

City of Dalton, Georgia

Dalton Parks and Recreation Department

Mack Gaston Community Center Gym Floor Replacement

REQUEST FOR PROPOSALS (RFP) No 610-2024-01

SOLICITATION FORM

February 2024

SCHEDULE OF EVENTS	
Issue RFP:	February 15, 2024
Site Visit and Pre-Bid Meeting – 218 N. Fredrick St, Dalton, GA, 30721	March 5, 2024 10 am at Mack Gaston Community Center 218 N Fredrick St., Dalton, GA, 30736
Deadline for requests for clarifications and questions. Any possible exceptions to the bid specification and/or terms and conditions should be addressed during this phase. These requests will be answered in an addendum and must be emailed to: csharpe@daltonga.gov	March 7 at 10:00 am Must be submitted through email to Caitlin Sharpe
*The posting of additional addenda may be required, and it is the responsibility of the Offeror to ensure that they review the City’s website for any additional addenda, and that they submit acknowledgement of all applicable addenda (on the included form) with their solicitation. Offeror should not expect to be individually notified by the City of Dalton.	
Sealed competitive proposals will be accepted until the due date and time. Any late submittals received will not be considered. Proposals must be submitted to The City of Dalton Finance Department located at 300 West Waugh Street, Dalton, Georgia, 30720.	March 14, 2024 by 9:00 am
THIS FORM MUST BE SIGNED AND SUBMITTED TO BE CONSIDERED FOR AWARD	
COMPANY NAME:	DATE:
MAILING ADDRESS:	PHONE:
CITY:	FAX:
STATE:	SSN OR FEDERAL TAX ID:
ZIP:	TITLE OF AUTHORIZED REPRESENTATIVE:
EMAIL:	AUTHORIZED SIGNATURE:
PRINTED NAME:	

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NAME OF PROJECT: Mack Gaston Community Center Gym Floor Replacement

NAME OF OWNER: THE CITY OF DALTON, GEORGIA

THE CITY OF DALTON (the "City"), pursuant to the provisions of O.C.G.A. § 36-91-1, *et. seq.*, herein seeks sealed competitive Proposals from Contractors for the construction of the: Mack Gaston Community Center Gym Floor Replacement. The requirements for construction of the Project, and the duties and responsibilities of the contractor whose Proposal is accepted, are set forth in the Request for Proposals issued by the City. Contractors interested in submitting Proposals must obtain Request for Proposals (RFP) on City's website <https://www.daltonga.gov/rfps>. Included in RFP packet will be Instructions to Proposers, Proposal Form which must be fully completed and submitted along with Bid Bond, and Executed E-Verify affidavit. **Proposals not including executed E-verify affidavit will be automatically rejected.** The Contract Documents require, among other things, the furnishing of all materials, labor, and equipment for the construction of the Project. The City reserves the right to make available other relevant documents or information concerning the Project.

Any Proposal submitted in response to this Request should comply strictly with all requirements set forth in the Instructions to Proposers. Any such Proposal must contain the completed Proposal Form setting forth the contractor's proposed lump sum contract price for the full and complete construction of the Project in conformity with all requirements of this RFP. When a proposal lump sum exceeds \$100,000 then the proposal must include a fully executed Bid Bond in the amount of five percent (5%) of the proposed lump sum contract price and performance bonds. Any Contractor that intends to submit a proposal must complete the City of Dalton Vendor Packet and be an approved active Vendor with the City. Applications can be obtained from the Finance Department or online at <https://www.daltonga.gov/finance/page/vendor-packets>

All Proposals must include the label on the last page of this document on the front of their RFP package. This label must be affixed to the outside of the envelope or package. Failure to attach the label may result in your Proposal being opened in error or not routed to the proper location for consideration. No RFP will be accepted after the date and time specified. The document should be received by the City of Dalton Finance Department located at 300 West Waugh Street, Dalton, Georgia 30720 no later than **March 15, 2024 by 9 am.**

A total of 2 copies of the RFP, tabbed, in bound notebooks are required. At the discretion of the City, and in conformity with the applicable provisions of Georgia Law, the City may afford contractors an opportunity for subsequent discussion, negotiation, and revision of Proposals. The City reserves the right to reject any or all Proposals and to waive any technicalities or formalities. Incomplete proposals will not be considered by the City.

