND LOCK METER- NON PAYMENT
25-00908	O16	GARBAGE REQUEST
25-00909	O84	-RESIDENTIAL TURN ON
25-00910	O15	FINAL READING DO NOT LOCK
25-00911	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00912	O16	GARBAGE REQUEST
25-00913	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00914	O84	-RESIDENTIAL TURN ON
25-00915	O15	FINAL READING DO NOT LOCK
25-00916	O11	CHECK FOR LEAK
25-00917	O91	AFTER HOURS WORK
25-00918	O91	AFTER HOURS WORK
25-00919	O85	-COMMERCIAL TURN ON
25-00920	O71	METER INSPECTION
25-00921	O07	CITY HALL OFFICE MAINTENANCE
25-00922	O71	METER INSPECTION
25-00923	O71	METER INSPECTION
25-00924	O71	METER INSPECTION
25-00925	O94	CITY PARK REPAIRS/MAINT
25-00926	O71	METER INSPECTION
25-00927	O98	STREET R-O-W MAINTENANCE
25-00928	O71	METER INSPECTION
25-00929	O71	METER INSPECTION
25-00930	O51	MEETING WITH CUSTOMER
25-00931	O71	METER INSPECTION

25-00932	O71	METER INSPECTION
25-00933	O68	SERVICE ON VEHICLES
25-00934	O16	GARBAGE REQUEST
25-00936	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00937	O16	GARBAGE REQUEST
25-00938	O83	COMMERCIAL CUT ON
25-00939	O59	FINAL READ AND LOCK METER- DISCONNECT
25-00940	O71	METER INSPECTION
25-00941	O16	GARBAGE REQUEST
25-00942	O15	FINAL READING DO NOT LOCK
25-00943	O15	FINAL READING DO NOT LOCK
25-00944	O71	METER INSPECTION
25-00945	O84	-RESIDENTIAL TURN ON
25-00946	O84	-RESIDENTIAL TURN ON
25-00993	O29	CUT OFF AND LOCK METER- NON PAYMENT
25-00994	OA2	METER READINGS - MONTHLY
25-00995	OA4	UTILITY LOCATES

# MONTHLY REPORT

From the Water Resources Department

Bradley Filaski

## April 2026

### Water Treatment

- Our city wells produced 16.3 MG.
- Purchased 6.3 MG from the County.
- Flushed 3 hydrants for water quality.
- Performed 195 laboratory tests on drinking water.
- Collected and shipped all required samples for the month to EPD's lab.
- Submitted all Monthly Operating Reports to EPD.
- Issued 1 boil water advisory to EPD.
- The water loss was 25.2%.

### Water Reclamation

- Discharged 10.3 MG of treated effluent into the Tesnatee Creek.
- Performed 108 laboratory tests on the influent and effluent wastewater.
- Cleaned all UV lamps.
- Submitted the Discharge Monitoring Report to EPD.
- Filled potholes with gravel on the road around the pond.
- Greased blowers.
- Cleaned aerators at the influent.

### Industrial Pretreatment

- Reviewed Cobb-Vantress and NOK Self-Monitoring Reports.

**From:** [Shanda Murphy](#)  
**To:** [Lisa Ritchie](#)  
**Subject:** RE: GMRC Private Sector Appointment  
**Date:** Wednesday, May 13, 2026 12:45:35 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

Lisa,

Yes, we would like to reappoint Lauren Williams – if the city is in agreement.

Thank you -

Shanda L. Murphy  
Assistant County Manager  
County Clerk & Human Resources Director  
1235 Helen Hwy  
Cleveland, GA 30528  
706-865-2235 - Phone

**Note: My new email address is: [smurphy@whitecountyga.gov](mailto:smurphy@whitecountyga.gov)**

---

**From:** Lisa Ritchie <[lritchie@clevelandga.org](mailto:lritchie@clevelandga.org)>  
**Sent:** Tuesday, May 12, 2026 3:57 PM  
**To:** Shanda Murphy <[smurphy@whitecountyga.gov](mailto:smurphy@whitecountyga.gov)>  
**Subject:** GMRC Private Sector Appointment

**[ EXTERNAL SENDER - PROCEED CAUTIOUSLY ]**

Hi Shanda.

Has the Commission determined who they would like to appoint/re-appoint as the Private Sector Appointee on GMRC? We have a meeting scheduled for Monday and not again until June 1.

Thanks,  
Lisa

**Lisa A. Ritchie**  
**City Clerk**  
**85 South Main**  
**Cleveland, GA 30528**



## City Hall

📞 706-493-9448 (office)

📞 706-590-3933 (cell)

✉ [lritchie@clevelandga.org](mailto:lritchie@clevelandga.org)

🌐 [www.clevelandga.org](http://www.clevelandga.org)

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# ELECTION OF GMA’S DISTRICT 2 OFFICERS FOR 2026-2027

## BALLOT

The nominating committee comprised of current District 2 officers nominated the following city officials as GMA’s District 2 Officers for 2026-2027:

- President                                      Mark Reed, Commissioner, Cornelia
- First Vice President                      Courtney Umbehant, Mayor, Lavonia
- Second Vice President                  Josh Turner, Mayor, Cleveland
- Third Vice President                      Shawn Allen, Councilmember, Demorest

Is your city in favor of the nominees for positions of President, First Vice President, Second Vice President, and Third Vice President

Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide the following information:

City: \_\_\_\_\_

Name of person submitting ballot: \_\_\_\_\_

**I affirm that I am authorized to vote on behalf of the city:**

Signature: \_\_\_\_\_

**Please mail or email ballot by May 22, 2026, to:**  
Pete Pyrzenski, Georgia Municipal Association, P.O. Box 105377, Atlanta, GA 30348; email at [ppyrzenski@gacities.com](mailto:ppyrzenski@gacities.com) .



May 14, 2026

City of Cleveland, Georgia  
85 S. Main Street  
Cleveland, GA 30528

City of Cleveland Council and Management,

We are pleased to confirm our understanding of the services we are to provide City of Cleveland, Georgia for the year ended June 30, 2026.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of City of Cleveland, Georgia as of and for the years ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Cleveland, Georgia's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Cleveland, Georgia's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Cleveland, Georgia's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Special Purpose Local Option Sales Tax Estimated Cost and Expenditure Summary.
- 2) Schedule of Expenditure of Federal Awards

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of internal controls as a significant risk.
- Revenue recognition of property taxes and grants as a significant risk.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management

and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Cleveland, Georgia’s compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Cleveland’s major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of Cleveland’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the depreciation schedules, financial statements and related notes of City of Cleveland, Georgia in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access

to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

## Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivables, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Cleveland City Commissioners; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Walker, Pierce and Tuck, CPA's P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Georgia Department of Audits or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Walker, Pierce & Tuck, CPA's P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Georgia Department of Audits. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Wayne Tuck is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July and to issue our reports no later than December 31, 2026.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, excluding out-of-pocket expenses, will not exceed \$29,950. If it is determined that the City also requires a Single Audit, it will be billed as a separate engagement at \$6,500 per major program audited. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

## Reporting

We will issue a written report upon completion of our audit of City of Cleveland, Georgia's financial statements. Our report will be addressed to management and those charged with governance of City of Cleveland, Georgia. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government*

*Auditing Standards* in considering the entity’s internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to City of Cleveland, Georgia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Walker, Pierce & Tuck CPA’s P.C.*

**RESPONSE:**

This letter correctly sets forth the understanding of City of Cleveland, Georgia.

Signature:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_



**CITY OF CLEVELAND, GEORGIA  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)  
ON-CALL WATER, SEWER, AND STORMWATER  
EMERGENCY AND REPAIR SERVICES**

**INVITATION**

The City of Cleveland, Georgia, hereby invites qualified construction contractors to submit proposals to provide on-call emergency and repair services for the City’s water distribution, sanitary sewer, and stormwater drainage systems.

The City intends to develop a short list of two (2) to three (3) qualified contractors capable of responding to both routine maintenance needs and emergency utility repairs on an as-needed basis.

Proposals shall be submitted in a sealed envelope clearly marked:

**“RFP – On-Call Water, Sewer, and Stormwater Emergency and Repair Services”**

Proposals must be addressed to:

**City of Cleveland  
Attn: City Manager  
85 South Main Street  
Cleveland, GA 30528**

Proposals will be accepted until **February 6, 2026 @ 3:00 p.m.**

The City of Cleveland reserves the right to reject any or all proposals, waive technical or legal irregularities, and negotiate with any proposer in the best interest of the City.

**PURPOSE**

The purpose of this Request for Proposals (RFP) is to establish a **pre-qualified roster of contractors** to provide **on-call emergency and routine repair services** for the City's utility infrastructure up to a **five (5) year period**.

Issuance of this RFP does not guarantee work volume or frequency.

## BACKGROUND

The City of Cleveland provides water and sewer services to residents and businesses within the city's intergovernmental agreement (IGA) service area. The utility system includes:

- Water distribution mains of varying sizes
- Sanitary sewer collection mains and service laterals
- Stormwater drainage infrastructure including pipes, inlets, and structures

The City is seeking reliable contractors who can respond quickly, perform quality work, and coordinate effectively with City staff during routine operations and emergency situations.

## SCOPE OF SERVICES

### Emergency Services

Emergency services may occur **24 hours per day, 7 days per week**, including weekends and holidays. Examples include:

- Water main breaks
- Sewer line failures or collapses
- Stormwater drainage failures
- Damaged hydrants or valves
- Repairing water, sewer and drainage piping and valves
- Replacing and installing manholes and other structures
- Additional work necessary for completion such as dewatering, bypass pumping and other associated work

Contractors must be able to **respond to emergency calls and arrive on-site within four (4) hours** of notification. Emergency work will typically be performed on a **time-and-materials basis**, without prior written quotes.

## REGULATORY COMPLIANCE

All work must comply with:

- Georgia Department of Natural Resources (GA DNR) regulations
- Environmental Protection Division (EPD) requirements
- City of Cleveland standards and specifications
- All applicable local, state, and federal laws

## **CONTRACT STRUCTURE**

Selected contractors will enter into an **On-Call Emergency Task Order Contract** with the City. Contractors may be ranked based on qualifications, rates, responsiveness, and past performance.

The City retains the right to:

- Select which contractor is contacted for each task
- Remove a contractor from the roster for unsatisfactory performance
- Perform work with City forces or other contractors when deemed necessary

## **PROPOSAL SUBMISSION REQUIREMENTS**

Each proposal shall include the following:

### **1. Qualifications**

- Company name, address, and contact information
- Brief history of the firm
- Description of relevant experience and technical expertise
- Primary contact person

### **2. Personnel**

- Average crew size
- Location of personnel
- Identification of key staff and services provided

### **3. Proposed Work Plan**

- General approach to routine and emergency work
- Mobilization time

- Emergency response capability
- Estimated time to prepare routine work quotes

#### 4. Equipment

- List of equipment available for utility work
- Ability to coordinate with City of Cleveland Public Works Public Works Director and Deputy Director

#### 5. Fee Proposal

Contractors shall complete **Appendix A – Fee Proposal Sheet**.

- Labor and equipment rates shall remain firm for **two (2) years**
- Cost-of-living adjustments may be proposed thereafter
- City may supply materials; contractor-supplied materials may include a **maximum 10% markup** with documentation

### SELECTION CRITERIA

Proposals will be evaluated using the following criteria:

1. Qualifications, experience, and proximity
2. Proposed work plan and responsiveness
3. Fee proposal

The City may conduct interviews prior to final selection.

### QUESTIONS AND ADDENDA

All questions must be submitted in writing by **January 19, 2026**. to:

**Kevin Harris**

**City Manager**

City of Cleveland, Georgia

[kharris@clevelandga.org](mailto:kharris@clevelandga.org)

**Cell 706-915-6489**

Addenda, if issued, will be posted on the City's website. It is the proposer's responsibility to verify receipt of all addenda.

**RESERVATION OF RIGHTS**

The City of Cleveland reserves the right to:

- Reject any or all proposals
- Waive informalities
- Negotiate terms
- Verify contractor qualifications

Submission of a proposal authorizes the City to investigate the proposer’s qualifications and references.

**APPENDIX A**

**FEE PROPOSAL SHEET**

**On-Call Water, Sewer, and Stormwater Emergency and Repair Services**

<b>Item</b>	<b>Unit</b>	<b>Rate/Cost</b>
Supervisor (Up to 4 Hours)	Per Hour	
Supervisor (Over 4 Hours)	Per Hour	
Additional Laborer (Up to 4 Hours)	Per Hour	
Additional Laborer (Over 4 Hours)	Per Hour	
Traffic Control	Per Hour	
Skid Steer	Per Hour	
Backhoe	Per Hour	
Mini Excavator	Per Hour	
Dump Truck	Per Hour	
Vacuum Truck	Per Hour	
Concrete Breaker / Tamper	Per Hour	

<b>Item</b>	<b>Unit</b>	<b>Rate/Cost</b>
Pump	Per Hour	
Misc. Equipment (Specify)	Per Hour	



**CITY OF CLEVELAND, GEORGIA  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)  
ON-CALL WATER, SEWER, AND STORMWATER  
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**APPENDIX A**  
**FEE PROPOSAL SHEET**

**On-Call Water, Sewer, and Stormwater Emergency and Repair Services**

<b>Item</b>	<b>Unit</b>	<b>Rate/Cost</b>
Supervisor (Up to 4 Hours)	Per Hour	200
Supervisor (Over 4 Hours)	Per Hour	200
Additional Laborer (Up to 4 Hours)	Per Hour	100
Additional Laborer (Over 4 Hours)	Per Hour	100
Traffic Control	Per Hour	200
Skid Steer	Per Hour	500
Backhoe	Per Hour	500
Mini Excavator	Per Hour	500
Dump Truck	Per Hour	500
Vacuum Truck	Per Hour	1000
Concrete Breaker / Tamper	Per Hour	300
Pump	Per Hour	1000
Misc. Equipment (Specify)	Per Hour	

# Executive Summary

Pateco Services, LLC is a proven utility and services contractor with **over 20 years of experience** supporting public-sector, commercial, and multi-family clients. Our company has built a reputation for dependable performance, rapid response, and safe, professional execution of both routine and emergency service work.

Throughout our 20-year history in the services industry, Pateco Services, LLC has responded to emergency and time-sensitive service calls for **shopping center ownership and management groups, apartment and multi-family property groups, Department of Transportation officials, county agencies, and city municipalities**. This diverse experience has required close coordination with public officials, property managers, and regulatory authorities while maintaining a strong focus on public safety, infrastructure protection, and service continuity.

Pateco Services, LLC understands the operational demands placed on municipal partners and the importance of responsiveness during emergency conditions. We maintain an **average crew size of three to four personnel** and offer a **four-hour emergency response time**, supported by experienced field staff and readily available equipment. Our teams are accustomed to working under urgent conditions and adapting quickly to evolving site requirements.

To support City utility and public works operations, Pateco Services, LLC maintains a robust fleet of equipment, including **vacuum trucks, excavators, skid steers, sweeper trucks, jetting trucks, and dump trucks**, allowing us to perform a wide range of utility maintenance, repair, and emergency services efficiently and safely.

Pateco Services, LLC places a strong emphasis on communication, coordination, and compliance. We work closely with City leadership, including the Public Works Director and Deputy Director, to ensure work is properly planned, executed, and documented in accordance with municipal standards and safety requirements.

As a financially stable and fully insured contractor, Pateco Services, LLC carries comprehensive insurance coverage that meets or exceeds municipal requirements, including commercial general liability, automobile liability, umbrella liability, and workers' compensation coverage.

Pateco Services, LLC is committed to being a reliable partner to the City of Cleveland by delivering experienced personnel, rapid emergency response, well-maintained equipment, and professional service. We appreciate the opportunity to submit this proposal and look forward to supporting the City's utility and public works needs.

## Primary Contact

- **Name:** Michael Pate
  - **Title:** General Manager
  - **Phone:** (770) 545-8735
  - **Email:** Mike.pate@patecoservices.com
- 

## 2. Personnel

### Crew Information

- **Average Crew Size:** 3 to 4 personnel
- **Crew Composition:** Supervisor, equipment operators, and utility technicians/laborers as required by project scope

### Personnel Location

Personnel are regionally based, allowing timely mobilization and efficient response to service requests within the City of Cleveland.

### Key Staff

- **General Manager:** Overall contract oversight and coordination with City representatives
  - **Supervisors:** On-site management, safety oversight, and quality control
  - **Equipment Operators & Technicians:** Performance of utility maintenance, repairs, and emergency services
- 

## 4. Proposed Work Plan

### General Approach

Pateco Services, LLC performs all work with an emphasis on safety, efficiency, and communication. Routine work is scheduled in coordination with City staff, while emergency work is prioritized to minimize service disruptions and protect public infrastructure.

### Mobilization Time

- **Routine Work:** As scheduled and coordinated with the City

- **Emergency Work: Four (4) hour response time**

### **Emergency Response Capability**

- On-call personnel available for emergency response
- Rapid deployment of crews and equipment
- Direct coordination with the City of Cleveland Public Works Director and Deputy Director

### **Routine Work Quotes**

Routine work quotes can be prepared and submitted promptly upon request, based on project scope and site conditions.

## **5. Equipment**

### **Available Equipment**

Pateco Services, LLC maintains and operates a comprehensive fleet of equipment suitable for municipal utility work, including but not limited to:

- Vacuum Trucks
- Excavators
- Skid Steers
- Sweeper Trucks
- Jetting Trucks (Jetters)
- Dump Trucks
- Additional support and specialty equipment as required

### **Coordination with City Staff**

Pateco Services, LLC will coordinate closely with the City of Cleveland Public Works Director and Deputy Director to ensure efficient scheduling, compliance with City standards, and timely project completion.

## **3. Insurance**

Pateco Services, LLC maintains insurance coverage meeting or exceeding municipal requirements. Certificates of insurance will be provided upon request.

