

REQUEST FOR PROPOSALS

TO PROVIDE A

WINTER WONDERLAND & ICE SKATING EXPERIENCE

AT THE NEW

CELEBRATION PARK IN OLDE TOWN CONYERS

949 NE Main Street, Conyers, Georgia 30012

MAY 2026



CITY OF
CONYERS

Celebration of Community

CITY OF CONYERS

901 O'KELLY STREET, CONYERS, GA 30012

770-483-4411

CONTACT: BRIAN FRIX, P.E.

brian.frix@conyersga.gov

1. INTRODUCTION & OVERVIEW:

The City of Conyers (“City”) is seeking proposals from qualified and experienced vendors to design, install, operate, maintain, and remove a seasonal “Winter Wonderland” and Ice Skating Experience at Celebration Park located in Olde Town Conyers, Georgia.

The City intends for this event to serve as a premier holiday destination and community gathering space that enhances tourism, supports local economic development, increases pedestrian activity within Olde Town Conyers, and provides a safe, family-friendly seasonal attraction for residents and visitors.

The selected contractor (“Contractor”) shall provide a comprehensive turnkey operation including all labor, supervision, materials, equipment, attractions, operational management, maintenance, ticketing, safety oversight, and related services necessary for a successful seasonal event.

The anticipated event season shall operate from approximately mid-November 2026 through late January 2027, with installation beginning in October 2026 following the Olde Town Conyers Fall Festival.

There will be a Non-Mandatory Pre-Proposal Meeting held on **June 15, 2026 at 10:00 AM at the following location:**

**Celebration Park (Pavilion)
949 NE Main Street
Conyers, GA 30012**

Please bring a copy of the solicitation documents to the pre-proposal meeting as copies will not be provided to you.

Any questions and/or misunderstandings that may arise from this RFP must be submitted in writing according to instructions in paragraph 2(a.) below. Answers to questions that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the City’s website at www.conyersga.com. Any discussions and/or documents will be considered non-binding unless incorporated and issued in an addendum. It is the proposer’s responsibility to check the City of Conyers website for any addenda that may be issued, prior to submitting a proposal for this RFP.

a. Award Process

The City intends to make a single award to the most responsive and responsible qualified respondent meeting all requirements identified herein, providing the greatest value to the City.

Schedule of Events

The following Schedule of Events represents the City’s best estimate of the schedule that will be followed. All times indicated are Eastern Standard Time. The City reserves the right to adjust the schedule as deemed necessary.

| | |
|---|-------------------------------------|
| Non-Mandatory Pre-Proposal Meeting | June 15, 2026 @ 10:00 AM EST |
| Written Questions Due | June 18, 2026 by 5:00 PM EST |
| Response to Written Questions | June 19, 2026 |
| Proposal Due Date and Time | July 2, 2026 @ 3:00 PM EST |

2. GENERAL INSTRUCTIONS:

a. Submittal of Questions and Requests for Clarification

It is the responsibility of each respondent to examine the entire solicitation document, seek clarification in writing, and review its submittals for accuracy before submitting. Questions about any aspect of the RFP, or the service, shall be submitted in writing (via e-mail) to:

Brian Frix, P.E., Email: brian.frix@conyersga.gov

All relevant and significant questions will be answered in writing and issued in an addendum. All addenda, if issued, will be posted to the City's website at <http://www.conyersga.com/businesses/bid-opportunities>

b. Insurance Requirements

Bidder must provide evidence of their ability to supply a current Contractor's Public Liability Insurance Policy, and must be insurable in the following amounts for these services. A statement from the supplier's insurance carrier must be submitted as **Exhibit J - Evidence of Insurability**. Statement shall list the City of Conyers as an additional insured.