Contractors are responsible for ensuring Proposals comply with Georgia law, including but not limited to all state and local laws, rules, regulations, ordinances, and policies. Any Proposal must include an affidavit meeting all requirements of O.C.G.A. § 13-10-91 verifying compliance with the applicable Federal work authorization program. The form for such an affidavit is attached as an exhibit to the Instructions to Proposers.

Any Proposal submitted in response to this Request shall remain open for acceptance by the City, and same shall be

Dalton Parks and Recreation Department RFP No 610-2024-01

honored by the contractor, for a period of sixty (60) days from the date set forth hereinabove for the receipt of Proposals. Any questions or comments concerning this Request for Proposals should be addressed in writing to The City of Dalton Finance Department, 300 West Waugh Street, Dalton, Ga 30720.

Evaluation Criteria

The City intends to award the construction contract to the responsible and responsive contractor whose Proposal is determined in writing to be the most advantageous according to the following evaluation factors which are listed in their order of relative importance:

Evaluation Criteria		
Item	Description	Points Possible
1	<p>Price</p> <p><i>The contractor’s proposed sum of contract price for full and complete construction of the Project in conformity with all requirements of the Contract Documents.</i></p>	40
2	<p>Qualifications & References</p> <p><i>Will be required to list staff that would be included through the entirety of the project.</i></p> <p><i>Include references of constructing and completing similar projects on schedule and within budget including at least three projects comparable in size and scope to this project. For purposes of this factor, the Project should not be more than 30 percent greater in scope or cost than the similar projects identified by contractor.</i></p>	30
3	<p>Time Line</p>	20
4	<p>Completeness and Accuracy of Proposal</p>	10
	<p>Total Points</p>	100

For any work requiring a specialty or professional license, only licensed subcontractors may be submitted for consideration, and copies of all applicable licenses shall be attached to the Contractor’s proposal.

In evaluating Proposals, the City may seek additional information from any contractor concerning such contractor’s Proposal or its qualifications to construct the Project. The City reserves the right to short-list and interview Contractors to obtain further information on the proposed products or qualifications.

INSTRUCTIONS TO PROPOSERS / SCOPE OF WORK

NAME OF PROJECT: Mack Gaston Community Center Gym Floor Replacement

PURPOSE AND NEED / PROJECT DESCRIPTION.

The City of Dalton's Parks and Recreation Department is seeking a professional contractor to execute the installation of a new hardwood sports flooring system at the Mack Gaston Community Center, located at 218 N Fredrick St, Dalton, GA, 30721. This project will include all necessary site visits to verify and note existing conditions, construction plans and specifications for the proposed floor system. This solicitation by the City will result in the selection of a qualified and experienced contractor to perform the construction.

BACKGROUND INFORMATION.

The Mack Gaston Community Center is a vibrant hub designed to foster community engagement and well-being. This facility boasts two fully-equipped gyms, catering to fitness enthusiasts of all ages and skill levels. In addition to its fitness amenities, the center features versatile meeting spaces, providing a platform for various community events, workshops, and gatherings. The heart of the center lies in its outreach program, led by dedicated officers committed to enhancing community connections and addressing local needs. The Mack Gaston Community Center serves as a welcoming space that promotes both physical and social well-being, making it a vital resource for the surrounding community.

One of the two courts has incurred water damage necessitating a comprehensive replacement. The extent of the damage mandates a thorough and complete refurbishment to restore the facility to its optimal condition.

SCOPE OF WORK/REQUIREMENTS.

The successful outcome of this project would include improvement to aesthetics, playability, and maintenance requirements of the court. The existing system is a fixed resilient sleeper system with plywood and 25/32" x 2 1/4", 2nd and better maple.