### **Commercial General Liability**

- **Each Occurrence:** \$1,000,000
- **Damage to Rented Premises:** \$500,000
- **Medical Expense:** \$15,000
- **Personal & Advertising Injury:** Included
- **General Aggregate:** \$2,000,000
- **Products – Completed Operations Aggregate:** \$2,000,000

### **Automobile Liability**

- **Combined Single Limit:** \$1,000,000

### **Umbrella Liability**

- **Each Occurrence:** \$3,000,000
- **Aggregate:** \$3,000,000

### **Workers' Compensation & Employer's Liability**

- **Workers' Compensation:** Statutory
- **Each Accident:** \$1,000,000
- **Employer's Liability – Disease (Each Employee):** \$1,000,000
- **Employer's Liability – Disease (Policy Limit):** \$1,000,000

---

At this point, your proposal is **nearly submission-ready**.  
If you want, I can next:

- Finalize the **Qualifications section** with a strong 20+ year credibility close
- Tighten everything to match a **page limit**
- Review it **as an evaluator** and flag anything the City might question
- Help you fill in **Appendix A – Fee Proposal language**

Just tell me what your next move is.

We have been in the services industries for 20 years. We have experience in responding to emergency calls from Shopping Center Groups, Apartment Groups, DOT Officials, County Officials, City Officials,

Nice — that's strong experience, and it reads even better with a little municipal polish. Here's a **clean, professional rewrite** that fits perfectly in the **Qualifications / Experience** section and speaks directly to evaluators:

---

### **Relevant Experience & Technical Expertise**

Pateco Services, LLC has been operating in the services industry for **over 20 years**, with extensive experience responding to both routine and emergency service calls. Our team has a proven track record of providing timely, reliable support to a wide range of clients, including **shopping center ownership and management groups, apartment and multi-family property groups, state Department of Transportation officials, county agencies, and city municipalities.**

This experience has required rapid mobilization, effective communication, and close coordination with multiple stakeholders, often under time-sensitive and high-impact conditions. Pateco Services, LLC understands the importance of maintaining public safety, minimizing service disruptions, and complying with applicable regulations and municipal standards.

Our long-standing work with public-sector and large commercial clients demonstrates our ability to meet the operational, safety, and responsiveness expectations required for City and municipal utility service contracts.



Townley Construction  
1061 War Hill Park Road  
Dawsonville, GA 30534

PH: 706-216-2387

Fax: 706-216-4277

**City of Cleveland, Georgia Public Works Department  
On-Call Water, Sewer, and Stormwater Emergency and Repair Services**

**Corporate Experience:**

- Townley Construction Company Inc. was established September 15, 1987
- Townley Construction Company Inc.  
1061 War Hill Park Road  
Dawsonville, Georgia 30534
- Our company's bonding capacity is \$7.7 million aggregated bond capacity.  
We bond thru National Mutual Insurance.
- We have used Bagwell Insurance (formally Marion Allen Insurance) for our insurance needs since 1987
- List of equipment owned by the company to be used for this project is attached
- Townley Construction Company Inc. has never failed to complete a project.
- Townley Construction Company Inc. has not been involved in liquidated damages in the past five years or served the Owner with a claim for additional compensation prepared by an attorney or a claims consultant.
- Townley Construction Company Inc. has not been involved in litigation as a plaintiff against the Owner or Engineering Firm in the past five years.
- Townley Construction Company Inc. has been an approved Etowah Water contractor since 1986
- Proposed on-site superintendent/owners
  - Jackie Townley/Owner Since 1987

Jackie has been the President and owner of Townley Construction Company Inc since 1987. He holds certifications in confined space entry, utility foreman license, and level 1A certified personnel in soil erosion. He has over the years performed work on all aspects of water, sewer and storm projects.



Townley Construction  
 1061 War Hill Park Road  
 Dawsonville, GA 30534

PH: 706-216-2387

Fax: 706-216-4277

○ Charles Matheson

Charles Matheson is and has been the vice-president of the company since 1987. He holds a master unrestricted plumbers license, utility foreman and manager, is a certified competent person, and is also certified in confined spaces. He is also certified in pipeline assessment and level 1A certified personnel in soil erosion with the Georgia Soil and Water Conservation Commission. Charles holds a certification in reline of pipes and installation and testing of backflow preventers.

**Technical Experience:**

❖ **City of Cumming Water & Sewer 10+ Year**

- ◆ Repair water, sewer, drainage issue
- ◆ Water Main Breaks
- ◆ Sewer Line Back Up, Failures, Collapses
- ◆ Damaged Fire Hydrants
- ◆ Sewer Laterals
- ◆ Clean, CCTV, Air Test, Mandrel Test

❖ **Forsyth County Procure Annual Contracts Multiple Years**

- ◆ Repair water, sewer, drainage issue
- ◆ Septic Tank Pumping
- ◆ Sewer Line Back Up, Failures, Collapses
- ◆ Sewer Laterals

❖ **Etowah Water & Sewer 30+ Years**

- ◆ Repair water, sewer, drainage issue
- ◆ Water Main Breaks
- ◆ Sewer Line Back Up, Failures, Collapses
- ◆ Repair & Fire Hydrants
- ◆ Replace & Install Manholes
- ◆ By Pass Pumping



Townley Construction  
1061 War Hill Park Road  
Dawsonville, GA 30534

PH: 706-216-2387

Fax: 706-216-4277

\*\*\*More projects available upon request. Townley Construction has been completing installation and repair of water and sewer lines since its establishment in 1987, with successful completion dates, man power, and equipment needs.

**Primary Contact Information:**

- ◆ Townley Construction Office 706-216-2387
- ◆ Jackie Townley Owner 678-776-3299
- ◆ Charles Matheson VP 678-410-2871
- ◆ Dustin Wofford Supervisor 404-569-9525

**Personnel:**

- ◆ Average Crew Size 3-5 Man Crew Depending on Project & Work Needed (More Crew Members on Call)
- ◆ Crew members are located in Dawson County and Surrounding Close Areas

**Insurance**

- ◆ Attached is a copy of our Certificate of Insurance showing coverage

**Proposed Work Plan:**

- ◆ Upon notification of emergency work we will begin to mobilize a crew and supervisor to the area within 2-3 hours of notification
- ◆ Diagnose and repair issue within the best of our ability
- ◆ Crews on call 24-7 to respond to emergencies
- ◆ If estimate is needed prior to repairs, generally we can produce within 1 day – most cases sooner (Office is Monday – Friday 7am – 5pm)

**Equipment**

- ◆ Attached is a copy of our equipment and rates

**Licenses:**

- ◆ Utility License US300858
- ◆ Septic Pumper & Install
- ◆ Georgia DOT Qualified
- ◆ Blue Card
- ◆ Competent Person/Confined Spaces/Trench & Excavation



Townley Construction  
1061 War Hill Park Road  
Dawsonville, GA 30534

PH: 706-216-2387

Fax: 706-216-4277

- ◆ Utility Foreman
- ◆ Utility Manager
- ◆ Master Plumber
- ◆ Fusion Welding
- ◆ PACP, MACP, & LACP Certified Inspection Technician
- ◆ Georgia Backflow Tester Certified

**APPENDIX A**

**FEE PROPOSAL SHEET**

**On-Call Water, Sewer, and Stormwater Emergency and Repair Services**

<b>Item</b>	<b>Unit</b>	<b>Rate/Cost</b>
Supervisor (Up to 4 Hours)	Per Hour	\$78.00
Supervisor (Over 4 Hours)	Per Hour	\$78.00
Additional Laborer (Up to 4 Hours)	Per Hour	\$58.00
Additional Laborer (Over 4 Hours)	Per Hour	\$58.00
Traffic Control	Per Hour	\$225.00
Slid Steer	Per Hour	\$90.00
Backhoe	Per Hour	N/A
Mini Excavator	Per Hour	\$75.00
Dump Truck	Per Hour	\$110.00
Vacuum Truck	Per Hour	\$425.00
Concrete Breaker / Tamper	Per Hour	\$230.00
Pump	Per Hour	See List Attached Based on Size
Misc. Equipment (Specify)	Per Hour	See Full List Attached w/ Price Breakdown

MOBILIZATION/LABOR		Rate
Lump Sum	Mobilization (Normal Business Hours 7AM-5PM)	140.00
Per Hour	Supervisor	78.00
Per Hour	Crew Laborer	58.00
<b>After Hours Rates</b>		
Lump Sum	Mobilization (After Hours, Weekends, & Holidays)	160.00
Per Hour	Supervisor (After Hours)	127.00
Per Hour	Crew Laborer (After Hours)	97.00

EQUIPMENT		Rate
Per Hour	2" Pump	30.00
Per Hour	3" Pump	50.00
Per Hour	6" Pump	200.00
Each	20 Yard Roll Off Dumpster	432.00
Each	30 Yard Roll Off Dumpster	650.00
Per Hour	450 Vermeer Trencher	60.00
Per LF	Auger Bores From 2" to 48"	Per Job
Per Hour	Boom Truck	175.00
Per Hour	Cat Track Loader 953	120.00
Per LF	Cement Liner 30" – Unlimited	Per Job
Per Hour	Chipper	110.00
Per LF	CIPP 8" – 110"	Per Job
Per Hour	Combination Truck Vacuum	425.00
Per Hour	Coring Machine	75.00
Per Job	Directional Boring Machine	Per Job
Per Hour	Dozer D4	80.00
Per Hour	Dozer D6	110.00
Per Hour	Equipment Lowboy	150.00
Per Hour	Equipment Trailer - Tow Behind	45.00
Per Hour	Excavator 10,000 - 19,999 Lbs.	110.00
Per Hour	Excavator 20,000+ Lbs.	160.00
Per Hour	Excavator Mini O - 9,999 Lbs.	75.00
Per Hour	Excavator w/ Hammer	230.00
Ton	GAB Gravel	85.00
Square Yard	Grassing	3.00

Hour	Ground Penetrating Radar	150.00
Gallon	Hydraulic Cement	225.00
Per Hour	Jetter Trailer 1/2"	150.00
Per Hour	Jetter Truck 1"	200.00
Per Hour	Mainline Camera Van	250.00
Per Hour	Outfall Machine	75.00
Per Hour	Pump Truck	245.00
Gallon	Pumping Charge Disposal Per Gallon	0.30
Per Hour	Pushed Colored Camera	180.00
Per Hour	Service Truck with Tools	75.00
Per Hour	Single Axle Dump Truck	55.00
Per Hour	Skid Steer	90.00
Per Hour	Tandem Dump Truck	80.00
Per Hour	Wheel Loader	100.00



# CERTIFICATE OF LIABILITY INSURANCE

Item # 14.

DATE (MM/DD/YYYY)  
7/31/2025

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

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

<b>PRODUCER</b> Bagwell Insurance Group, Inc 2041 Memorial Park Drive P.O. Box 2978 Gainesville GA 30504	<b>CONTACT NAME:</b> Wendy Carnes <b>PHONE (A/C, No, Ext):</b> (770) 534-1574 <b>FAX (A/C, No):</b> (770) 534-9542 <b>E-MAIL ADDRESS:</b> wendy@bagwellinc.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Townley Construction Company Inc Townley Portable Toilets Inc. 1061 War Hill Park Road Dawsonville GA 30534	<b>INSURER A:</b> Allied Property & Casualty Ins Co <b>NAIC #</b> 42579	
	<b>INSURER B:</b> AMCO Insurance Co <b>19100</b>	
	<b>INSURER C:</b> Bridgefield Casualty Insurance Co <b>10335</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** CL2552733818      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ACP GLPO 7192151138	3/25/2025	3/25/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ACP BAPC 7192151138	3/25/2025	3/25/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UIM Added On CSL \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			ACP CAA 7192151138	3/25/2025	3/25/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	196-39144	6/8/2025	6/8/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Blanket Additional Insured ongoing operations, Waiver of Subrogation and Per Project applies as respects to General Liability per form CG7288 12/16, CG8111 09/17 & CG8186 03/19. Additional Insured & Waiver of Subrogation to Auto Liability per form AC7005 03/16. Waiver of Subrogation to Workers Comp per form WC0003 13 04/84. Umbrella follows form over the General Liability and Employers Liability only. Officer Jackie Townley is excluded from WC coverage.

<b>CERTIFICATE HOLDER</b> office@townleyco.com  Townley Construction Company Inc; Townley Portable Toilets Inc 1061 War Hill Park Rd Dawsonville, GA 30534	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Wendell Bagwell/WENDY <i>Wendell Bagwell</i>
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**Sewer & Stormwater Maintenance Work**  
**NGI Trenchless Pipe & Sewer Repair, Inc.**  
**November 25, 2025**  
**Steven Watts/ NGI Trenchless Pipe & Sewer Repair, INC**  
**130 Prominence Point Pkwy 130 142, Canton, GA 30114**

**Subject: Letter of Interest for Consideration – RFP On-call Water, Sewer And Stormwater Emergency and Repair Services**

Dear City of Cleveland:

NGI Trenchless Pipe & Sewer Repair, Inc., headquartered in Canton, Georgia is pleased to submit this Letter of Interest to express our desire to be considered for the RFP On-call Water, Sewer And Stormwater Emergency and Repair Services. Our team is committed to delivering high-quality trenchless solutions Stormwater and Sewer Maintenance & Rehabilitation services that align with the highest standards of efficiency, safety, and long-term performance.

We understand the importance of this project and the responsibilities associated with supporting your utility infrastructure goals. NGI Trenchless Pipe & Sewer Repair, Inc. affirms our full commitment to dedicating the necessary time, personnel, and resources to successfully complete all required services. We have the operational capacity, technical capabilities, and project experience needed to perform the specified tasks promptly and professionally.

Furthermore, NGI guarantees the availability of all key project staff throughout the duration of the project. Our leadership team, field supervisors, and specialized trenchless technicians are prepared to mobilize upon award and remain fully engaged until project completion. We value clear communication, proactive problem-solving, and maintaining a collaborative working relationship with your organization.

We appreciate the opportunity to be considered and look forward to the possibility of partnering on this important initiative. Please feel free to contact us with any questions or to request additional information.

Sincerely,

*Steven Watts*

Project Manager -Municipal  
NGI Trenchless Pipe & Sewer Repair, Inc.  
Woodstock, Georgia  
Phone: 770-296-2425  
Email: [steven@ngitrenchless.com](mailto:steven@ngitrenchless.com)



## *Pipe Rehabilitation Solutions for Storm, Sewer, Wastewater, & Lateral Piping Systems*

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### **SUMMARY**

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Woodstock, GA - NGI Trenchless Pipe & Sewer Repair, Inc. ("NGI") specializes in the rehabilitation of underground sewer, storm, and waste-water pipe and utility systems for commercial, industrial and municipal applications. NGI serves the Southeastern U.S and has completed over 500,000 linear feet of Cured-In-Place-Pipe ("CIPP") pipe-lining solutions. Pipe-lining restores pipe without the need to excavate, provides minimal disruption, and extends an existing pipe's useful life another 50 years to 100 years. Our customers include industrial and manufacturing facilities, departments of transportation, municipalities, real estate developers, mid & high-rise buildings, healthcare facilities, and restaurants. NGI is insured, bonded, and has maintained an A+ rating with its supply houses and vendors.

### **NGI'S SERVICES**

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- 1) CCTV inspection and assessment (NASSCO)
- 2) Cleaning – hydro-jetting
- 3) Pipe media removal – asphalt, tuberculation, concrete-, grout, rubber gasket, failed CIPP, protruding taps
- 4) Cured-in-place pipe ("pipe lining") – small and large diameter – ambient and steam cure methods
- 5) Ultra-violet cured Fiber Reinforced Polymer (liner system – small and large diameter
- 6) Concrete spin casting (30" +)
- 7) Internal sectional point repair – ambient, steam, ultra-violent
- 8) Manhole rehabilitation services
- 9) Smoke, Air, and Vacuum testing
- 10) Void detection (30" +)
- 11) Grouting solutions
- 12) Industrial cleaning services - wastewater system cleaning and coating
- 13) Design and build rehabilitation solutions



*Pipe Rehabilitation Solutions for Storm, Sewer, Wastewater, & Lateral Piping Systems*

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**GEOGRAPHIC COVERAGE**

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Georgia (primary), Tennessee, Alabama, South Carolina, North Carolina, Louisiana, Mississippi

**CREDENTIALS**

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- 1) State of Georgia Utility Contractor license # - Utility Contractor - UC 302559
- 2) Utility Manager – Charles Alvin King – UM 001366
- 3) Crewmen – First Aid/CPR, OSHA 30, HAZWOPER
- 4) Competent Person training – Excavation and Confined Space
- 5) GDOT (Georgia Department of Transportation) Vendor ID - 19371

**BOND SUMMARY**

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Surety company with “A” minimum performance rating and financial strength of at least 5 times the contract price as listed in the most current publication of “Best’s Key Rating Guide Property Liability.”