| <u>Coverages:</u> | <u>Limits of Liability:</u> |
|--|--------------------------------|
| Workers' Compensation | Statutory |
| Employers' Liability | \$1,000,000.00 |
| Bodily Injury Liability | \$1,000,000.00 each occurrence |
| except Automobile | \$1,000,000.00 aggregate |
| Property Damage Liability | \$1,000,000.00 each occurrence |
| except Automobile | \$1,000,000.00 aggregate |
| Personal & Advertising Injury Limit | \$1,000,000.00 |
| Products / Completed Ops. | \$2,000,000.00 aggregate |
| Automobile Bodily Injury | \$1,000,000.00 each person |
| Liability | \$1,000,000.00 each occurrence |
| Automobile Property Damage | \$1,000,000.00 each occurrence |
| Liability | |
| Professional Liability/General Liability | \$1,000,000.00 |

All insurance shall be provided by an insurer(s) acceptable to the City, and shall provide for thirty (30) days prior notice of cancellation to the City. Upon contract award, Contractor shall deliver to the City a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

The City of Conyers, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies.

c. Statement of Agreement

With submission of a Proposal, the Bidder agrees that he/she has carefully examined the solicitation, and the Bidder agrees that it is the Bidder's responsibility to request clarification on any issues in any section of the solicitation with which the Bidder disagrees or needs clarified. The Bidder also understands that failure to mention these items in the Bid will be interpreted to mean that the Bidder is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a Bid, the Bidder hereby certifies: (a) that this Bid

is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Bidder has not directly or indirectly included or solicited any other Bidder to put in a false or insincere Bid; (c) that Bidder has not solicited or induced any person, firm, or corporation to refrain from sending a Bid.

d. Open Records Act and Trade Secrets

All Proposers should obtain and thoroughly familiarize themselves with the Georgia Open Records Act (O.C.G.A. §50-18-70, *et seq.*) and the Georgia Open Meetings Act (O.C.G.A. §50-14-1, *et seq.*) (collectively, the “Open Government Laws”) applicable to the issues of confidentiality and public information. The City will not advise a Proposer as to the nature or content of documents entitled to protection from disclosure under the Open Government Laws, as to whether or to what extent documents submitted with their Proposal are or may be exempt from the Open Government Laws, as to the interpretation of such laws, or as to the definition of “proprietary”. Each Proposer shall be solely responsible for determining the application and requirements of Open Government Laws. All written correspondence, exhibits, photographs, reports, printed material, tapes, electronic discs, and other graphic and visual aids submitted to the City during this procurement process are the property of the City, may not be returned to the submitting parties, and are subject to the Open Government Laws.

Georgia law also recognizes a protection from public disclosure for information which is determined to be a “trade secret”. Each Proposer shall be responsible for complying with O.C.G.A. §50-18-72(a)(34) regarding “trade secrets,” and/or determining which is otherwise exempt from disclosure under O.C.G.A. §50-18-72 or any other applicable law. IN addition, and as it relates to “trade secrets,” any Proposer submitting and wishing to keep records containing trade secrets confidential shall submit and attach to all such records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Code. Proposers are advised that the designation of “proprietary” or “trade secret” with respect to any documents or other information submitted shall not be binding on the City or determinative of any issue relating to confidentiality. Further, blanket “proprietary” or “trade secret” designations by a Proposer shall be considered non-responsive. In no event shall the City or any of its agents, elected officials, representatives, consultants, directors, officers or employees be liable to a Proposer or Proposer team member for the disclosure of all or a portion of a Proposal response submitted under this RFP.

If the City receives a request for public disclosure of all or any portion of the materials identified as confidential (that is, materials which are proprietary or include an asserted trade secret) in a Proposal, the City will endeavor to notify the applicable Proposer of the request; but in all cases, the City will follow the requirements placed upon it under the Open Government Laws and any other applicable local, state, or federal law. The Proposer may seek, at its own cost and expense, a protective order, injunction or other appropriate remedy. If the City determines in good faith that the materials identified as “proprietary” or as a “trade secret” are not exempt from the Open Government Laws, unless otherwise ordered by a court of competent jurisdiction, the City will release the requested information. By submitting documents to the City, each Proposer agrees and affirms that the City shall have the unqualified right to make the final determination regarding whether the requested information is to be disclosed or withheld.

It should be noted that, other than private financial information and the Acquisition Price Proposal, submission contents will not be deemed proprietary information or trade secret protected.

The City accepts no financial responsibility for costs incurred by any Proposer in responding to this RFP. By responding to this RFP, the Proposer agrees to hold the City harmless in connection with the release of any information contained in its Proposal.

e. Bid Submission & Instructions

To be considered, all Proposals must be submitted in the manner set forth in this solicitation. It is the Bidder's responsibility to ensure that Bids arrive on or before the specified time. No Bids will be accepted after the time set for receipt. **Bids submitted via facsimile or e-mail will be rejected.** The City reserves the right to reject any and all submittals, and to cancel the solicitation in its entirety and possibly reissue a revised solicitation for any reason.

Four (4) Bid packages (one original and three copies) must be submitted in a sealed envelope. The outside of the envelope shall be labeled as follows:

"SEALED PROPOSAL"
RFP: Winter Wonderland & Ice Skating Rink
Name of Firm
Address of Firm

Proposals must be physically received by the City prior to the deadline indicated in Section 1c. - Schedule of Events at the exact address listed below via Hand Delivery or postal carrier. Emailed or faxed bids will not be accepted.

City of Conyers
901 O'Kelly Street
Conyers, GA 30012

3. PROJECT OBJECTIVES

The City seeks proposals that will:

- Deliver a safe, accessible, high-quality, and memorable winter-themed experience;
- Activate Celebration Park as a premier community gathering and tourism destination;
- Support local economic development and downtown business activity;
- Increase seasonal visitation and pedestrian traffic within Olde Town Conyers;
- Provide professionally managed operations that reflect positively on the City;
- Encourage community participation and family-oriented entertainment;
- Create a visually attractive and marketable holiday destination;
- Incorporate social media engagement and promotional opportunities; and
- Provide operational reliability and strong customer service throughout the event season.

4. SCOPE OF SERVICES

The Contractor shall provide all labor, materials, equipment, supervision, transportation, installation, operation, maintenance, security coordination, and removal necessary to provide a complete Winter Wonderland experience.

A. Ice Skating Rink (Required)

The Contractor shall provide:

- A temporary ice skating rink housed under and around the existing 50' x 50' pavilion;
- Rink enclosure systems and safety barriers;
- Ice-making and refrigeration systems;
- Skate rentals including children, adult, and adaptive skate options;
- Staffing for admissions, skate rentals, rink attendants, customer service, and safety monitoring;
- Online and/or onsite ticketing capabilities;
- Daily ice maintenance and resurfacing;
- ADA accessibility accommodations where feasible;
- Queue management and patron circulation systems; and
- Appropriate lighting and operational signage.

B. Winter Wonderland Attractions (Preferred)

The City encourages vendors to propose additional winter-themed attractions and amenities, which may include:

- Holiday lighting displays and seasonal décor;
- Photo stations, or themed structures;
- Christmas tree or signature visual attraction;
- Seasonal music and ambient entertainment;
- Carousel or family-friendly rides;
- Food and beverage concessions;
- Santa Claus or holiday character experiences;
- Themed programming and special event nights;
- School nights, community nights, or sponsorship activations; and
- Additional creative attractions enhancing the guest experience.

C. Site Design & Layout

The Contractor shall:

- Develop a comprehensive site plan for use of Celebration Park; Exhibit A – Celebration Park Site Plan is included for Contractor reference.
- Ensure efficient pedestrian flow and crowd management;
- Incorporate emergency access and ADA accessibility;
- Coordinate with existing park infrastructure and utilities;
- Coordinate all operational layouts with City staff;
- Ensure all structures and equipment meet applicable safety standards;
- Provide equipment staging and storage plans; and
- Maintain a clean, organized, and visually attractive event environment.