**INSURANCE SUMMARY**

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Commercial general liability  
\$1,000,000 per occurrence  
\$2,000,000 aggregate  
\$1,000,000 umbrella and excess liability  
\$1,000,000 workers compensation  
\$4,000,000 – 2<sup>nd</sup> layer excess liability

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

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Affidavit of Compliance with §O.C.G.A. 13-10-91



## Pipe Rehabilitation Solutions for Storm, Sewer, Wastewater, & Lateral Piping Systems

### EXAMPLES OF COMPLETED PROJECTS

Date	Client	Client Type	Pipe	Location	Linear Feet	Pipe Size(s)	Solution
2020	Residential Condominium	Private	Lateral	Birmingham, AL	180	6"	Vertical CIPP
2022	Auburn Hotel	Education	Lateral	Auburn, AL	700	6"	CIPP
2022	Candler Hotel	Private	Lateral	Atlanta, GA	180	12"	CIPP
2023	LaQuinta Hotel	Private	Lateral	Roswell, GA	100	6"	Vertical CIPP
2023	LaQuinta Hotel	Private	Lateral	Auburn, AL	400	6"	Vertical CIPP
2023	StudioPlex	Private	Lateral	Atlanta, GA	250	6"	Vertical CIPP
2024	Georgia Tech	Private	Lateral	Atlanta, GA	120	4"	CIPP
2024	University of GA	Private	Lateral	Athens, GA	200	4"	CIPP
2025	DaVita Dialysis	Private	Lateral	Americas, GA	250	4"	CIPP
2018	Merson Graphite	Private	Sewer	Columbia, TN	600	8"	CIPP
2019	City of Canton	Municipal	Sewer	Canton, GA	180	18"	CIPP
2019	City of Canton	Municipal	Sewer	Canton, GA	600	15"	CIPP
2019	City of Canton	Municipal	Sewer	Canton, GA	1,000	6"	CIPP
2019	City of Canton	Municipal	Sewer	Canton, GA	1,500	8"	CIPP
2019	City of Vidalia	Municipal	Sewer	Vidalia, GA	600	8"	CIPP
2019	Oglethorpe University	Private	Sewer	Atlanta, GA	250	12"	CIPP
2023	Centers for Disease Control	Government	Sewer	Atlanta, GA	45	15"	CIPP
2023	Cleveland College	Private	Sewer	Cleveland, TN	300	18"	CIPP
2023	Quicklock	Municipal	Sewer	Douglasville, GA	12	8"	Quicklock
2024	LaFrance St. Redevelopment	Private	Sewer	Atlanta, GA	2,200	8"	CIPP
2025	City of Ball Ground	Municipal	Sewer	Ball Ground, GA	60	Vertical	Manhole Repair
2025	Dalton Utilities	Municipal	Sewer	Dalton, GA	1,000	36"	CIPP
2025	Southwire	Industrial	Sewer	Carrollton, GA	1,800	6"	CIPP
2024	Cherokee Christian School	Education	Storm	Woodstock, GA	120	54"	CIPP
2024	State Bar of Georgia	Private	Storm	Atlanta, GA	200	6"	CIPP
2025	Brixmor	Commercial	Storm	Panama City, FL	400	36"	CIPP
2017	Cargill	Private	Wastewater	Newnan, GA	303	6"	CIPP & Taps
2017	Schwan's Bakery	Private	Wastewater	Atlanta, GA	167	4"	CIPP & Taps
2018	Legendary Meats	Industrial	Wastewater	Marietta, GA	300	6"	CIPP & Taps
2020	Hormel	Private	Wastewater	Tucker, GA	200	6"	CIPP
2020	Kellog Bakery	Private	Wastewater	Rome, GA	250	4"	CIPP
2023	Frito Lay	Private	Wastewater	Pulaski, TN	80	6"	CIPP
2024	Dairy Plant	Private	Wastewater	Carmichael, AL	250	4"	CIPP
2024	Viskase	Private	Wastewater	Loudon, TN	200	15"	CIPP
2025	Evers Construction	Private	Wastewater	Tennessee	250	6"	CIPP



*Pipe Rehabilitation Solutions for Storm, Sewer, Wastewater, & Lateral Piping Systems*

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**SUMMARY OF TEAM MEMBER QUALIFICATIONS & EXPERIENCE**

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- 1) Three crews - Small diameter (4" - 12") CIPP and SPR with ambient, steam, and UV cure methods
- 2) Three crews - Large diameter (15" to 90") CIPP and SPR with ambient, steam, and UV cure methods
- 3) Three crews - CCTV & Clean, hydro-excavation
- 4) One crew - media and concrete removal in small and large diameter pipe.
- 5) 14 crews throughout Georgia - X-ray scan the 3 feet the outside perimeter of pipe to determine voids.
- 6) 4 crews - grouting (all sizes) and spin-casting (48"+)

**APPENDIX A**  
**FEE PROPOSAL SHEET**

**On-Call Water, Sewer, and Stormwater Emergency and Repair Services**

<b>Item</b>	<b>Unit</b>	<b>Rate/Cost</b>
Supervisor (Up to 4 Hours)	Per Hour	See Pricing Sheet Attached
Supervisor (Over 4 Hours)	Per Hour	See Pricing Sheet Attached
Additional Laborer (Up to 4 Hours)	Per Hour	See Pricing Sheet Attached
Additional Laborer (Over 4 Hours)	Per Hour	See Pricing Sheet Attached
Traffic Control	Per Hour	\$ 500 Minor Daily, \$1,800 Major Daily
Skid Steer	Per Hour	N/A
Backhoe	Per Hour	N/A
Mini Excavator	Per Hour	N/A
Dump Truck	Per Hour	N/A
Vacuum Truck	Per Hour	See Pricing Sheet Attached
Concrete Breaker / Tamper	Per Hour	N/A
Pump	Per Hour	See Pricing Sheet Attached
Misc. Equipment (Specify)	Per Hour	See Pricing Sheet Attached

NGI Trenchless Pipe & Sewer Repair.INC specializes in CCTV, Cleaning and CIPP repair work for Sewer & Stormwater Pipe and manholes. Attached is a pricing sheet for the three other City's we cureently hold contracts with City of Jasper, City of Johns Creek and City of South Fulton



## Sanitary Sewer / Stormwater Pipe and Infrastructure Services

Item No	Item Description	Unit	Bid Amount
1	Mobilization	Each	\$2,500.00
2	PE Stamped CIPP Design Calculations	Each	\$1,800.00
3	Traffic Control (Minor- cones & signs)	Day	\$500.00
4	Traffic Control (Major- lane/ road closure)	Day	\$1,800.00
5	CCTV Inspection	LF	\$5.40
6	Pipe Cleaning 4" (less than 25% full)	LF	\$5.40
7	Pipe Cleaning 6" (less than 25% full)	LF	\$6.00
8	Pipe Cleaning 8" (less than 25% full)	LF	\$6.00
9	Pipe Cleaning 10" (less than 25% full)	LF	\$6.00
10	Pipe Cleaning 12" (less than 25% full)	LF	\$6.00
11	Pipe Cleaning 15" (less than 25% full)	LF	\$9.60
12	Pipe Cleaning 18" (less than 25% full)	LF	\$9.60
13	Pipe Cleaning 21" (less than 25% full)	LF	\$13.20
14	Pipe Cleaning 24" (less than 25% full)	LF	\$13.20
15	Pipe Cleaning 30" (less than 25% full)	LF	\$20.40
16	Pipe Cleaning 36" (less than 25% full)	LF	\$20.40
17	Pipe Cleaning 42" (less than 25% full)	LF	\$20.40



### Sanitary Sewer / Stormwater Pipe and Infrastructure Services

18	Pipe Cleaning 48" (less than 25% full)	LF	\$36.00
19	Pipe Cleaning 54" (less than 25% full)	LF	\$36.00
20	Pipe Cleaning 60" (less than 25% full)	LF	\$36.00
21	Pipe Cleaning 66" (less than 25% full)	LF	\$36.00
22	Pipe Cleaning 72" (less than 25% full)	LF	\$36.00
23	Heavy Pipe Cleaning 4"-12" (greater than 25%)	LF	\$7.80
24	Heavy Pipe Cleaning 15" (greater than 25%)	LF	\$9.60
25	Heavy Pipe Cleaning 18" (greater than 25%)	LF	\$9.60
26	Heavy Pipe Cleaning 21" (greater than 25%)	LF	\$14.40
27	Heavy Pipe Cleaning 24" (greater than 25%)	LF	\$14.40
28	Heavy Pipe Cleaning 30" (greater than 25%)	LF	\$22.80
29	Heavy Pipe Cleaning 36" (greater than 25%)	LF	\$22.80
30	Heavy Pipe Cleaning 42" (greater than 25%)	LF	\$22.80
31	Heavy Pipe Cleaning 48" (greater than 25%)	LF	\$32.40
32	Heavy Pipe Cleaning 54" (greater than 25%)	LF	\$32.40
33	Heavy Pipe Cleaning 60" (greater than 25%)	LF	\$32.40
34	Heavy Pipe Cleaning 66" (greater than 25%)	LF	\$32.40
35	Heavy Pipe Cleaning 72" (greater than 25%)	LF	\$32.40



### Sanitary Sewer / Stormwater Pipe and Infrastructure Services

36	Specialty Pipe Cleaning (larger pipe, roots, rocks, other large debris)	Hour	\$432.00
37	CIPP Lining 6"	LF	\$240.00
38	CIPP Lining 8"	LF	\$94.80
39	CIPP Lining 10"	LF	\$104.40
40	CIPP Lining 12"	LF	\$118.80
41	CIPP Lining 15" - Stormwater / Sanitary Sewer	LF	\$135.60
42	CIPP Lining 18" - Stormwater / Sanitary Sewer	LF	\$162.00
43	CIPP Lining 21" - Stormwater / Sanitary Sewer	LF	\$188.40
44	CIPP Lining 24"	LF	\$206.40
45	CIPP Lining 30"	LF	\$260.40
46	CIPP Lining 36"	LF	\$308.40
47	CIPP Lining 42"	LF	\$387.60
48	CIPP Lining 48"	LF	\$520.80
49	CIPP Lining 54"	LF	\$1,093.20
50	CIPP Lining 60"	LF	\$1,366.80
51	CIPP Lining 66"	LF	\$1,689.60
52	CIPP Lining 72"	LF	\$2,161.20
53	CIPP Lining 96"	LF	\$2,881.20



## Sanitary Sewer / Stormwater Pipe and Infrastructure Services

54	Styrene Free CIPP Lining 6"	LF	\$240.00
55	Styrene Free CIPP Lining 8"	LF	\$105.60
56	Styrene Free CIPP Lining 10"	LF	\$116.40
57	Styrene Free CIPP Lining 12"	LF	\$132.00
58	Styrene Free CIPP Lining 15" - Stormwater / Sanitary Sewer	LF	\$150.00
59	Styrene Free CIPP Lining 18" - Stormwater / Sanitary Sewer	LF	\$180.00
60	Styrene Free CIPP Lining 21" - Stormwater / Sanitary Sewer	LF	\$208.80
61	Styrene Free CIPP Lining 24"	LF	\$229.20
62	Styrene Free CIPP Lining 30"	LF	\$289.20
63	Styrene Free CIPP Lining 36"	LF	\$342.00
64	Styrene Free CIPP Lining 42"	LF	\$430.80
65	Styrene Free CIPP Lining 48"	LF	\$578.40
66	Styrene Free CIPP Lining 54"	LF	\$1,214.40
67	Styrene Free CIPP Lining 60"	LF	\$1,519.20
68	Styrene Free CIPP Lining 66"	LF	\$1,876.80
69	Styrene Free CIPP Lining 72"	LF	\$2,401.20
70	Styrene Free CIPP Lining 96"	LF	\$3,201.60
71	CIPP Inversion Setup 4"-12"	Each	\$1,200.00



### Sanitary Sewer / Stormwater Pipe and Infrastructure Services

72	CIPP Inversion Setup 15"-36"	Each	\$1,800.00
73	CIPP Inversion Setup 42"-96"	Each	\$2,100.00
74	Centrifugal / Spray in Structural Concrete Lining 18" - Stormwater / Sanitary Sewer	LF	\$126.00
75	Centrifugal / Spray in Structural Concrete Lining 24"	LF	\$162.00
76	Centrifugal / Spray in Structural Concrete Lining 30"	LF	\$186.00
77	Centrifugal / Spray in Structural Concrete Lining 36"	LF	\$240.00
78	Centrifugal / Spray in Structural Concrete Lining 42"	LF	\$300.00
79	Centrifugal / Spray in Structural Concrete Lining 48"	LF	\$318.00
80	Centrifugal / Spray in Structural Concrete Lining 54"	LF	\$600.00
81	Centrifugal / Spray in Structural Concrete Lining 60"	LF	\$654.00
82	Centrifugal / Spray in Structural Concrete Lining 66"	LF	\$810.00
83	Centrifugal / Spray in Structural Concrete Lining 72"	LF	\$900.00
84	Centrifugal / Spray in Structural Concrete Lining 96"	LF	\$1,080.00
85	Manhole Lining Via Contractors Preferred Method	VF	\$450.00
86	High Pressure Grout Installation	CY	\$126.00
87	Remove Protruding Service Connections	Each	\$318.00
88	Service Line Reinstatement	Each	\$258.00
89	Point Repairs 6"-8"	Each	\$3,000.00



**Sanitary Sewer / Stormwater Pipe and Infrastructure Services**

90	4" Bypass Pump	Hour	\$2,674.80
91	6" Bypass Pump	Hour	\$4,045.20
92	8" Bypass Pump	Hour	\$4,903.20
93	10" Bypass Pump	Hour	\$6,103.20
94	12" Bypass Pump	Hour	\$6,103.20
95	Hydro- Excavation / Vacuum Truck	Hour	\$450.00

**Sewer & Stormwater Maintenance Work**  
**NGI Trenchless Pipe & Sewer Repair, Inc.**  
**November 25, 2025**  
**Steven Watts/ NGI Trenchless Pipe & Sewer Repair, INC**  
**130 Prominence Point Pkwy 130 142, Canton, GA 30114**

**Subject: Letter of Interest for Consideration – RFP On-call Water, Sewer And Stormwater Emergency and Repair Services**

Dear City of Cleveland:

NGI Trenchless Pipe & Sewer Repair, Inc., headquartered in Canton, Georgia is pleased to submit this Letter of Interest to express our desire to be considered for the RFP On-call Water, Sewer And Stormwater Emergency and Repair Services. Our team is committed to delivering high-quality trenchless solutions Stormwater and Sewer Maintenance & Rehabilitation services that align with the highest standards of efficiency, safety, and long-term performance.

We understand the importance of this project and the responsibilities associated with supporting your utility infrastructure goals. NGI Trenchless Pipe & Sewer Repair, Inc. affirms our full commitment to dedicating the necessary time, personnel, and resources to successfully complete all required services. We have the operational capacity, technical capabilities, and project experience needed to perform the specified tasks promptly and professionally.

Furthermore, NGI guarantees the availability of all key project staff throughout the duration of the project. Our leadership team, field supervisors, and specialized trenchless technicians are prepared to mobilize upon award and remain fully engaged until project completion. We value clear communication, proactive problem-solving, and maintaining a collaborative working relationship with your organization.

We appreciate the opportunity to be considered and look forward to the possibility of partnering on this important initiative. Please feel free to contact us with any questions or to request additional information.

Sincerely,

Steven Watts

*Steven Watts*

Project Manager -Municipal  
NGI Trenchless Pipe & Sewer Repair, Inc.  
Woodstock, Georgia  
Phone: 770-296-2425  
Email: steven@ngitrenchless.com



**CITY OF CLEVELAND, GEORGIA  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)  
ON-CALL WATER, SEWER, AND STORMWATER  
EMERGENCY AND REPAIR SERVICES**

**INVITATION**

The City of Cleveland, Georgia, hereby invites qualified construction contractors to submit proposals to provide on-call emergency and repair services for the City's water distribution, sanitary sewer, and stormwater drainage systems.

The City intends to develop a short list of two (2) to three (3) qualified contractors capable of responding to both routine and emergency utility repairs on an as-needed basis.

Proposals shall be submitted in a sealed envelope clearly marked:

**"RFP – On-Call Water, Sewer, and Stormwater Emergency and Repair Services"**

Proposals must be addressed to:

**City of Cleveland  
Attn: City Manager  
85 South Main Street  
Cleveland, GA 30528**

Proposals will be accepted until **February 6, 2026 @ 3:00 p.m.**

The City of Cleveland reserves the right to reject any or all proposals, waive technical or legal irregularities, and negotiate with any proposer in the best interest of the City.

## PURPOSE

The purpose of this Request for Proposals (RFP) is to establish a **pre-qualified roster of contractors** to provide **on-call emergency and routine repair services** for the City's utility infrastructure up to a **five (5) year period**.

Issuance of this RFP does not guarantee work volume or frequency.

## BACKGROUND

The City of Cleveland provides water and sewer services to residents and businesses within the city's intergovernmental agreement (IGA) service area. The utility system includes:

- Water distribution mains of varying sizes
- Sanitary sewer collection mains and service laterals
- Stormwater drainage infrastructure includes pipes, inlets, and structures

The City is seeking reliable and qualified contractors who can respond quickly, perform quality work, and coordinate effectively with City staff during routine operations and emergency situations.

## SCOPE OF SERVICES

### Emergency Services

Emergency services may occur **24 hours per day, 7 days per week**, including weekends and holidays. Examples include:

- Water main breaks
- Sewer line failures or collapses
- Stormwater drainage failures
- Damaged hydrants or valves
- Repairing water, sewer and drainage piping and valves
- Replacing and installing manholes and other structures
- Additional work necessary for completion such as dewatering, bypass pumping and other associated work

Contractors must be able to **respond to emergency calls and arrive on-site within four (4) hours** of notification. Emergency work will typically be performed on a **time-and-materials basis**, without prior written quotes.

## **REGULATORY COMPLIANCE**

All contractors and their work must comply with:

- Georgia Department of Natural Resources (GA DNR) regulations
- Environmental Protection Division (EPD) regulations
- Environmental Protection Agency (EPA) regulations
- City of Cleveland ordinances, policies, standards and specifications
- All applicable local, state, and federal laws and regulations

## **CONTRACT STRUCTURE**

Selected contractors will enter into an **On-Call Emergency Task Order Contract** with the City. Contractors may be ranked based on qualifications, rates, responsiveness, and past performance.

The City retains the right and discretion to:

- Select which contractor is contacted for each task
- Remove a contractor from the roster for unsatisfactory performance
- Perform work with City employees and resources or other contractors when deemed necessary or desirable

## **PROPOSAL SUBMISSION REQUIREMENTS**

Each proposal shall include the following:

### **1. Qualifications**

- Company name, address, and contact information
- Brief history of the company
- Description of relevant experience and technical expertise, including all professional licensing
- Primary contact person

## 2. Personnel

- Average crew size
- Location of personnel
- Identification of key staff and services provided

## 3. Insurance

- General liability insurance coverage
- Professional liability E&O coverage
- Workers' compensation coverage
- Other insurance coverage in place

## 4. Proposed Work Plan

- General approach to routine and emergency work
- Mobilization time
- Emergency response capability
- Estimated time to prepare routine work quotes

## 5. Equipment

- List of equipment available for utility work
- Ability to coordinate with City of Cleveland Public Works Director and Deputy Director

## 6. Fee Proposal

Contractors shall complete **Appendix A – Fee Proposal Sheet**.