Existing Site Conditions

- Existing three-phase power is available onsite;
- Existing restroom building (men's & women's) is available onsite;
- Chiller equipment or trailers shall be enclosed within the existing fenced utility area adjacent to the pavilion and transformer;
- Water and electrical utilities will be provided and paid for by the City;
- Trash receptacles will be provided by the City;
- General park maintenance will remain the responsibility of the City;
- Maintenance and repair of Contractor-provided equipment and attractions shall remain the responsibility of the Contractor at all times.

D. Operations & Staffing

The Contractor shall:

- Provide all staffing necessary for setup, operation, supervision, maintenance, and breakdown;
- Ensure personnel are properly trained in safety and customer service procedures;
- Develop and implement daily operational procedures;
- Coordinate security planning with City staff and local law enforcement;
- Maintain cleanliness and sanitation throughout the event site;
- Provide restroom cleaning and daily servicing;
- Provide supervision during all operating hours;
- Maintain staffing levels sufficient for safe operations and crowd management; and
- Provide operational management personnel onsite during event operations
- The City will supply restroom paper products and utilities.

E. Installation & Removal

The Contractor shall:

- Complete installation prior to the approved opening date;
- Coordinate installation schedules with City staff;
- Ensure all equipment and structures comply with applicable codes and safety standards;
- Fully remove all equipment and materials at the conclusion of the event season;
- Restore all impacted areas to original condition or better; and
- Repair any damages caused by Contractor operations.

F. Safety & Risk Management

The Contractor shall:

- Develop and implement a comprehensive safety and risk management plan;

- Ensure compliance with all applicable federal, state, and local regulations;
- Maintain emergency response procedures;
- Coordinate emergency planning with City personnel and first responders;
- Maintain all required permits and operational approvals;
- Ensure compliance with OSHA and applicable safety standards; and
- Maintain required insurance coverage throughout the contract term.
- The City of Conyers shall be named as an additional insured on all insurance policies.

G. Marketing & Promotion

The Contractor shall collaborate with the City’s Public Relations and Tourism Department regarding event branding and promotional activities.

The Contractor shall provide:

- Marketing support materials;
- Event descriptions and schedules;
- Photography and graphics;
- Social media support content;
- Promotional concepts;
- Sponsorship activation opportunities; and

Coordination with City tourism initiatives

The City reserves the right to approve and/or deny any marketing materials that do not meet the City’s branding guidelines.

5. SITE INFORMATION & CITY RESPONSIBILITIES

The City shall provide:

- Access to Celebration Park;
- Existing utility connections;
- General park maintenance;
- Trash receptacles;
- Coordination assistance with City departments; and
- Tourism and public relations coordination support.

The Contractor shall be responsible for all operational aspects of the event unless otherwise specifically stated herein.

6. CONTRACT TERM & SCHEDULE

Anticipated Schedule

- Installation Period: Mid-October 2026 (Monday, October 19 or thereafter)
- Event Opening: Mid-November 2026
- Event Closing: Late January 2027
- Removal Period: Early February 2027

Renewal Options

The initial contract term shall consist of one (1) holiday season. The City reserves the right, at its sole discretion, to renew the agreement for up to three (3) additional one-year holiday season terms.

7. VENDOR QUALIFICATIONS

Vendors must demonstrate:

- Experience operating seasonal entertainment attractions or public events;
- Experience operating ice skating rinks or comparable attractions;
- Strong safety and operational management capabilities;
- Experience with municipal or public-sector projects;
- Financial capability to successfully perform the work;
- Ability to provide professional staffing and operational oversight; and
- Positive references from comparable projects.

8. FINANCIAL REPORTING REQUIREMENTS

The Contractor shall provide:

- Weekly attendance reports;
- Weekly revenue reports;
- End-of-season financial summary;
- Supporting documentation upon request.

All revenue-sharing arrangements shall be transparent and auditable.

9. LIQUIDATED DAMAGES FOR FAILURE TO OPERATE

The Parties acknowledge and agree that continuous operation of the Winter Wonderland and Ice Skating facilities, attractions, concessions, and associated entertainment activities during the scheduled event season is a material obligation of this Agreement and is critical to the success of the event, the City's tourism and economic development objectives, public expectations, vendor participation, and overall operational viability of the event.

The Parties further acknowledge that, in the event Contractor fails to timely open, operate, staff, maintain, or provide the contracted facilities, attractions, or services on any scheduled day of operation, the City will incur substantial damages that are difficult or impossible to accurately calculate at the time of contracting, including but not limited to:

- a. Loss of anticipated admission, concession, sponsorship, and related event revenues;
- b. Diminished foot traffic affecting surrounding businesses, vendors, exhibitors, and concessionaires;
- c. Reputational harm and loss of goodwill associated with cancellation, delayed opening, reduced operations, or diminished public experience;
- d. Disruption to coordinated programming, tourism activity, and public events;
- e. Increased administrative, staffing, marketing, public communication, security, and operational costs; and
- f. Potential loss of future participation, attendance, sponsorships, or vendor relationships.

Accordingly, and consistent with O.C.G.A. § 13-6-7, the Parties expressly agree that the amounts set forth herein constitute liquidated damages and are not intended as a penalty. In the event Contractor fails to fully operate the Winter Wonderland and Ice Skating facilities during any scheduled operating day, except where such failure results directly from a Force Majeure Event expressly recognized under the Agreement, Contractor shall pay liquidated

damages as follows, unless prior notice is given to the City and approved for daily closures, delayed openings, early closures or substantial service interruptions:

1. \$1,000 per calendar day for each full day of non-operation; and/or
2. \$500 per occurrence for delayed opening, early closure, substantial service interruption, or failure to provide a material contracted attraction or operational component.

The City may deduct liquidated damages from payments otherwise due or pursue collection through lawful means.

10. RELEASE OF LIABILITY

The Contractor shall release and discharge the City of Conyers from liability for loss or damage to Contractor-owned property, merchandise, equipment, or materials caused by fire, theft, weather, vandalism, civil disturbance, or other causes beyond the City's control.

11. PROPERTY RESTORATION

The Contractor shall maintain the premises in a clean condition throughout the event season and shall restore the site to original condition or better upon completion of operations.

Any damages caused by Contractor operations shall be repaired at Contractor expense to the satisfaction of the City.

12. RESERVATION OF RIGHTS

The City reserves the right to:

- Reject any or all proposals;
- Waive informalities or irregularities;
- Request clarification or additional information;
- Negotiate with proposers;
- Cancel or reissue this RFP; and
- Accept the proposal determined to be in the best interest of the City.

13. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following sections:

A. Cover Letter

Include:

- Company name and address;
- Primary contact information;
- Authorized representative signature;
- Statement of understanding of the project;
- Statement confirming ability to perform required services; and
- Identification of subcontractors or partners.

B. Company Background & Qualifications

Include:

- Company history;
- Organizational structure;
- Relevant experience;
- Safety record;
- Description of litigation or contract disputes within the last five (5) years.

C. Relevant Project Experience

Provide at least three (3) comparable projects including:

- Client name;
- Location;
- Dates of operation;
- Attendance figures;
- Scope of services;
- References.

D. Winter Wonderland Concept Proposal

Provide:

- Event vision and theme;
- Description of attractions;
- Ice rink operations plan;
- Proposed amenities;
- Visual renderings or examples;
- Proposed operating schedule.

E. Site Plan & Layout

Provide:

- Detailed site layout;
- Crowd circulation plan;
- Equipment locations;
- Utility coordination requirements;
- Emergency access plan.

F. Operations & Staffing Plan

Provide:

- Staffing plan;
- Training procedures;
- Maintenance procedures;
- Security coordination;
- Cleaning procedures;
- Weather contingency plans.

G. Installation & Removal Plan

Provide:

- Installation schedule;
- Setup procedures;
- Breakdown schedule;
- Site restoration plan.

H. Safety & Risk Management Plan

Provide:

- Safety program;
- Emergency procedures;
- Insurance information;
- Incident response procedures.