- Labor and equipment rates shall remain firm for **two (2) years**
- Adjustments may be proposed thereafter on an annual basis
- City may supply materials; contractor-supplied materials may include a **maximum 10% markup** with documentation

## SELECTION CRITERIA

Proposals will be evaluated using the following criteria:

1. Qualifications, experience, personnel and insurance

2. Proposed work plan, responsiveness, and equipment
3. Fee proposal

The City may conduct interviews prior to final selection.

### **QUESTIONS AND ADDENDA**

All questions must be submitted in writing by **January 19, 2026** to:

**Kevin Harris**

**City Manager**

City of Cleveland, Georgia

[kharris@clevelandga.org](mailto:kharris@clevelandga.org)

**Cell 706-915-6489**

Addenda, if issued, will be posted on the City's website. It is the proposer's responsibility to verify receipt of all addenda.

### **RESERVATION OF RIGHTS**

The City of Cleveland reserves the right to:

- Reject any or all proposals
- Waive informalities
- Negotiate terms
- Verify contractor qualifications

Submission of a proposal authorizes the City to investigate the proposer's qualifications and references.



**Subject:** Scheduled Availability – NGI Trenchless Pipe & Sewer Repair:

NGI Trenchless Pipe & Sewer Repair's upcoming availability for scheduled projects. Our team will be prepared to begin work upon award of RFP **On- Call Water, Sewer, Stormwater Emergency and Repairs Services.**, following issuance of the official Notice of Intent and completion of the pre-con meeting. We are ready to assist with the following services:

- **CIPP (Cured-In-Place Pipe) lining**
- **CCTV inspections**
- **Hydro/Vac truck services**
- **Jetting and cleaning of sanitary and stormwater systems**

Our standard working hours are 7:00 a.m. to 5:00 p.m., with the understanding that when operating within a roadway, work begins no earlier than 9:00 a.m. and concludes by 4:00 p.m.

Additionally, NGI Trenchless Pipe & Sewer Repair is available for emergency work 24/7, with an initial response time of approximately four (4) hours.

If you have any upcoming projects, maintenance needs, or require emergency assistance, please don't hesitate to reach out. We'll be happy to coordinate scheduling and provide support as needed.

Best regards,  
Steven Watts  
NGI Trenchless Pipe & Sewer Repair, Inc.  
(770) 296-2425  
steven@ngitrenchless.com

NGI Trenchless Pipe & Sewer Repair, Inc.

November 25, 2025

Assistant Project Manager

Steven Watts/ NGI Trenchless Pipe & Sewer Repair, INC

130 Prominence Point Pkwy 130 142, Canton, GA 30114

Subject: **Proposed**

NGI Trenchless Pipe & Sewer Repair, Inc. proposes the following Scope of Services to support the City's objectives for efficient, cost-effective, and non-invasive sewer system rehabilitation. Our approach is based on the City's published Scope of Work and unit pricing items and includes enhancements to ensure long-term performance, minimized community disruption, and compliance with all regulatory requirements.

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### 1. Project Assessment and Pre-Construction Services

- Conduct field verification of all locations provided by the City.
- Perform CCTV inspection (where required) to confirm pipe condition, infiltration sources, or structural failures.
- Provide detailed pre-construction documentation, including cleaning needs, access limitations, and recommended trenchless methods for each segment.
- Coordinate with City staff to review findings and finalize a work plan.

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### 2. Cleaning and Preparation of Sewer Lines

- Complete high-pressure jetting and mechanical cleaning of all designated sewer lines.
- Remove debris, roots, scale, obstructions, and sediment to ensure proper pipe wall preparation.
- Conduct post-cleaning CCTV verification to confirm readiness for repair or lining.
- Dispose of all removed debris in accordance with state and local regulations.

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### 3. Trenchless Pipeline Rehabilitation Services

Depending on the pipe condition and City specifications, NGI will utilize one or more of the following trenchless methods:

#### a. Cured-In-Place Pipe (CIPP) Lining

- Install resin-impregnated liner to restore structural integrity, eliminate infiltration, and extend asset life.
- Utilize steam or hot water curing per manufacturer and industry standards.
- Conduct post-installation CCTV to confirm quality.

#### b. Point Repairs

- Perform sectional CIPP point repairs for isolated defects where full lining is not justified.
- Ensure seamless bonding and long-term structural restoration.

#### c. Lateral Reinstatement

- Utilize robotic cutting tools to reopen service laterals after CIPP installation.
- Confirm reinstatement quality with video documentation.



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#### 4. Manhole and Structure Rehabilitation

- Apply cementitious or epoxy coatings to restore structural integrity and prevent future infiltration.
- Repair or replace grade adjustment rings, frames, and covers as needed.
- Conduct vacuum testing where required.

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#### 5. Surface Restoration and Site Cleanup

- Restore disturbed areas, access points, and easements to pre-work conditions.
- Repair minor pavement cuts, landscaping, or turf impacted by equipment.
- Leave all areas clean, safe, and accessible.

Sincerely,

*Steven Watts*

Assistant Project Manager

NGI Trenchless Pipe & Sewer Repair, Inc.

Woodstock, Georgia

Phone: 770-296-2425

Email: [steven@ngitrenchless.com](mailto:steven@ngitrenchless.com)

Subject: **Proposed Approach and Project Management**

NGI Trenchless Pipe & Sewer Repair, Inc. proposes the following Scope of Services to support the City's objectives for efficient, cost-effective, and non-invasive sewer system rehabilitation. Our approach is based on the City's published Scope of Work and unit pricing items and includes enhancements to ensure long-term performance, minimized community disruption, and compliance with all regulatory requirements.

---

### **Approach and Project Management**

#### **1. Project Coordination**

- Assign a dedicated project manager who will serve as the primary point of contact.
- Provide weekly progress updates, daily field logs, and transparent communication with City inspectors.
- Coordinate traffic control, utility locates, and site access in advance.

#### **2. Safety and Compliance**

- Follow all OSHA regulations, City requirements, and industry best practices.
- Maintain a site-specific safety plan for each work area.
- Ensure all staff are trained in confined-space entry, trenchless operations, and emergency response.

#### **3. Quality Assurance and Documentation**

- Perform continuous quality control throughout cleaning, lining, and restoration.
- Provide the City with pre- and post-repair CCTV footage, test results, cure logs, and material certifications.
- Maintain detailed unit-price billing with supporting documentation.

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### **Ideas to Improve or Clarify the City's Proposed Scope of Work**

NGI respectfully offers the following enhancements for consideration:

#### **1. Add Pre-Repair CCTV Verification**

Helps ensure the correct rehabilitation method is selected and reduces change orders.

#### **2. Include Digital Reporting Standards**

Standardized NASSCO PACP/MACP reporting ensures consistent documentation for City asset management systems.

#### **3. Allow Use of Multiple Trenchless Technologies**

Provides flexibility to choose the most cost-effective and minimally invasive repair for each location.

#### **4. Establish Cure Validation Requirements**

Including resin cure logs and temperature profiles increases transparency and ensures long-term liner durability.

#### **5. Incorporate Optional Manhole Rehabilitation Line Items**

This allows the City to address infiltration sources often associated with upstream pipe issues.

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**Firm Information and Primary Contact**

**NGI Trenchless Pipe & Sewer Repair, Inc.**

- **Headquarters:**  
130 Prominence Point Pkwy 130 142  
Canton, GA 30114  
[\(404\) 860-2022](tel:(404)860-2022)  
[\(404\) 682-2998](tel:(404)682-2998)  
<https://northgeorgiapipelining.com>
- **Operations Office:**  
514 Industrial Dr  
Woodstock, GA 30189  
[\(404\) 860-2022](tel:(404)860-2022)  
[\(404\) 682-2998](tel:(404)682-2998)  
<https://northgeorgiapipelining.com>

**Primary Contact Person:**

Steven Watts, Municipal Project Manager  
Phone: (770) 296-2425  
Email: [steven@ngitrenchless.com](mailto:steven@ngitrenchless.com)  
514 Industrial Drive  
Woodstock, GA 30189

**Former Firm Names:**

None

**Official Georgia Address :**

- **Headquarters:**  
130 Prominence Point Pkwy 130 142  
Canton, GA 30114

**Joint Venture Partner Information:**

Not applicable

**Sub-Contractors to Be Utilized:**

NGI Trenchless Pipe & Sewer Repair, Inc. does not anticipate the use of subcontractors for this project. Should subcontractors be required, information will be provided prior to use.

**Branch Offices:**

Work will be performed primarily from the Woodstock, GA Operations office.

Related Past Projects

**TABLE 1 – Representative Projects from the Last Three Years:**

**1. University of Georgia – Sewer Rehabilitation (2024)**

**Owner:** University of Georgia

**Location:** Athens, GA

**Contact:** Facilities Management Division, (706) 542-0000

**Scope of Work:** NGI Trenchless performed 2500 linear feet of 6" lateral pipe rehabilitation using CIPP. Services included CCTV inspection, cleaning/jetting, bypass coordination, and safety controls within an active campus environment.

**Work Products:** Pre- and post-inspection videos, CIPP installation documentation, final report.

**Outcome:** Fully restored lateral line, no operational disruptions.

**Similarity:** Direct alignment with CIPP, CCTV, and sanitary rehab needs in this RFP.

**Differences:** University campus required night work.

**2. City of Ball Ground – Sewer & Storm Water Rehabilitation (2025)**

**Owner:** City of Ball Ground

**Location:** Ball Ground, GA

**Contact:** Public Works Director, (770) 735-2123

**Scope of Work:** Rehabilitation of vertical manholes and Stormwater components through trenchless structural repair.

**Work Products:** CCTV Inspection & Cleaning, Detailed Inspection reports, structural restoration records, final acceptance package.

**Outcome:** Eliminated significant I/I and improved system reliability.

**Similarity:** Sewer system restoration and trenchless methods match RFP requirements.

**Differences:** Work focused on manholes, Catch basins and Storm water Pipe rather than Sewer lateral or mainline CIPP.

**3. Georgia Tech – Lateral CIPP Rehabilitation (2023)**

**Owner:** Georgia Institute of Technology

**Location:** Atlanta, GA

**Contact:** Facilities Management, (404) 894-0000

**Scope of Work:** 1200 linear feet of 4" lateral CIPP in a high-traffic urban campus setting. Including cleaning, CCTV, lining, and QA/QC verification.

**Work Products:** Inspection videos, curing documentation, compliance reports.

**Outcome:** Restored deteriorated laterals while maintaining full campus operation.

**Similarity:** Core CIPP, cleaning, and inspection services match this RFP.

**Differences:** More access restrictions than anticipated for this project.

## KEY PERSONNEL BACKGROUND & EXPERIENCE SUMMARY

### Certified Utility Manager – STEVE HYSON

- Position: Owner & CEO / Senior Project Manager
- Oversees utility coordination, permitting, CCTV assessment
- Years with Firm: 7 years
- Experience: 14+ years in CIPP and trenchless rehab.
  - Installed 1,000,000+ LF of CIPP
  - Expert in CIPP, SIPP, UV cure, cofferdams, dewatering
  - Manages crews of 3–50

### PROJECT Manager Commercial – AUSTIN D'ANGELO

- Position: CIPP Expert / Project Superintendent
- Years with Firm: 4 years
- Experience:
  - Managed 175,000+ LF storm drain CIPP
  - 90,000+ LF small diameter CIPP
  - 150,000+ LF large-diameter CIPP (48"+)
  - Former GDOT Project Manager (Jacobs Engineering)

### Project Manager Municipal-Steven Watts

- Certifications: NASSCO PACP/MACP/LACP Certified, State of Ga Water Distribution Operator, Wastewater Collect System Operator, OSHA 30, Confined Space Entry.
- Years of Experience: 20years
- Years with NGI: 2
- Expertise: Municipal trenchless rehabilitation, CIPP, CCTV operations, sanitary and stormwater system assessment, Certified Public works manager
- Relevant Projects: University of GA CIPP, Ball Ground Sewer Rehab, Georgia Tech Lateral Lining.

### SAFETY MANAGER – STEVE HYSON

- OSHA confined space, First Aid/CPR
- Implement NGI safety program, audits, toolbox talks

### SAFETY REPRESENTATIVE/ EROSION CONTROL SPECIALIST – COSMIN BOB

- Position: CIPP Foreman / Safety Rep
- Years with Firm: 6 years
  - Experience: Level II Erosion & Sediment Control Certification
  - Installed 300,000+ LF CIPP
  - UV Cure certified (Omega, Saertex, APEX)
  - Level II Erosion Control Certified
- Manages NPDES compliance and BMPs during trenchless operations

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**Primary Point of Contact**

NGI Trenchless Pipe & Sewer Repair INC. designates **Steven Watts, Municipal Project Manager**, as the primary point of contact for all coordination, communication, and project oversight associated with this RFP. Attached Below is Steven's Contact information:

Steven Watts, Municipal Project Manager

Phone: (770) 296-2425

Email: [steven@ngitrenchless.com](mailto:steven@ngitrenchless.com)

514 Industrial Drive

Woodstock, GA 30189

NGAIN8839 NORTH GEORGIA INLINERS, INC.

05/28/2025 12:56 PM

**Book Asset Detail 1/01/24 - 12/31/24**

82-1508839

FYE: 12/31/2024

Asset	d t	Property Description	Date In Service	Book Cost	Book End Depr	Book Net Book Value
<b>Group: Equipment</b>						
7		2019 VOLVO LOADER	3/19/19	47,694	31,292	16,402
<del>8</del>		SONECTICS ALPINE EQUIPMENT	6/02/19	11,304	11,304	0
<del>9</del>		ALPINE SEE SNAKE EQUIPMENT	1/02/20	12,567	12,567	0
10		ALPINE BIG REEL RIGID CAMERA	3/02/20	12,096	11,693	403
11		ALPINE STEAM GENERATOR	6/27/20	24,192	21,773	2,419
12		MAXI MILLER EQUIPMENT	9/01/20	24,345	19,022	5,323
<del>13</del>		15" SHOOTER FLANGE	12/18/18	13,860	13,860	0
14		2018 BOBCAT EXCAVATOR	7/13/18	41,901	31,480	10,421
15		BOILERS ALKOTA	8/21/20	57,500	33,273	24,227
<del>17</del>		UV SYSTEM	7/20/21	112,416	42,018	70,398
18		RIGID CAMERA	2/02/21	17,244	12,522	4,722
20		184 MOONGOOSE JET	4/30/21	38,000	25,695	12,305
<del>21</del>		2013 MOONGOOSE JETTER	11/04/21	22,073	12,133	9,940
26		BRUTE JETTER	6/22/21	10,000	6,429	3,571
27		COBRA PORTABLE CRAWLER	5/01/21	27,500	17,767	9,733
31		IST POWER INVERSION DRUM	4/30/21	20,000	13,524	6,476
34		PUTZMEISTER SP-1.1 MORTER SPRAYER	6/01/21	28,500	17,996	10,504
35		SECTIONAL POINT REPAIR BLADDER	4/30/21	17,500	11,833	5,667
36		SYNECTIC 2 WAY RADIO	7/06/21	8,600	5,529	3,071
37		TOYOTA FORKLIFT	4/30/21	5,000	3,381	1,619
38		PILLOW PACKER - 48" TO 60"	6/07/21	25,000	15,774	9,226
39	d	PILLOW PACKER - 36" TO 48"	10/18/21	18,370	9,329	9,041
40		LIGHTRAY 3.0 SYSTEM	11/29/21	23,662	12,440	11,222
41		18x24 PACKER	3/11/22	6,201	3,160	3,041
46		30 INCH PILLOW PACKER	12/02/22	12,129	4,361	7,768
47		BLUE DRUM	7/05/22	9,482	4,199	5,283
48		LIGHT RAY REPLACEMENT HEADS	3/11/22	27,730	13,358	14,372
49		WELDER KIT	11/22/22	6,424	2,310	4,114
50		MINI SNAKE	6/30/22	5,633	2,495	3,138
51		PORTABLE AIR COMPRESSOR	6/14/22	9,623	4,422	5,201
52		ALPINE EQUIPMENT	6/30/22	4,596	2,035	2,561
53		DIGITAL BOX V2	11/09/22	6,145	2,312	3,833
<del>54</del>		SCHWALM TALPA 2060-PT	11/02/22	314,216	108,919	205,297
55		SPIN CAST MANHOLE	2/25/22	25,615	12,337	13,278
56		TYGER PATCH SYSTEM	12/29/22	8,156	2,796	5,360
59		WHITWASH 9000 SPRAYER	3/23/22	3,000	1,479	1,521
<del>60</del>		SPEEDY LIGHT EQUIPMENT	8/10/22	166,898	53,048	113,850
68		ICE MACHINE FOR BAGS 2011	1/03/23	5,618	1,926	3,692

NGAIN8839 NORTH GEORGIA INLINERS, INC.

05/28/2025 12:56 PM

**Book Asset Detail 1/01/24 - 12/31/24**

82-1508839

FYE: 12/31/2024

Asset	Property Description	Date In Service	Book Cost	Book End Depr	Book Net Book Value	
69	2" WATER PUMPS	1/04/23	1,028	353	675	
70	3" WATER PUMPS	1/05/23	1,510	518	992	
71	6" HIGH PRESSURE HOSES	1/22/23	8,000	2,610	5,390	
72	STORAGE TOTE - LARGE LINER	1/24/23	3,000	979	2,021	
73	STORAGE TOTE - LARGE LINER	1/27/23	3,000	979	2,021	
74	4" WATER PUMPS	1/27/23	3,846	1,254	2,592	
75	STORAGE TOTE - LARGE LINER	2/02/23	2,100	685	1,415	
76	STORAGE TOTE - LARGE LINER	2/02/02	2,100	840	1,260	
77	PALET RACK	2/02/23	6,360	2,075	4,285	
78	STORAGE TOTE - LARGE LINER	2/17/23	3,000	929	2,071	
79	WORK BENCH	3/24/23	2,500	732	1,768	
80	AIR COMPRESSOR	3/24/23	4,000	1,171	2,829	
81	MIG WELDER	3/27/23	2,500	732	1,768	
82	CUES CAMERA SYSTEM	4/27/23	40,175	9,939	30,236	
83	CUES TRACTOR CCTV	6/01/23	31,670	7,333	24,337	
84	PILLOW PACKER - 6" TO 12"	7/21/23	4,134	935	3,199	
85	KAESER AIR COMPRESSOR	8/25/23	22,843	4,158	18,685	
86	SMALL STEAMER	9/11/23	3,200	670	2,530	
87	9000 GENERATOR	11/01/23	2,544	448	2,096	
88	T-LINER PACKER	11/09/23	11,385	2,006	9,379	
89	INVERSION DRUM	12/04/23	8,500	1,356	7,144	
90	SCHWALM ROBOTIC MINI CAMERA SYSTEM	2/28/24	92,640	8,838	83,802	
91	DAN CUTTER	6/13/24	77,211	5,234	71,977	
92	4X20 LR3 PACKER	7/13/24	14,937	867	14,070	
93	3X5 LR3 PACKER	8/07/24	5,827	347	5,480	
94	VAC TEE SYSTEM	8/09/24	6,175	368	5,807	
95	2012 INTERNATIONAL 7500 VACTOR	11/01/24	88,875	1,692	87,183	
			<b>Equipment</b>	<b>1,683,850</b>	<b>669,839</b>	<b>1,014,011</b>
			<b>*Less: Dispositions and Transfers</b>	<b>18,370</b>	<b>9,329</b>	<b>9,041</b>
			<b>Net Equipment</b>	<b>1,665,480</b>	<b>660,510</b>	<b>1,004,970</b>

Group: Office Equipment

64	COMPUTER	1/24/23	1,730	663	1,067	
65	COMPUTER	4/21/23	1,517	506	1,011	
66	COMPUTER	5/25/23	2,483	786	1,697	
67	COMPUTER	7/26/23	1,732	491	1,241	
			<b>Office Equipment</b>	<b>7,462</b>	<b>2,446</b>	<b>5,016</b>

Group: Vehicles

NGAIN8839 NORTH GEORGIA INLINERS, INC. 05/28/2025 12:56 PM  
**Book Asset Detail 1/01/24 - 12/31/24**

82-1508839  
 FYE: 12/31/2024

Asset	d t	Property Description	Date In Service	Book Cost	Book End Depr	Book Net Book Value
3		2008 CHEVY 3500	1/01/19	13,000	13,000	0
4		2012 JEEP PATRIOT	9/01/19	5,000	5,000	0
5		2000 DODGE RAM 5500	5/21/19	9,000	9,000	0
6		DODGE RAM 2500 TRUCK	8/26/19	5,082	5,082	0
16		TRIO VISION TRUCK	4/18/21	73,728	54,067	19,661
25		BOBCAT TRAILER	4/30/21	4,200	3,080	1,120
28		ENCLOSED TRAILER	4/30/21	6,000	4,400	1,600
29		EXCAVATOR TRAILER	6/01/21	4,500	3,225	1,275
32		ISUZU BOX TRUCK	6/22/21	25,000	17,500	7,500
33		2009 CHEVY KUV TRUCK	11/29/21	9,500	5,858	3,642
42		2008 CHEVY TRUCK	7/06/22	10,000	7,120	2,880
43		2008 GMC KUV TRUCK	10/26/22	20,000	8,667	11,333
44		2012 INTERNATIONAL VAC TRUCK	3/11/22	36,594	20,737	15,857
45		2022 ENGINE	6/16/22	10,465	5,233	5,232
57		VAC CON ENGINE	10/11/22	28,090	12,641	15,449
58		VAC CON ENGINE JET HEADS	10/28/22	3,846	1,666	2,180
61		2022 DODGE RAM 2500 TRUCK	1/28/22	73,325	45,773	27,552
62		TOYOTA TACOMA TRUCK	6/10/23	39,157	12,400	26,757
63		2015 RAM DIESEL TRUCK	11/20/23	15,700	3,402	12,298
96		2009 ISUZU TRUCK	8/07/24	5,000	417	4,583
97		2022 DODGE RAM 4500 TRUCK	10/24/24	63,977	1,523	62,454
98		202023 4500 DODGE TRUCK	10/24/24	72,504	1,726	70,778
			<b>Vehicles</b>	<b>533,668</b>	<b>241,517</b>	<b>292,151</b>
			<b>Equipment</b>	<b>1,665,480</b>	<b>660,510</b>	<b>1,004,970</b>
			<b>Vehicles</b>	<b>533,668</b>	<b>241,517</b>	<b>292,151</b>
			<b>FF&amp;E</b>	<b>7,462</b>	<b>2,446</b>	<b>5,016</b>
			<b>Total</b>	<b>2,206,610</b>	<b>904,473</b>	<b>1,302,137</b>



**KYTL BACKHOE & CONSTRUCTION, LLC**

**5366 LATTY RD**

**LULA, GA 30554**

**CHRIS KYTLE, OWNER 770-652-7262**

City of Cleveland

Public Works Department

Cleveland, Georgia

On-Call Utility Construction and Emergency Services

Proposal

Submitted by Kytile Backhoe & Construction LLC

5366 Latty Road | Lula, GA 30554

Adam Kytile, Director of Operations

Phone: 770-652-7615 | Email: Adam@kytlebackhoe.com

Kytile Backhoe & Construction LLC respectfully submits this proposal to provide on-call water, sewer and storm utility construction, maintenance, and emergency repair services for the City of Cleveland. Our firm offers over twenty-four years of municipal utility experience, locally based crews, rapid response capability, and a large company-owned fleet to support the City's operational needs.

We appreciate the opportunity to serve the City of Cleveland and look forward to supporting your infrastructure and emergency response requirements.

Sincerely,

Adam Kytile

Director of Operations

A handwritten signature in blue ink, appearing to read 'Adam Kytile', written in a cursive style.

# 1. QUALIFICATIONS

Company Name: Kytile Backhoe & Construction LLC

Address: 5366 Latty Road, Lula, GA 30554

Primary Contact: Adam Kytile, Director of Operations

Phone: 770-652-7615

Email: Adam@kytilebackhoe.com

Kytile Backhoe & Construction LLC was established on January 1, 2001, and has over twenty-four (24) years of experience providing municipal utility construction, maintenance, and emergency repair services. The company's primary focus is water distribution, sanitary sewer, and stormwater infrastructure, including both new construction and emergency repairs.

Our headquarters is located approximately nineteen (19) miles from the City of Cleveland, Georgia, enabling rapid mobilization of personnel and equipment.

Kytile Backhoe & Construction LLC has extensive experience performing work for municipalities and public agencies throughout Northeast Georgia and is well-versed in local construction standards, inspection requirements, and regulatory compliance.

Representative Recent / Current Projects Include:

- Madison County: Install 9,055 LF of 12" C900 water main in right-of-way
- Hall County: Install 1,000 LF of 12" HDPE sewer force main
- City of Royston: Install 3,100 LF of 12" DIP, 6 hydrants, 26 services, and multiple system tie-ins
- City of Buford: Installed 4,800 LF of 8" DIP water main with 5 meter vaults and 3 backflow vaults
- University of North Georgia: Installed 300 LF of 12" DIP, set 2 new vaults, relocated existing infrastructure

Representative Emergency Work Includes:

- Gilmer County Schools – 12" x 8" tap blowout repair
- Hall County facilities – multiple water main and fire line breaks
- City of Winder – sewer lift station and storm line repairs

**Professional Licensing & Certifications:**

- Water Distribution & Collection System Licenses
- Utility Manager License
- Utility Contractor License
- Septic Level I-RC
- GSWCC Level 1A
- OSHA 10 & OSHA 30 Safety Training

No. HBUSR25-2870  
**2026**

**HALL COUNTY**  
**BUSINESS LICENSE**

Account No. BUS-0020481  
**2026**

Date: 12/26/2025

**EFFECTIVE BEGINNING DATE OF BUSINESS 03/12/2001**

**KYTL BACKHOE & CONSTRUCTION**

5366 LATTY ROAD  
LULA, GA 30554

Employees: 8

Business Type: SEPTIC TANK CONTRACTOR, UTILITY  
CONTRACTOR

Owner: KYTLE BACKHOE & CONSTRUCTION

CHRIS KYTLE

Comments: Septic Installations. Service only, no sales.



HALL COUNTY

A license is granted in unincorporated Hall County for the period ending December 31, 2026 subject to compliance with the provision of the Business Occupation Tax Code for carrying on the business as listed hereon.

KYTL BACKHOE & CONSTRUCTION  
P O BOX 778  
LULA, GA 30554-

*Pamela Guithon*  
\_\_\_\_\_  
Licensing Director or Official

**NOT TRANSFERABLE - DISPLAY IN A CONSPICUOUS PLACE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE 02 Item # 14.

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

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

<b>PRODUCER</b> <b>STATE FARM INSURANCE</b> PO BOX 50 SHILOH, GA 31826	<b>CONTACT NAME:</b> KIMBERLY FOSKEY <b>PHONE (A/C, No, Ext):</b> 706-846-2174 <b>E-MAIL ADDRESS:</b> <b>FAX (A/C, No):</b>																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>State Farm Fire and Casualty Company</td> <td>25143</td> </tr> <tr> <td>INSURER B :</td> <td></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	State Farm Fire and Casualty Company	25143	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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INSURER E :																					
INSURER F :																					
<b>INSURED</b> Chris Kyle & Kyle Backhoe & Construction, LLC PO Box 778 Lula, GA 30554																					

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	Y	Y	9792012-E02-11 9936622-F10-11 9936625-F10-11 9936626-F10-11	05/02/2025 12/10/2025 12/10/2025 12/10/2025	05/02/2026 06/10/2026 06/10/2026 06/10/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N    N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

<b>CERTIFICATE HOLDER</b> City Of Cleveland Attn: City Manager 85 South Main Street Cleveland, GA 30528	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE Item # 14.  
02/05/2026

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

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

<b>PRODUCER</b>  <b>Ferguson Insurance Center LLC</b> <b>1407 Stephanie Way, Unit A</b> <b>Chesapeake, VA 23320</b>	<b>CONTACT NAME:</b> Stacie Fogarty <b>PHONE (A/C, No, Ext):</b> (757)201-3000 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> s.roach@fergusonins.com <hr/> <b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A :</b> Next Insurance <b>INSURER B :</b> Evanston Insurance Company <b>INSURER C :</b> MidSouth Mutual <b>INSURER D :</b> Hartford Accident & Indemnity Company <b>22357</b> <b>INSURER E :</b> <b>INSURER F :</b>
<b>INSURED</b>  <b>KYTL BACKHOE &amp; CONSTRUCTION L</b> <b>P.O. BOX 778</b> <b>LULA, GA 30554</b>	

**COVERAGES**      **CERTIFICATE NUMBER: 00003922-0**      **REVISION NUMBER: 56**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NXT47LYQJF-00-GL	09/15/2025	09/15/2026	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$ <b>0</b>			EZXS3139422	12/07/2025	12/07/2026	EACH OCCURRENCE \$ <b>1,000,000</b> AGGREGATE \$ <b>1,000,000</b> \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC051192020	08/14/2025	08/14/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER    \$ <b>1,000,000</b> E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$
D	<b>Equipment</b>			14MSBH5923	12/07/2024	12/07/2025	<b>2024 Hitachi</b> \$ <b>98,921</b>

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

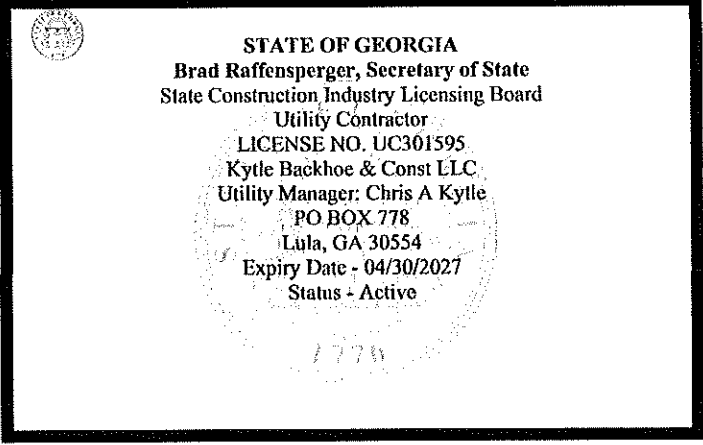
<b>CERTIFICATE HOLDER</b>  <b>City of Cleveland</b> <b>Attn: City Manager</b> <b>85 South Main Street</b> <b>CLEVELAND, GA 30528</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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**STATE OF GEORGIA**  
**Brad Raffensperger, Secretary of State**  
 State Construction Industry Licensing Board  
 Utility Contractor  
 LICENSE NO. UC301595  
 Kytte Backhoe & Const LLC  
 Utility Manager: Chris A Kytte  
 PO BOX 778  
 Lula, GA 30554  
 Expiry Date - 04/30/2027  
 Status - Active

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.  
 Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.  
 Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the GOALS Portal <https://goals.sos.ga.gov/>.  
 Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia Professional Licensing Boards Division  
 3920 Arkwright Rd, Suite 195  
 Macon, GA 31210  
 Phone: (404) 424-9966  
<https://goals.sos.ga.gov/>.





**STATE OF GEORGIA**  
**Brad Raffensperger, Secretary of State**  
 State Board of Examiners for Certification of Water and Wastewater  
 Treatment Plant Operators and Laboratory Analysts  
 Wastewater Collect System Operator  
 LICENSE NO. WWC031424  
 Chris A Kytle  
 Lula, GA 30554  
 Expiry Date - 06/30/2027  
 Status - Active  
 Issue Date - 11/08/1994

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.  
 Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.  
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**STATE OF GEORGIA**  
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 State Board of Examiners for Certification of Water and Wastewater  
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 LICENSE NO. WWC031424  
 Chris A Kytle  
 Lula, GA 30554  
 Expiry Date - 06/30/2027  
 Status - Active  
 Issue Date - 11/08/1994



**STATE OF GEORGIA**  
**Brad Raffensperger, Secretary of State**  
 State Construction Industry Licensing Board  
 Utility Manager  
 LICENSE NO. UM102011  
 Chris A Kytle  
 Lula, GA 30554  
 Expiry Date - 04/30/2027  
 Status - Active  
 Issue Date - 06/28/2005

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.  
 Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.  
 Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the GOALS Portal <https://goals.sos.ga.gov/>.  
 Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia Professional Licensing Boards Division  
 3920 Arkwright Rd, Suite 195  
 Macon, GA 31210  
 Phone: (404) 424-9966  
<https://goals.sos.ga.gov/>.



**STATE OF GEORGIA**  
**Brad Raffensperger, Secretary of State**  
 State Construction Industry Licensing Board  
 Utility Manager  
 LICENSE NO. UM102011  
 Chris A Kytle  
 Lula, GA 30554  
 Expiry Date - 04/30/2027  
 Status - Active  
 Issue Date - 06/28/2005



**STATE OF GEORGIA**  
**Brad Raffensperger, Secretary of State**  
 State Construction Industry Licensing Board  
 Utility Contractor  
 LICENSE NO. UC301595  
 Kyle Backhoe & Const LLC  
 Utility Manager: Chris A Kytte  
 PO BOX 778  
 Lula, GA 30554  
 Expiry Date - 04/30/2027  
 Status - Active

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.  
 Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.  
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**STATE OF GEORGIA**  
**Brad Raffensperger, Secretary of State**  
 State Construction Industry Licensing Board  
 Utility Contractor  
 LICENSE NO. UC301595  
 Kyle Backhoe & Const LLC  
 Utility Manager: Chris A Kytte  
 PO BOX 778  
 Lula, GA 30554  
 Expiry Date - 04/30/2027  
 Status - Active

# Primary Source License Information

LICENSE NUMBER

WWC033066

PROFESSION

Water & Wastewater Treatment Plant Operators & Laboratory Analysts

LICENSE TYPE

Wastewater Collect System Operator

SUB TYPE

-

OBTAINED BY

Examination

STATUS

Active

ISSUED

08/29/2016

EXPIRES

06/30/2027

LAST RENEWAL DATE

06/28/2025

# Primary Source License Information

LICENSE NUMBER

WD016230

PROFESSION

Water & Wastewater Treatment Plant Operators & Laboratory Analysts

LICENSE TYPE

Water Distribution Operator

SUB TYPE

-

OBTAINED BY

Examination

STATUS

Active

ISSUED

08/29/2016

EXPIRES

06/30/2027

LAST RENEWAL DATE

06/28/2025



Georgia Department of Public Health  
Environmental Health Section

## CONTRACTOR CERTIFICATION

Adam C Kyle

Kyle Backhoe & Construction, LLC

Cert.#: 17124 Level: RC

Expiration Date:

2/28/2026

*I = Installer, P = Pumper*

*R=Residential, C=Commercial, M=Mound/Fill, D=Drip*

*P-ST=Septic Tank Pumper, P-PS=Portable Sanitation Pumper*



Georgia Department of Public Health  
Environmental Health Section

**CONTRACTOR CERTIFICATION**

**Chris A Kyle**

**Kytle Backhoe & Construction, LLC**

**Cert.#: 12501 Level: I-RC**

**Expiration Date:  
2/28/2026**

I = Installer, P = Pumper  
R = Residential, C = Commercial, M = Mound/Fill, D = Drip  
P-ST = Sump Tank Pumper, P-PS = Portable Sanitation Pumper