I. Financial Proposal

The City will consider proposals utilizing one of the following structures;
Clearly identify the option and proposed revenue share or fee structure:

Revenue Model:

Option 1 — Revenue Share

Vendor retains revenues and shares a percentage with the City.

Option 2 — Minimum Guarantee + Revenue Share

Vendor guarantees minimum payment plus revenue sharing.

Option 3 — Flat Fee Lease

Vendor pays a fixed fee and retains revenues.

Vendor to propose flat fee amount

Option 4 — Alternative structure

Vendor to propose

Revenue Projections

Include projected revenues for:

- Admissions;
- Skate rentals;
- Food & beverage;
- Sponsorships;

- Merchandise;
- Special events.

Pricing Structure

Include proposed:

- Admission pricing;
- Skate rental pricing;
- Group pricing;
- Community discount programs.

J. Marketing & Promotion Plan

Provide:

- Marketing strategy;
- Social media approach;
- Tourism promotion concepts;
- Sponsorship opportunities.

K. Exceptions & Deviations

Identify any exceptions or requested modifications to this RFP.

L. Required Attachments

Include:

- E-Verify (Exhibit B)
- Affidavit Verifying Status for City Public Benefit (Exhibit C)
- Business license;
- Proof of insurance;
- W-9, tax compliance form;
- References;
- Organizational chart;

14. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience and qualifications;
- Quality and creativity of proposal;
- Operational and safety approach;
- Financial proposal and value to the City;
- Community impact;
- Economic development potential;
- Operational reliability and staffing.

The City reserves the right to negotiate with the proposer determined to provide the best overall value.