## Georgia Certified Septic Tank Installer Companies (by County of Business Location\*)

F. M. Kitchens Construction Services, LLC (678) 707-7148	Septic Installation (678) 283-5770	Z R Septic Solutions (770) 315-5091
Four Star Pumping (706) 429-3414	Septic Service Pro, LLC (678) 292-8728	<b>Harris</b>
Gainesville Plumbing, LLC (770) 718-1063	Site Works Grading (770) 294-4326	A & B Septic Services (706) 527-3642
General Pipe Co (678) 943-4090	Smith Brothers Grading (678) 464-9432	Blakmar Grading Company, LLC (706) 587-3317
Harvey Kenneth Savage (770) 718-8297	Southern Premier Contractors, Inc. (770) 533-0311	Bowden-Littleton Construction Inc (706) 582-3361
Hulsey Farm Services LLC (770) 540-2356	Southern Quality Services (770) 531-9021	Bruce Bunch Plumbing & Piping (706) 527-3829
Irvin and Son Contractors (770) 536-8906	T&B Sitework LLC (678) 316-0186	Carter Construction (706) 249-1891
J & J Smith Backhoe Service (770) 654-2833	T.L. Septic Tank (678) 617-4566	Chambliss Construction Inc. (706) 323-0168
Jackson Langford Construction (770) 530-8115	The Septic Guys LLC (678) 690-0064	Diamond Scapes, Inc. (706) 681-6394
Jason Whisnant (770) 654-5324	Thompson Grading & Hauling, Inc. (770) 318-9081	Dirty Mike's Septic Removal (706) 681-7817
Jimenez Plumbing (770) 561-2627	Trinity Septic Services (770) 318-6389	Dodelin Grading (706) 577-9069
Knight Brothers Limited (770) 287-1025	Vega's Septic & Plumbing (678) 630-1164	Fuller and Son Services (706) 575-0091
<b>Kyle Backhoe &amp; Construction, LLC</b> (770) 869-7053	Williamson Grading (470) 248-5259	J C Construction Company (706) 628-4156
Lakeside Roll-Off & Site Works, LLC (678) 283-0756	<b>Hancock</b>	Jeff D. Macon Construction Co. Inc. (706) 323-4901
Legacy Sitework & Septic, LLC (678) 428-4261	Jerry Primas Service (478) 357-6597	Moss and Sons (706) 888-2139
McGee's Cleaning Services (770) 532-0757	McGee Farms & Grading (478) 456-9811	Redline Plumbing and Septic (706) 587-5333
McNeal Construction (770) 536-8394	Mosley Land Clearing (706) 444-3143	Robert Ashley Builder LLC (706) 332-1422
Miller's Grading, LLC (770) 654-5215	Waddell Construction (706) 444-3438	Ron's Tractor and Concrete Services (706) 681-5605
Mossy Creek Contracting (706) 809-2278	<b>Haralson</b>	Rozell Construction (706) 249-1136
Mullenix Earthworks, LLC (678) 283-6474	A.W.E. Septic Service, Inc. (770) 646-2500	Scarborough Construction LLC (706) 616-1649
New Age Environmental (678) 558-7720	C.R. Septic (470) 989-9948	Sturdi Buildings Inc (706) 628-9494
Nix Septic Tank Company (770) 532-8207	Cook and Son Inc. (770) 574-0070	Taft Construction (706) 582-2892
North Ga Excavation Group LLC (770) 561-7422	Danny's Backhoe Service (770) 562-3804	Telaco Construction (706) 568-0217
North Ga Septic Solutions (770) 359-8055	Eric T. Watkins (770) 646-3302	Turdbusters (404) 606-2678
North Hall Septic System (770) 561-2690	Finish Line Septic LLC (678) 647-3113	<b>Hart</b>
Northeast Georgia Backflow LLC (678) 602-9839	Hutch & Co. Plumbing and Septic (678) 873-0897	Anderson Pumping Service, LLC (706) 376-4833
Ralph Hilliard Septic, LLC (678) 410-0310	Ivey Septic & Pumping (770) 652-7590	Bailey Land Management LLC (706) 716-1575
Rebollar's Plumbing (770) 533-3832	McBride Property Services (770) 891-7812	Bell's Grading & Septic (706) 680-0638
Reds Plumbing (678) 316-1710	McKenzie Septic & Grading LLC (678) 977-3299	Bond's Septic & Grading (706) 988-2760
Rivers Contracting LLC (678) 630-6072	Pipeworx Plumbing Septic & Drain Cleaning (770) 851-2053	Clark's Backhoe & Hauling (706) 436-0120
	West Georgia Plumbing & Septic (678) 357-0336	Classic Built LLC (706) 308-5194

For the most current information, please contact the State Environmental Health Office at (404) 657-6534.

\*Companies and individuals are certified to conduct business throughout all of Georgia.

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1/30/2026

payments.lexisnexis.com



Georgia Department of Public Health, Environmental Health

Receipt

Payment Information

Payment Date

01/29/2026 09:12 AM EST

Payment Status

AUTHORIZED

Confirmation Number

214922388

Payment Method

Credit Card (VISA) \*\*\*\*\*9242

Expiration

##/##

Transaction Type

Purchase

Bill To

Chris Kytte

5366 Latty Rd, Lula, GA, 30554, US

Payment Towards

<b>Payment Towards</b>	RENEWAL Septic Installer OR Pumper Company Fee	<b>Amount</b>	<b>\$400.00</b>
<b>Company</b>			



Card Number

## 2. PERSONNEL

Kytle Backhoe & Construction LLC employs a staff of twenty-four (24) full-time personnel, consisting of skilled laborers, heavy equipment operators, utility foremen, a utility manager, and CDL drivers.

Our average field crew consists of five (5) personnel, allowing efficient and safe execution of both routine and emergency utility work.

Personnel are based at our headquarters in Lula, Georgia, enabling rapid dispatch and mobilization to the City of Cleveland and surrounding areas.

Supervisory personnel are experienced in managing municipal utility operations and are responsible for coordinating crews, equipment, safety, and communication with City staff.

### **Key Staff & Services Provided**

Key staff are responsible for emergency response coordination, crew supervision, safety oversight, communication with City representatives, and execution of water, sewer, and stormwater repairs. Services provided include emergency utility repairs, routine maintenance, excavation, pipe repair and replacement, dewatering, bypass pumping coordination, surface restoration, and documentation of completed work.

### 3. INSURANCE

Kytle Backhoe & Construction LLC maintains all insurance coverage required to perform municipal utility construction and emergency repair services, including:

- Workers' Compensation Insurance
- Automobile and Equipment Liability Coverage
- Commercial Umbrella Liability Insurance

Professional Liability / Errors & Omissions: Kytle Backhoe & Construction LLC does not currently maintain Professional Liability / Errors & Omissions insurance, as our services are construction-based and do not include professional design. However, E&O coverage can be added if required by the City of Cleveland for specific task orders or contract execution.

## **4. PROPOSED WORK PLAN**

Kytle Backhoe & Construction LLC's approach to on-call utility services emphasizes rapid response, safety, clear communication, and efficient restoration of service. Our goal during both emergency and routine work is to stabilize the situation quickly, minimize disruption to residents and businesses, and complete repairs safely and correctly the first time.

Kytle Backhoe & Construction LLC maintains 100% emergency response capability with dedicated personnel and equipment available 24 hours per day, 7 days per week, including weekends and holidays. Emergency response mobilization time will not exceed forty-five (45) minutes from notification within the City of Cleveland.

### **Emergency Response Procedures**

Upon notification from the City of Cleveland, Kytle Backhoe & Construction LLC immediately deploys a qualified supervisor and appropriate field crew. Initial response includes site assessment, utility isolation, traffic control setup as required, coordination with City staff, and implementation of temporary stabilization measures. Permanent repairs are completed as conditions allow, followed by restoration, cleanup, and documentation of labor, equipment, and materials used.

### **Routine Work Coordination**

For planned or non-emergency work, Kytle Backhoe & Construction LLC coordinates directly with City staff to review scope, schedule work, and minimize impacts to residents, businesses, and traffic. All work is completed in accordance with City standards and applicable regulatory requirements.

### **Commitment**

Kytle Backhoe & Construction LLC understands that utility emergencies directly impact public health, safety, and daily operations. Our firm approaches each assignment with urgency, professionalism, and a commitment to restoring service as quickly and safely as possible.

## 5. EQUIPMENT

Kytte Backhoe & Construction LLC maintains a large fleet of company-owned, late-model equipment dedicated to utility construction and emergency response operations.

### Coordination with City Staff

Kytte Backhoe & Construction LLC will coordinate directly with the City of Cleveland Public Works Director and Deputy Director to prioritize response efforts, coordinate scheduling, and ensure all repairs meet City standards and operational needs.

### Service Trucks

- 2026 Ford F550 Utility Truck
- 2020 RAM 5500 Utility Truck
- 2015 RAM 5500 Utility Truck
- 2001 Ford F750 Utility Truck
- 2017 International 4400 Utility Truck
- 2009 Ford F650 Utility Truck
- 2017 Ford F450 Utility Truck
- 2023 RAM 5500 Utility Truck

### Excavators

- 2022 Hitachi 245 (56,000 lbs)
- 2007 Deere 200CLC (54,000 lbs)
- 2024 Hitachi 135 (34,000 lbs)
- 1999 Deere 120CLC (30,000 lbs)
- 2019 Kubota KX080 (19,000 lbs)
- 2025 Hitachi 60 (13,500 lbs)
- 2010 Takeuchi TB250 (12,500 lbs)
- 2004 Takeuchi TB145 (10,000 lbs)
- 2020 Kobelco SK350LC (88,000 lbs)
- 2020 Kobelco SK270LC (64,000 lbs)
- 2020 Kobelco SK140LC (34,000 lbs)
- 2022 Kubota KX080 (19,000 lbs)

### Skid Steers

- 2026 Kubota SVL97-3
- 2021 Kubota SVL95-2
- 2009 Takeuchi TL150
- 2023 Kubota SVL97-2

- 2021 Kubota SVL95-2
- 2019 Kubota SVL95-2

**Wheel Loaders**

- 2020 John Deere 544L
- New Holland Wheel Loader

**Dozers**

- 2022 Komatsu D61PXi
- 2012 Komatsu D51PXi
- 2020 Deere 550K

**Dump Trucks**

- 2017 Mack Granite Tandem
- 2007 Sterling 9500 Tandem
- 2015 Ford F750 Single Axle
- 2007 International 4300 Flatbed

**Roll-Off Trucks and Containers**

- 2026 Peterbilt 567 Roll-Off
- 2020 Kenworth T880 Roll-Off
- 2018 Peterbilt 388 Roll-Off
- 2017 Mack Granite Roll-Off
- 20 – 40 yard containers
- 100 – 30 yard containers
- 50 – 20 yard containers

**Compaction Equipment**

- Four trench rollers
- 60 inch Sakai sheepsfoot roller

**Mobilization Equipment**

- Road tractor with 55 ton lowboy
- Road tractor with 35 ton lowboy
- Ten support trailers under 25 tons

**Dewatering Equipment**

- 3 inch pump
- Two 2 inch pumps

## 6. FEE PROPOSAL

Contractors shall complete Appendix A – Fee Proposal Sheet. Kyle Backhoe & Construction LLC acknowledges and agrees to the following:

- Labor and equipment rates shall remain firm for two (2) years.
- Adjustments may be proposed thereafter on an annual basis.
- The City may supply materials; contractor-supplied materials may include a maximum ten percent (10%) markup with supporting documentation.



To Whom it may concern:

Subject:

*An innovative approach to how the city will be responsible for making payments on personnel costs and/or supplies costs.*

NGI Trenchless Pipe & Sewer Repair, Inc. appreciates the City's focus on transparency and fiscal accountability in project management. However, as an independent contractor, NGI invoices the city based on clearly defined project metrics—such as linear footage completed, type of service provided, or unit-based rates—as outlined in our bid proposal. This approach ensures consistent, performance-based billing while maintaining compliance with public procurement and fair competition standards.

Because NGI operates on a unit-price or performance-based structure rather than direct reimbursement for labor or supplies, it would not be appropriate or consistent with procurement best practices for the city to make payments directly tied to our internal personnel or materials costs.

As an alternative, NGI recommends an **invoice verification system** tied to measurable deliverables. This could include progress reports, field logs, or inspection documentation confirming completed work prior to invoicing. This method promotes transparency, accountability, and fiscal control for the city—without requiring access to proprietary labor or materials cost information.

**STATE OF GEORGIA**

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

**Annual Registration**

\*Electronically Filed\*

Secretary of State

Filing Date: 01/29/2025 12:10:29

**BUSINESS INFORMATION**

**BUSINESS NAME** : NGI Trenchless Pipe & Sewer Repair, Inc.  
**CONTROL NUMBER** : 17048956  
**BUSINESS TYPE** : Domestic Profit Corporation  
**ANNUAL REGISTRATION PERIOD** : 2025

**BUSINESS INFORMATION CURRENTLY ON FILE**

**PRINCIPAL OFFICE ADDRESS** : 130 Prominence Point Pkwy, Ste. 130-142, Canton, GA, 30114, USA  
**REGISTERED AGENT NAME** : Anthony Cammarata, Jr.  
**REGISTERED OFFICE ADDRESS** : 131 East Main Street, Canton, GA, 30114, USA  
**REGISTERED OFFICE COUNTY** : Cherokee

OFFICER	TITLE	ADDRESS
STEPHEN HYSON	CEO	130 Prominence Point Pkwy, Ste. 130-142, Canton, GA, 30114, USA
STEPHEN HYSON	CFO	130 Prominence Point Pkwy, Ste. 130-142, Canton, GA, 30114, USA
STEPHEN HYSON	Secretary	130 Prominence Point Pkwy, Ste. 130-142, Canton, GA, 30114, USA

**UPDATES TO ABOVE BUSINESS INFORMATION**

**PRINCIPAL OFFICE ADDRESS** : 130 Prominence Point Pkwy, Ste. 130-142, Canton, GA, 30114, USA  
**REGISTERED AGENT NAME** : Anthony Cammarata, Jr.  
**REGISTERED OFFICE ADDRESS** : 131 East Main Street, Canton, GA, 30114, USA  
**REGISTERED OFFICE COUNTY** : Cherokee

OFFICER	TITLE	ADDRESS
STEPHEN HYSON	CEO	130 Prominence Point Pkwy, Ste. 130-142, Canton, GA, 30114, USA
Terry Hess	CFO	130 Prominence Point Pkwy, Ste. 130-142, Canton, GA, 30114, USA
Austin D'Angelo	Secretary	130 Prominence Point Pkwy, Ste. 130-142, Canton, GA, 30114, USA

**AUTHORIZER INFORMATION**

**AUTHORIZER SIGNATURE** : Anthony Cammarata  
**AUTHORIZER TITLE** : Authorized Person

### E-VERIFY AFFIDAVIT

Complete as directed. Scan signed document and save pdf as PRP\_550\_#####\_Everity

Applicant Agency*: <u>NGI Trenchless Pipe &amp; Sewer Repair Inc.</u>	Proposal Username
	PRP_550_#####

\*Legal name of agency/organization/institution as it appears on SAM or Registration screenshot.

#### SECURITY AND IMMIGRATION COMPLIANCE AFFIDAVIT Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

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

1605572

Federal Work Authorization User Identification Number  
(This is a 4, 5, or 6-digit number, also known as eVerify Company ID. Not Tax ID or SS Number)

11-06-2020

Date of Authorization  
(This is the date the Company ID was issued by the Federal eVerify system.)

NGI Trenchless Pipe & Sewer Repair, Inc.

Name of Contractor

Prevention and Community Support: PREP Program

Name of Program

Georgia Department of Human Services

Name of Public Employer

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

Executed on November 17th, 2025 in Woodstock, GA.  
Month and date City

Signature of Authorized Officer

Perry Hess, CFO

Printed Name and Title of Authorized Officer

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 17 DAY OF November, 2025

Signature of Notary Public

09/13/2027  
Date Commission Expires

<b>TRISTEN S CROW</b> NOTARY PUBLIC Hall County State of Georgia My Comm. Expires Sept. 13, 2027
--

\*Document MUST be signed by an individual identified on, and authorized by, Corporate Resolution (for Non-Profit) or Authorization (for a Public Entity).  
\*\* Record name and title of officer as it appears on GA SOS registration or name and title of individual as it appears on Authorization (for Public Entity).

**Request for Taxpayer  
Identification Number and Certification**  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>NGI Trenchless Pipe &amp; Sewer Repair, Inc.</b>	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. <b>130 Prominence Point Pkwy, Ste. 130-142</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Canton, GA 30114</b>	
	7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
			-						
or									
Employer identification number									
8	2	-	1	5	0	8	8	3	9

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person *Terry Hess*

Date 1-21-2026

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



**CITY OF CLEVELAND, GEORGIA  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)  
ON-CALL WATER, SEWER, AND STORMWATER  
EMERGENCY AND REPAIR SERVICES**

**INVITATION**

The City of Cleveland, Georgia, hereby invites qualified construction contractors to submit proposals to provide on-call emergency and repair services for the City's water distribution, sanitary sewer, and stormwater drainage systems.

The City intends to develop a short list of two (2) to three (3) qualified contractors capable of responding to both routine and emergency utility repairs on an as-needed basis.

Proposals shall be submitted in a sealed envelope clearly marked:

**"RFP – On-Call Water, Sewer, and Stormwater Emergency and Repair Services"**

Proposals must be addressed to:

**City of Cleveland  
Attn: City Manager  
85 South Main Street  
Cleveland, GA 30528**

Proposals will be accepted until **February 6, 2026 @ 3:00 p.m.**

The City of Cleveland reserves the right to reject any or all proposals, waive technical or legal irregularities, and negotiate with any proposer in the best interest of the City.

## PURPOSE

The purpose of this Request for Proposals (RFP) is to establish a **pre-qualified roster of contractors** to provide **on-call emergency and routine repair services** for the City's utility infrastructure up to a **five (5) year period**.

Issuance of this RFP does not guarantee work volume or frequency.

## BACKGROUND

The City of Cleveland provides water and sewer services to residents and businesses within the city's intergovernmental agreement (IGA) service area. The utility system includes:

- Water distribution mains of varying sizes
- Sanitary sewer collection mains and service laterals
- Stormwater drainage infrastructure includes pipes, inlets, and structures

The City is seeking reliable and qualified contractors who can respond quickly, perform quality work, and coordinate effectively with City staff during routine operations and emergency situations.

## SCOPE OF SERVICES

### Emergency Services

Emergency services may occur **24 hours per day, 7 days per week**, including weekends and holidays. Examples include:

- Water main breaks
- Sewer line failures or collapses
- Stormwater drainage failures
- Damaged hydrants or valves
- Repairing water, sewer and drainage piping and valves
- Replacing and installing manholes and other structures
- Additional work necessary for completion such as dewatering, bypass pumping and other associated work

Contractors must be able to **respond to emergency calls and arrive on-site within four (4) hours** of notification. Emergency work will typically be performed on a **time-and-materials basis**, without prior written quotes.

## **REGULATORY COMPLIANCE**

All contractors and their work must comply with:

- Georgia Department of Natural Resources (GA DNR) regulations
- Environmental Protection Division (EPD) regulations
- Environmental Protection Agency (EPA) regulations
- City of Cleveland ordinances, policies, standards and specifications
- All applicable local, state, and federal laws and regulations

## **CONTRACT STRUCTURE**

Selected contractors will enter into an **On-Call Emergency Task Order Contract** with the City. Contractors may be ranked based on qualifications, rates, responsiveness, and past performance.

The City retains the right and discretion to:

- Select which contractor is contacted for each task
- Remove a contractor from the roster for unsatisfactory performance
- Perform work with City employees and resources or other contractors when deemed necessary or desirable

## **PROPOSAL SUBMISSION REQUIREMENTS**

Each proposal shall include the following:

### **1. Qualifications**

- Company name, address, and contact information
- Brief history of the company
- Description of relevant experience and technical expertise, including all professional licensing
- Primary contact person

## 2. Personnel

- Average crew size
- Location of personnel
- Identification of key staff and services provided

## 3. Insurance

- General liability insurance coverage
- Professional liability E&O coverage
- Workers' compensation coverage
- Other insurance coverage in place

## 4. Proposed Work Plan

- General approach to routine and emergency work
- Mobilization time
- Emergency response capability
- Estimated time to prepare routine work quotes

## 5. Equipment

- List of equipment available for utility work
- Ability to coordinate with City of Cleveland Public Works Director and Deputy Director

## 6. Fee Proposal

Contractors shall complete **Appendix A – Fee Proposal Sheet**.

- Labor and equipment rates shall remain firm for **two (2) years**
- Adjustments may be proposed thereafter on an annual basis
- City may supply materials; contractor-supplied materials may include a **maximum 10% markup** with documentation

## SELECTION CRITERIA

Proposals will be evaluated using the following criteria:

1. Qualifications, experience, personnel and insurance

2. Proposed work plan, responsiveness, and equipment
3. Fee proposal

The City may conduct interviews prior to final selection.

## **QUESTIONS AND ADDENDA**

All questions must be submitted in writing by **January 19, 2026** to:

**Kevin Harris**

**City Manager**

City of Cleveland, Georgia

[kharris@clevelandga.org](mailto:kharris@clevelandga.org)

**Cell 706-915-6489**

Addenda, if issued, will be posted on the City's website. It is the proposer's responsibility to verify receipt of all addenda.

## **RESERVATION OF RIGHTS**

The City of Cleveland reserves the right to:

- Reject any or all proposals
- Waive informalities
- Negotiate terms
- Verify contractor qualifications

Submission of a proposal authorizes the City to investigate the proposer's qualifications and references.

**APPENDIX A**  
**FEE PROPOSAL SHEET**

**On-Call Water, Sewer, and Stormwater Emergency and Repair Services**

Item	Unit	Rate/Cost
Supervisor (Up to 4 Hours)	Per Hour	\$ 96.00
Supervisor (Over 4 Hours)	Per Hour	\$ 96.00
Additional Laborer (Up to 4 Hours)	Per Hour	\$ 80.00
Additional Laborer (Over 4 Hours)	Per Hour	\$ 80.00
Traffic Control	Per Hour	\$ 75.00
Skid Steer	Per Hour	\$ 125.00
Backhoe	Per Hour	\$ 150.00
Mini Excavator	Per Hour	\$ 125.00
Dump Truck	Per Hour	\$ 105.00
Vacuum Truck	Per Hour	\$ 450.00
Concrete Breaker / Tamper	Per Hour	\$ 85.00
Pump	Per Hour	\$ 50.00
Misc. Equipment (Specify)	Per Hour	\$ 75.00

Service truck & misc. tools

Ch Kyle - owner  
770-652-7262

Al Kyle - Director of Operations  
770-652-7615

**CITY OF CLEVELAND - PROJECT NAME**

**BID SUBMITTAL/BID OPENING – DATE May 13, 2026 2 p.m.**

**Submittal Checklist**

Bidder Name	Qualifications	Personnel	Insurance	Proposed Work Plan	Equipment	Fee Proposal
Townley Construction Company	✓	✓	✓	✓	✓	✓
Pumpco Septic and Sewer	✓	✓	✓	X	✓	✓
Pateco Services LLC	✓	✓	✓	✓	✓	✓
Trenchless Pipe & Sewer Repair	✓	✓	✓	✓	✓	✓
MidSouth Field Services	✓	✓	X	✓	✓	✓
Kytle Backhoe & Construction	✓	✓	✓	✓	✓	✓

Witness  Date 5-13-26

Witness  Date 5-13-24

### Evaluation of Statement of Qualifications

REQUEST FOR PROPOSALS (RFP) ON-CALL WATER, SEWER, AND STORMWATER EMERGENCY AND REPAIR SERVICES				
SCORER: <i>Kevin J. Harris</i>				
	Qualifications, Experience, Personnel and Insurance  33 possible points (weight)	Proposed Work Plan, Responsiveness and Equipment  33 possible points (weight)	Fee Proposal  33 possible points (weight)	Total Points (99)
Kyle Backhoe and Construction	30	30	30	90
Pateco Services	28	24	20	73
Townley Construction	23	27	27	77
Trenchless Pipe & Sewer Repair, Inc.	22	18	20	60

### Evaluation of Statement of Qualifications

REQUEST FOR PROPOSALS (RFP) ON-CALL WATER, SEWER, AND STORMWATER EMERGENCY AND REPAIR SERVICES				
<i>Richard Hino 5-13-26</i>				
SCORER :				
	Qualifications, Experience, Personnel and Insurance  33 possible points (weight)	Proposed Work Plan, Responsiveness and Equipment  33 possible points (weight)	Fee Proposal  33 possible points (weight)	Total Points (99)
Kyle Backhoe and Construction	33	33	32	98
Pateco Services	25	25	25	75
Townley Construction	30	30	30	90
Trenchless Pipe & Sewer Repair, Inc.	25	25	30	80

### Evaluation of Statement of Qualifications

REQUEST FOR PROPOSALS (RFP) ON-CALL WATER, SEWER, AND STORMWATER EMERGENCY AND REPAIR SERVICES				
SCORER: Tom O'Bryen				
	Qualifications, Experience, Personnel and Insurance  33 possible points (weight)	Proposed Work Plan, Responsiveness and Equipment  33 possible points (weight)	Fee Proposal  33 possible points (weight)	Total Points (99)
Kyle Backhoe and Construction	30	32	32	94
Pateco Services	25	25	25	75
Townley Construction	31	26	30	87
Trenchless Pipe & Sewer Repair, Inc.	25	22	25	72

Tom O'Bryen 5-13-26

### Evaluation of Statement of Qualifications

REQUEST FOR PROPOSALS (RFP) ON-CALL WATER, SEWER, AND STORMWATER EMERGENCY AND REPAIR SERVICES				
SCORER: <i>John Salmon</i>				
	Qualifications, Experience, Personnel and Insurance  33 possible points (weight)	Proposed Work Plan, Responsiveness and Equipment  33 possible points (weight)	Fee Proposal  33 possible points (weight)	Total Points (99)
Kyle Backhoe and Construction	<i>21</i>	<i>30</i>	<i>25</i>	<i>76</i>
Pateco Services	<i>15</i>	<i>20</i>	<del>10</del> <i>10</i>	<i>45</i>
Townley Construction	<i>20</i>	<i>25</i>	<i>27</i>	<i>72</i>
Trenchless Pipe & Sewer Repair, Inc.	<i>5</i>	<i>20</i>	<i>15</i>	<i>40</i>

*John Salmon*

### Evaluation of Statement of Qualifications

REQUEST FOR PROPOSALS (RFP) ON-CALL WATER, SEWER, AND STORMWATER EMERGENCY AND REPAIR SERVICES				
SCORER: <i>Lee Wilson</i> <i>5-13-2026</i>				
	Qualifications, Experience, Personnel and Insurance  33 possible points (weight)	Proposed Work Plan, Responsiveness and Equipment  33 possible points (weight)	Fee Proposal  33 possible points (weight)	Total Points (99)
Kyle Backhoe and Construction	<i>21</i>	<i>23</i>	<i>25</i>	<i>69</i>
Pateco Services	<i>18</i>	<i>19</i>	<i>23</i>	<i>60</i>
Townley Construction	<i>20</i>	<i>19</i>	<i>24</i>	<i>63</i>
Trenchless Pipe & Sewer Repair, Inc.	<i>18</i>	<i>19</i>	<i>20</i>	<i>57</i>

Mayor  
Josh Turner

Council Members  
Nan Bowen  
Annie Sutton  
Jeremy McClure  
CJ McDonald



City Manager  
Kevin Harris

City Clerk  
Lisa A Ritchie

Mayor and Members of the Council:

The City of Cleveland issued a Request for Proposals (RFP) through the Georgia Procurement Registry as well as our website to provide on-call emergency and routine repair services for the City's water, sewer, and stormwater systems for up to five years. Services would include responding to water main breaks, sewer failures, stormwater drainage issues, damaged hydrants and valves, and related utility repairs. A number of requirements were listed, and contractors were required to provide 24/7 emergency response capability with arrival on-site within four hours of notification, while complying with all local, state, and federal regulations. Any needed work could be assigned on a time-and-materials basis,

Of the 6 companies submitting bids, 4 of the companies met the qualifications needed to move forward to the selection process. The bid opening was held by John Solmon, Tom O'Bryant and myself.

A Selection Committee consisting of John Solmon, Ricky Hunt, Lee Wilson John Solmon and myself was established to review the eligible bids. The proposals were evaluated based on experience, staffing, emergency response capabilities, available equipment, insurance coverage, and proposed fee schedules. The recommended contractors were numerically scored, and the results of individual staff are attached for you review.

The approval of the recommended bid will allow the City to maintain reliable utility operations and ensure timely response to infrastructure emergencies while preserving flexibility to assign work as needed. Based on our needs and according to the original intent, staff recommends award to the highest-ranked proposer, with the second-ranked proposer approved as an alternate vendor. Based on unanimous consensus of the committee: it is the staff recommendation to select **Kytle Backhoe and Construction** as the Primary Vendor and **Townley Construction Company** as the alternative vendor.

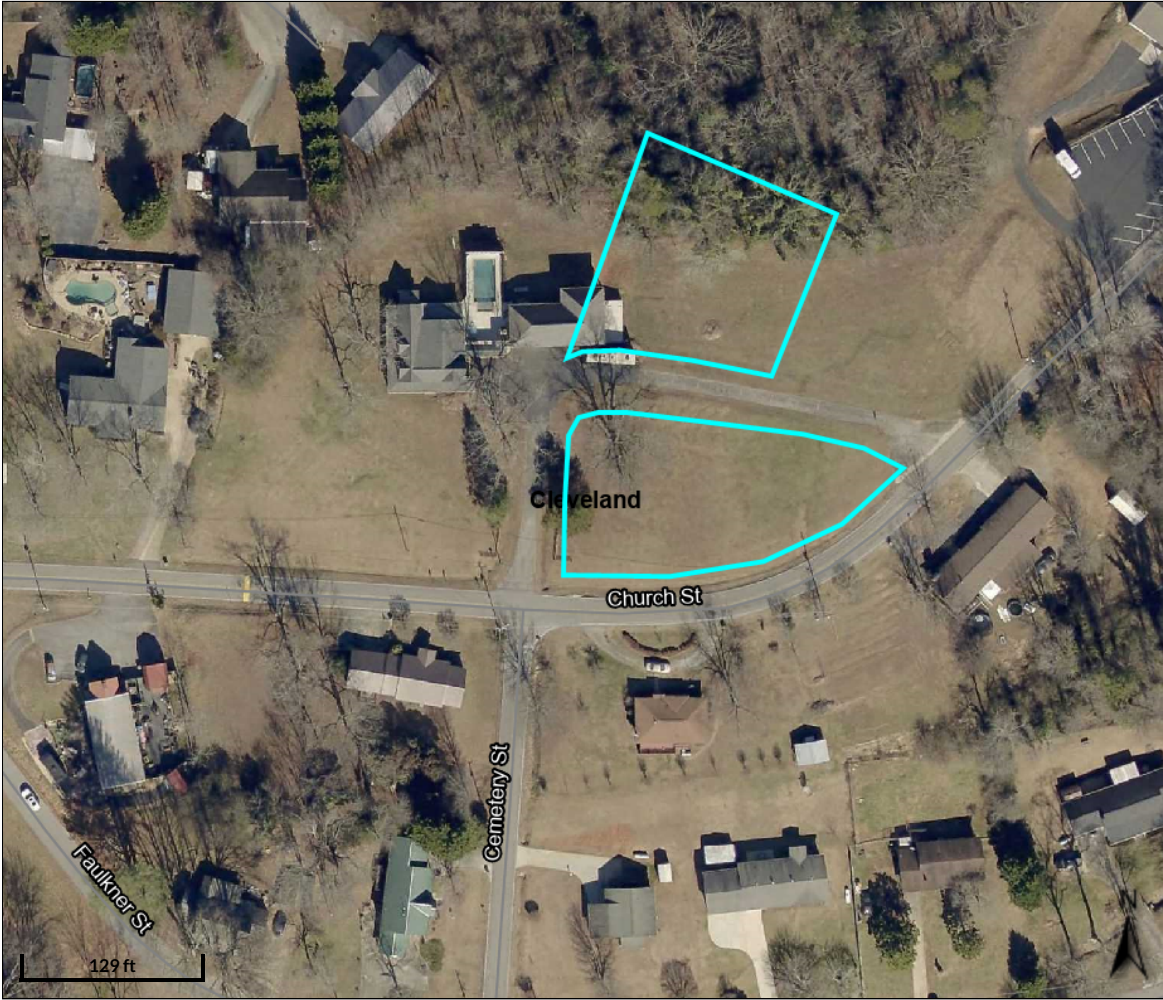
The governing body may award a primary contract to Vendor A and designate Vendor B as the secondary provider should the primary vendor be unable to perform.

In the motion, we are asking the Council name **Kytle Backhoe and Construction** as the Primary Vendor and **Townley Construction Company** as the alternative vendor. We further ask in the motion that City Manager Kevin Harris be authorized to establish a contract with the two vendors in a timely manner.

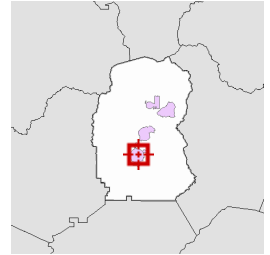
In advance, thanks for the intentional and deliberate actions and words of encouragement from the Council that led to this fruition of these contracts.

In kindest regards, I remain,

Kevin J. Harris  
City Manager



Overview



Legend

Roads

- COUNTY MAINTAINED
- COUNTY NOT MAINTAINED
- <all other values>
- + Railroads
- Lakes
- Streams and Rivers
- City Labels

Parcel ID	C01B 053	Alternate ID	5611961	Owner Address	STOCKWELL DONALD G
Sec/Twp/Rng	n/a	Class	R		STOCKWELL DONNA MAE
Property Address	CHURCH ST	Acreage	0.99		235 CHURCH ST
	02				CLEVELAND GA 30528

District 02  
 Brief Tax Description LL38 LD2 TR3

(Note: Not to be used on legal documents)

Date created: 5/14/2026  
 Last Data Uploaded: 5/14/2026 6:58:46 AM

Developed by SCHNEIDER GEOSPATIAL

# **TURNER CREEK WATER TREATMENT PLANT**

## **WORKING BUDGET FOR FY2027**

**JULY 2026 – JUNE 2027**

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**John Ziemer, Chairman  
David Sills, Vice-Chairman  
Charlie Thomas, Treasurer**

**Craig Bryant, Board Member  
Fred Garmon, Board Member  
Mike Mays, Board Member  
Josh Turner, Board Member  
Edwin Nix, Executive Director  
Lenore Gee, Secretary/Board**

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**WATER TREATMENT PLANT  
Working Budget FY2027**

<b>REVENUES</b>		<b>FY2026</b>	<b>FY2027</b>
<b>Operating Revenues</b>			
344210	WCWA Water Revenue	\$ 671,580.00	\$ 746,460.00
344220	City/Cleveland Water Revenue	\$ 229,320.00	\$ 205,920.00
<b>Water Revenues Total:</b>		<b>\$ 900,900.00</b>	<b>\$ 952,380.00</b>

**Non-Budget Revenues**

	WTP Capital Reserve Account	\$ 297,000.00	\$ 313,020.00
	Prior Year Reserve Balance		
344217	Miscellaneous/Other		
344221	Transfer: Intergov Revenue		
361000	Interest Earned	\$ 38,000.00	\$ 32,000.00
<b>Non-Budget Revenues Total:</b>		<b>\$ 335,000.00</b>	<b>\$ 345,020.00</b>

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**TOTAL REVENUES:**

	<b>\$ 1,235,900.00</b>	<b>\$ 1,297,400.00</b>
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# WATER TREATMENT PLANT