EXHIBIT A – CELEBRATION PARK SITE PLAN

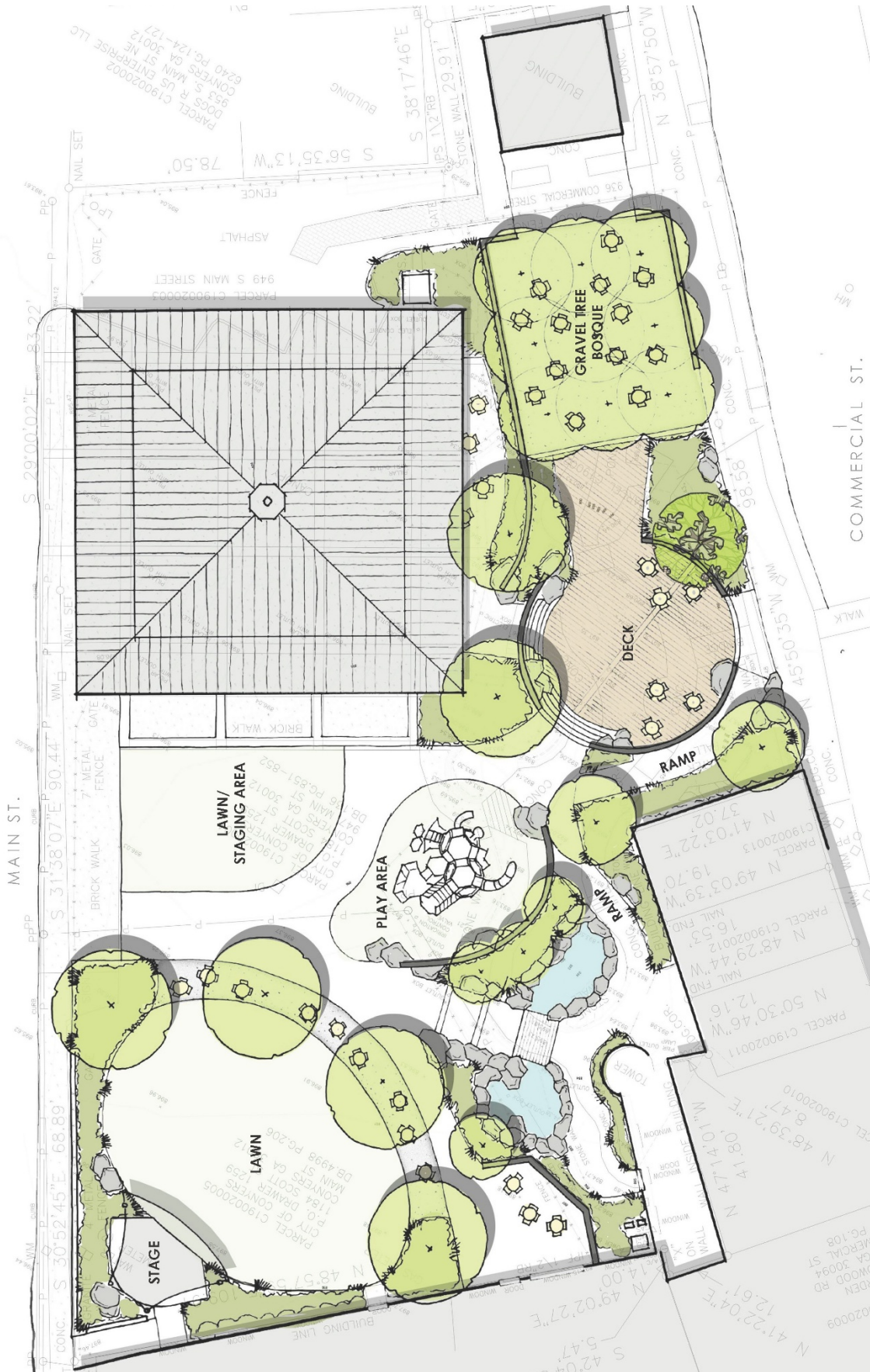


EXHIBIT B

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

Physical performance of services: Any physical labor and/or any services totaling over \$2499.99 in value
Contract: Any agreement in which payment for labor and/or services will be made (verbal, written or PO)

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

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

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

Project Name: _____ Date of Project: _____

Legal Name of Contractor: _____

Address: _____ City: _____ State: _____ Zip Code: _____

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

Date of Authorization: _____

I have no employees and do not intend to hire any employees. I will provide a photo copy of my State DL or State ID Driver's License Number: _____

My state does not require the use of the E-Verify program.

The undersigned contractor agrees to comply with the federal work authorization program (E-Verify) during any contract entered into with the City of Conyers from this date forward. If the contractor's E-Verify status changes at any time, the contractor shall notify the City of Conyers in writing prior to entering into any new contract or bid.

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

Signature of Authorized Officer/Agent Date Printed Name and Title of Authorized Officer/Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Executed in _____ (City), _____ (State)

NOTARY PUBLIC Signature

My Commission Expires

EXHIBIT C



Affidavit Verifying Status for City Public Benefit Application

Page 1 OF 2

By executing this affidavit under oath, as an applicant for a City of Conyers, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Conyers, Georgia Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit *(circle one)* for

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity.]

1) _____ I am a United States citizen.

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of applicant

Date

Printed name

* _____

Alien registration number for non-citizens

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20____.

Notary Public

My Commission Expires:

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

EXHIBIT C



Affidavit Verifying Status for City Public Benefit Application

Page 2 OF 2

If Item 2 on the previous page is checked you must provide one of the following documents in addition to the Alien Registration Number.

- 1-327 (Reentry Permit)
- 1-551 (Permanent Resident Card)
- 1-571 (Refugee Travel Document)
- 1-766 (Employment Authorization Card)
- Certificate of Citizenship
- Naturalization Certificate
- Machine Readable Immigrant Visa (with Temporary 1-551 language)
- Temporary 1-551 Stamp (on passport or 1-94)
- 1-94 (Arrival/Departure Record)
- Unexpired Foreign Passport
- 1-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
- DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- Other —Give copy of other qualified document

In addition to the above documents you must complete the following:

Date of Birth _____ This is required by the U.S. Citizenship and Immigration Services.