## Working Budget FY2027

<b>Expenses</b>		<b>Budget FY26</b>	<b>Budget FY27</b>
<b>511000 -Salaries</b>			
300	Water Treatment Plant	\$ 362,000.00	\$ 380,000.00
<b>511300-Overtime Salaries</b>			
300	Water Treatment Plant	\$ 4,500.00	\$ 2,500.00
<b>512100 -Health</b>			
300	Water Treatment Plant	\$ 77,000.00	\$ 77,000.00
<b>512200-Payroll Taxes</b>			
300	Water Treatment Plant	\$ 28,000.00	\$ 29,000.00
<b>512400-Retirement</b>			
300	Water Treatment Plant	\$ 17,500.00	\$ 18,000.00
<b>512700-Workman's Comp</b>			
300	Water Treatment Plant	\$ 7,000.00	\$ 7,000.00
<b>5212200-Professional Fees</b>			
300	Water Treatment Plant	\$ 8,500.00	\$ 8,500.00
<b>521620-Electric</b>			
300	Water Treatment Plant	\$ 115,000.00	\$ 115,000.00
329	Turner Creek Well #1	\$ 3,100.00	\$ 3,500.00
333	Turner Creek Well #2	\$ 3,100.00	\$ 3,000.00
<b>521735-WTP Repairs/Maint/Parts</b>			
300	Water Treatment Plant	\$ 50,000.00	\$ 45,000.00
329	Turner Creek Well #1	\$ 500.00	\$ 500.00
333	Turner Creek Well #2	\$ 500.00	\$ 500.00
<b>521740-Meter Calibration</b>			
300	Water Treatment Plant	\$ 7,500.00	\$ 5,500.00
301	Compound Meter / Testing	\$ 5,500.00	\$ 4,500.00
<b>521750-Tank Maintenance</b>			
300	Water Treatment Plant	\$ 6,800.00	\$ 7,100.00
<b>522100-Disposal/Garbage</b>			
300	Water Treatment Plant	\$ 750.00	\$ 850.00

# WATER TREATMENT PLANT

## Working Budget FY2027

<b>Expenses</b>	<b>Budget FY26</b>	<b>Budget FY27</b>
<b>522220-Line Testing / Disinfection</b>		
327    TOC/TTHM/HAA5 - ERA Lab	\$ 1,000.00	\$ 500.00
<b>523100-Property Insurance</b>		
300    Water Treatment Plant	\$ 7,100.00	\$ 8,000.00
<b>523200-Communication</b>		
300    Water Treatment Plant	\$ 250.00	\$ 1,000.00
<b>523210-Telephone</b>		
300    Water Treatment Plant	\$ 2,000.00	\$ 1,500.00
<b>523220 - Internet</b>		
300    Water Treatment Plant	\$ 600.00	\$ 600.00
<b>523500-Travel/Hotel/Mileage</b>		
300    Water Treatment Plant	\$ 500.00	\$ 300.00
<b>523700-Education/Training</b>		
300    Water Treatment Plant	\$ 3,300.00	\$ 3,000.00
<b>523910-Employment Cost / Pre-Employment</b>		
300    Water Treatment Plant	\$ 500.00	\$ 250.00
<b>523920-Miscellaneous</b>		
300    Water Treatment Plant	\$ 600.00	\$ 500.00
<b>526300-Dues and Fees</b>		
300    Water Treatment Plant	\$ 25,000.00	\$ 25,000.00
<b>531100-Office Supplies</b>		
300    Water Treatment Plant	\$ 1,000.00	\$ 750.00
<b>531110-Janitorial Supplies</b>		
300    Water Treatment Plant	\$ 1,000.00	\$ 750.00
<b>531111-Computer Supplies/Maintenance</b>		
300    Water Treatment Plant	\$ 6,500.00	\$ 4,500.00
<b>531114-Postage/Lab Samples</b>		
300    Water Treatment Plant	\$ 24,000.00	\$ 20,000.00
327    TOC/TTHM/HAA5	\$ -	

# WATER TREATMENT PLANT Working Budget FY2027

Item # 16.

<b>Expenses</b>	<b>Budget FY26</b>	<b>Budget FY27</b>
<b>531115-Chemicals</b>		
300   Water Treatment Plant	\$ 150,000.00	\$ 149,000.00
<b>531220-Waste Water Treatment</b>		
300   Water Treatment Plant	\$ 1,000.00	\$ 1,000.00
<b>531270-Gasoline</b>		
300   Water Treatment Plant	\$ 3,500.00	\$ 3,600.00
<b>531510-Meter Calibration/Equipment</b>		
300   Water Treatment Plant	\$ 1,500.00	\$ 1,000.00
<b>531560-Gravel/Concrete/Asph</b>		
300   Water Treatment Plant	\$ 1,000.00	\$ 750.00
<b>531710-Uniforms</b>		
300   Water Treatment Plant	\$ 1,500.00	\$ 2,700.00
<b>531720 - Safety Supplies</b>		
300   Water Treatment Plant	\$ 1,500.00	\$ 1,500.00
<b>531730-Tools</b>		
300   Water Treatment Plant	\$ 1,500.00	\$ 1,500.00
<b>552300-Furniture Purchased</b>		
300   Water Treatment Plant	\$ 500.00	\$ 500.00
<b>552400-Computer Purchased</b>		
300   Water Treatment Plant	\$ 1,000.00	\$ 880.00
<b>552500-Office Equipment</b>		
300   Water Treatment Plant	\$ 1,000.00	\$ 850.00
 <b>571000-Admin Cost &amp; Management Fees</b>		
300   Water Treatment Plant	\$15,000.00	\$15,000.00
 <b>Total Operating Expenses:</b>		
	\$ 949,600.00	\$ 952,380.00
Operating Expenses Cost Per 1000 Gallons:	\$ 2.73	\$ 2.86
Capital Reserve Expenses Cost / 1000 Gallons:	\$ 0.90	\$ 0.94
Wholesale Cost / 1000 Gallons:	\$ 3.63	\$ 3.79

# WATER TREATMENT PLANT Working Budget FY2027

Item # 16.

<b>Non-Operating Expenses</b>		<b>Budget FY26</b>	<b>Budget FY27</b>
<b>541200-Capital Improvements</b>			
300	Water Treatment Plant	\$ 335,000.00	\$ 313,020.00
Total Non-Operating Expenses:		\$ 335,000.00	\$ 313,020.00
<b>Total Expenses:</b>		\$ 1,284,600.00	\$ 1,265,400.00
Estimated Water Production Gallons		330,000,000	333,000,000
Estimated Percent of Water Production WCWA		74.1%	78.4%
Estimated Gallons of Water Production WCWA		246,000,000	261,000,000
Estimated Percent of Water Production CWW		25.9%	21.6%
Estimated Gallons of Water Production CWW		84,000,000	72,000,000

# Turner Creek Water Treatment Plant Water Production Cost Breakdown

## FY2027

Projected Production (Gallons) =					333,000,000
Projected Operating Cost = \$					952,380.00
Projected Operating Cost per 1000 Gallons = \$					2.86
	\$2.86 X	33%	= \$0.94	\$	3.80
	\$3.80 -	\$ 2.86	= \$0.94		
Projected Capital Reserve Cost per 1000 Gallons = \$					0.94
	\$0.94 X	333,000	= \$		313,020.00
Projected Capital Reserve Cost = \$					313,020.00
Projected Wholesale Cost per 1000 Gallons = \$					3.80
Projected Wholesale Cost = \$					1,265,400.00

**Lisa Ritchie**

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**From:** Lenore Gee <lgee@whitecountywater.org>  
**Sent:** Friday, May 15, 2026 4:02 PM  
**To:** Josh Turner; Lisa Ritchie  
**Cc:** Kevin Harris; Edwin Nix  
**Subject:** RE: Water Treatment Plant Budget  
**Attachments:** image003\_wmz was removed from this message; WTP 2027 Maintenance and Capital.xlsx

Good afternoon,

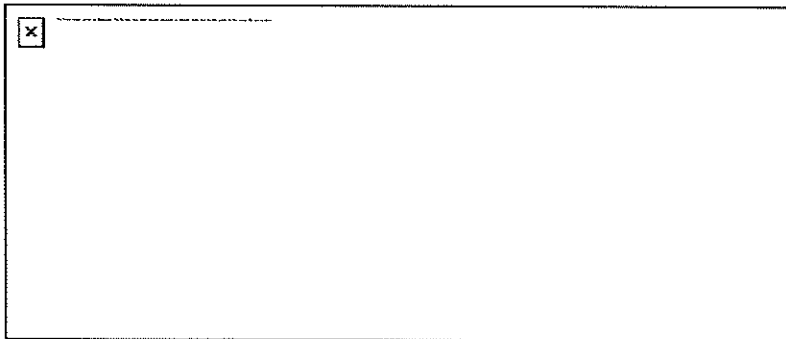
Attached are the Maintenance List and Capital Improvement List to be included with the FY2027 Water Treatment Plant Budget.

Please let me know if any revisions or additional detail are needed.

Thank you,



Lenore C. Gee  
Administrative Assistant  
White County Water Authority



**From:** Lenore Gee  
**Sent:** Thursday, May 14, 2026 10:04 AM  
**To:** 'Josh Turner' <jturner@clevelandga.org>; Lisa Ritchie <lritchie@clevelandga.org>  
**Cc:** Kevin Harris <kharris@clevelandga.org>; Edwin Nix <edwinnix@whitecountywater.org>  
**Subject:** RE: Water Treatment Plant Budget  
**Importance:** High

Good morning,

Turner Creek Water Treatment Plant					
2027 Maintenance List					
		Amounts Budgeted	Actual Cost	% Complete	Completed
1	Miscellaneous Painting in Plant ( Moved From 2026 Maintenance List )	\$3,000.00			
2	Clearwell Spill way edging and gravel ( Moved From 2026 Maintenance List )	\$1,000.00			
3	Sand Epoxy floor coating in Lab ( Moved From 2026 Maintenance List )	\$2,000.00			
4	Two Aerators to install in Large pond	\$6,000.00			
5	New Swan Inline Turbidity Meter	\$5,000.00			
6	Miscellaneous PVC, brass, copper, piping,tubing and fittings used for regular plant maintenance	\$3,000.00			
7	Repair and seal parking Lot/Driveway	\$6,000.00			
8	Employee Lockers	\$600.00			
9	Circulation fans over filters and in storage container	\$600.00			
10	Routine Maintenance and Repair (items to be recorded on separate page)	\$17,800.00			
Total Maintenance List:		\$27,200.00	\$0.00		
Total Routine Maintenance and Repair:		\$17,800.00	\$0.00		
Total Maintenance:		\$45,000.00	\$0.00		

Turner Creek Water Treatment Plant					
2027 Capital List					
	Amounts Budgeted	Actual Cost	% Complete	Completed	
1	Building Addition / Office ( Moved From 2026 Maintenance List )	\$50,000.00			
2	Hach DR 3900 Spectrophotometer	\$8,500.00			
3	Spare High Service Pump Motor	\$50,000.00			
4	Spare High Service Pump	\$50,000.00			
5	Electrical Phase Monitors at Water Plant, Long Mountain, Spring Crest, Pink Mountain #1, and Logans Ridge (monitors \$175 each /wiring and misc. \$125 each / plus Zile to program to SCADA \$1700 each. Total \$2000 each)	\$10,000.00			
6	Routine Capital and Repair				
6A					
6B					
6C					
		Total Capital List:	\$168,500.00	\$0.00	
		Total Routine Capital and Repair:	\$0.00	\$0.00	
		Total Capital:	\$168,500.00	\$0.00	

## Consideration of a motion authorizing the establishment of a separate bank checking account for the collection and administration of Floating Local Option Sales Tax (FLOST) proceeds

### Overview:

Earlier last week Governor Brian Kemp signed Senate Bill 33 into law. This legislation impacts a number of areas, including the original legislation known as House Bill 581, which was passed in 2024. This is the legislation that allowed Cleveland, Helen and White County to have a referendum in 2025 that creates the Floating Local Option Sales Tax FLOST, a funding stream aimed exclusively at reducing property taxes for White County homeowners. This was passed by the voters in our county by a 3,322 to 1,058 margin.

During implementation, we have determined that we need a separate checking account to utilize a new local option sales tax mechanism to provide property tax relief through a (FLOST). With HB 581 and SB 33 now in effect, these laws establish new requirements for the collection, accounting, transparency, and administration of revenues associated with this tax reducing opportunity for Cleveland homeowners. Authorizing a separate checking account for FLOST revenues will ensure proper segregation of funds, improve financial tracking and audit compliance, provide clear accountability to taxpayers, and support compliance with state reporting and statutory requirements related to the dedicated use of FLOST proceeds for property tax relief purposes.



## Cleveland City Council Meeting Minutes

Monday, May 04, 2026 at 6:30 PM

Oak Springs Community Center/Police Department – 342 Campbell Street, Cleveland, GA

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### CALL TO ORDER

Mayor Turner called the meeting to order at 6:30 p.m. He introduced his children, Halley James and Thomas, who were in attendance.

### PRESENT:

Mayor Josh Turner, Council Members Nan Bowen (Mayor Pro Tem), Annie Sutton, Jeremy McClure, and C.J. McDonald

Also, present were City Manager Kevin Harris, City Attorney Keith Whitaker, and City Clerk Lisa Ritchie

### INVOCATION

1. Lead Pastor Marc Turner, Cleveland Worship Center, and White County Ministerial Alliance  
EnterTextHere

### PLEDGE OF ALLEGIANCE

### APPROVE AGENDA

Motion by Council Member Bowen, seconded by Council Member McClure, and voted, unanimously, to approve the agenda.

### PRESENTATIONS

2. Safe Haven Law (HB 350) Presentation  
Carly Adams addressed the Mayor and Council Members. She gave a presentation about Safe Haven Baby Boxes.  
Mayor Turner directed Mr. Harris to begin the process and have the City Attorney to review it.  
Mayor Turner provided Mrs. Adams with a donation in support of the baby box project.
3. Proclamation proclaiming Monday, May 4, 2026 as International Firefighters' Day  
Mayor Turner read the Proclamation.

Motion by Council Member McDonald, seconded by Council Member McClure, and voted, unanimously, to approve the Proclamation proclaiming Monday, May 4, 2026 as International Firefighters' Day.

The Mayor and Council Members presented the Proclamation to Fire Chief Jason Bryant, and firefighters Randall Johnson and Mark Francis.

4. Cleveland/White 250 Update

First Lady Lacy Turner addressed the Mayor and Council Members. She discussed the Cleveland/White 250 initiatives to celebrate 250 years of the United States of America.

## **PUBLIC COMMENTS**

Council Member Sutton expressed her appreciation to Fire Chief Bryant and City Clerk Lisa Ritchie for organizing a well attended Fire Department Open House.

## **NEW BUSINESS**

5. Resolution 2026-03 - FY 2025-2026 Budget Amendment

Finance Director John Solmon addressed the Mayor and Council Members. He stated that the budget amendment is needed for the operational budget.

Motion by Council Member McClure, seconded by Council Member McDonald, and voted, unanimously, to approve Resolution 2026-03 amending the FY 2025-2026 Budget.

6. Resolution 2026-04 - FY 2025-2026 Capital Improvement Plan Budget Amendment

Mr. Solmon stated that this budget amendment is needed for the Capital Improvement Plan budget.

Motion by Council Member Bowen, seconded by Council Member Sutton, and voted, unanimously, to approve Resolution 2026-04 amending the FY 2025-2026 Capital Improvement Plan Budget.

7. MountainCraft Builders, LLC Change Order #1 - Funded by SPLOST

Mr. Solmon stated that Change Order #1 is mostly for technology, safety, and security items at the new City Hall/Police Department.

Motion by Council Member Sutton, seconded by Council Member McDonald, and voted, unanimously, to approve Change Order #1.

8. MountainCraft Builders, LLC Change Order #2 - Funded by SPLOST

Mr. Solmon stated that Change Order #2 is for reconstructing the turn in area, adding a culvert, propane tank and a second teller window.

Motion by Council Member McDonald, seconded by Council Member McClure, and voted, unanimously, to approve Change Order #2.

## **CALLED MEETING/MEETING MINUTES**

9. April 20, 2026 Meeting Minutes

Motion by Council Member Bowen, seconded by Council Member Sutton and voted, unanimously, to approve the April 20, 2026 Meeting Minutes.

## **EXECUTIVE SESSION MINUTES**

10. April 20, 2026 Executive Session Minutes

Motion by Council Member McClure, seconded by Council Member McDonald and voted, unanimously, to approve the April 20, 2026 Executive Session Minutes.

## **CITY ATTORNEY KEITH WHITAKER**

Mr. Whitaker had no items to report.

## **CITY ADMINISTRATOR KEVIN HARRIS**

Mr. Harris discussed the following items:

- New City Hall/Police Department project status
- FY2026-2027 Proposed Budget status
- Wastewater Treatment Plant Project status

- Woodmen of the World Park upgrades/improvements
- Revamping of the Park and Recreation Board
- RFQ for vendor for parks (Woodmen and Campbell Street)
- Appreciation for Fire Chief Bryant and Ms. Ritchie for their work on the Fire Department Open House

### **ANNOUNCEMENTS**

Ms. Ritchie gave the announcements.

Mayor Turner reminded everyone that early voting ends on May 15.

11. The White County Water Authority Meeting is scheduled for Thursday, May 14, 2026, at 7:30 a.m. at the White County Water Authority
12. The next Cleveland City Council Meeting is scheduled for Monday, May 18, 2026, at 6:30 p.m. at the Oak Springs Community Center/Police Department
13. The Planning and Zoning Meeting is scheduled for Thursday, May 28, 2026, at 6:30 p.m. at the Oak Springs Community Center/Police Department

### **EXECUTIVE SESSION**

Motion by Council Member McClure, seconded by Council Member Bowen and voted, unanimously, to enter an Executive Session at 7:22 p.m.

14. Pending Litigation and Real Estate

Motion by Council Member McClure, seconded by Council Member Sutton and voted, unanimously, to adjourn the Executive Session and return to the Meeting at 8:30 p.m.

Council Member McDonald opened the door to allow citizens to return to the regular meeting.

### **ADJOURN**

Motion by Council Member Bowen, seconded by Council Member McClure and voted, unanimously, to adjourn the Meeting of May 4, 2026, at 8:33 p.m.