Scope of Work:

System Specifications:

- System comprises 12mm resilient pads, plywood sleepers, a layer of 15/32" thick, 4' X 8' CDX rated sheathing, and steel anchors placed over a 6-mil polyethylene moisture barrier
- Flooring material:
 - Thickness: 25/32"
 - Widths: 2 1/4"
 - Species: 2nd and better grade maple
- Installation Method: Nail

Post installation requirements:

- Sanding and screening to eliminate sander marks.

- Seal with two coats of high-performance sealer designed for use on hardwood floors.
- Use specific product designed for marking game lines on sports floors, particularly on gymnasium or sports facility hardwood surfaces.
 - Paint Package/Line Package to include:
 - (1) Main Basketball Game Lines
 - (2) Cross Court Basketball Game Lines
 - (1) Main Volleyball Game Lines
 - 15' Multicolored Center Logo
 - Solid Painted Border
- Three coats of WATER-based gym floor finish will be applied to ensure the durability and longevity of the entire court surface
- Re-install a 4"x3" black vent cove base at the perimeter of the gymnasium floor and aluminum thresholds at gym door
- Contract will be required to detach, move and reattach the existing (2) bleacher sets to accommodate the replacement under these areas.
- Install two new volleyball lids into the floor
- Route and reinstall the existing square electrical box

Provide a detailed project cost estimate.

Product Alternatives and Deviations

Dalton Parks and Recreation Department values innovation and invites prospective vendors to propose recreational products that are equivalent or superior in quality to the specifications outlined by the owner. Respondents are encouraged to present alternative solutions that align with the department's renovation goals.

Handling Deviations from Owner's Specifications

Should vendors wish to deviate from the owner's specifications, all such variations must be clearly documented and submitted by the question's deadline. This proactive approach ensures that any deviations can be thoroughly reviewed and addressed before the final proposal submission deadline. The department aims to foster transparency and responsiveness throughout the proposal process.

Questions Deadline for Deviations

All questions and proposed deviations from the owner's specifications must be submitted in writing by March 7 at 10:00 am. The department will diligently address inquiries and assess any proposed deviations to ensure a comprehensive understanding of the proposed solutions.

PROPOSAL RESPONSE REQUIREMENTS.

A prospective Proposer's response shall include the following information at a minimum. The proposal should address the requirements in a clear and concise manner in other order stated herein. Proposals that do not adhere to the

following format or included the required information/documents may be considered incomplete and therefore unresponsive by the City. The City reserves the right to seek additional/supplemental information on specific issues as needed.

- A total of 2 copies of the RFP, tabbed, in bound notebooks are required.
- First section of proposal should include a description and overview of contractor's services.
- Second section should include the abilities to address the project timeline. The contractor shall also provide a schedule with an anticipated starting date listed in "RFP Schedule". This schedule shall be detailed enough to highlight meeting project milestones other important dates, necessary updates with the City, and anticipated completion date.
- Third section of RFP response must include a completed price sheet that is included in the RFP documents. Include qualifications/references of similar past projects. Please use the form in this packet (page 15). This section should include completed forms such as the proposal form, bid bond form and vendor affidavit. The fourth section of response should include proof of completing the City's vendor packet.

RFP Response must include the following in the sequence listed below (an RFP response check list is included on page 13):

- Solicitation Form (Page 1 of this Document)
- Checklist for Documents/Addenda Acknowledgement
- Section 1:
 - Description of Contractor and provided services
- Section 2:
 - Project Time Line; must include estimated start and finish date.
- Section 3:
 - Price Sheet
 - References of Past Similar Jobs
 - Completed forms –
 - Proposal Form
 - Bid Bonds Forms
 - Vendor Affidavit and Agreement
 - Checklist for Documents/Addenda Acknowledgement
- Section 4:
 - Completed City Vendor Packet <https://www.daltonga.gov/finance/page/vendor-packets>

**PROPOSAL FORM
EXHIBIT "A"**

NAME OF PROJECT: Mack Gaston Community Center Gym Floor Replacement

NAME OF OWNER: THE CITY OF DALTON, GEORGIA

NAME OF PROPOSED CONTRACTOR: _____ (The "Contractor") THE CITY OF DALTON (the "City"), pursuant to the provisions of O.C.G.A. § 36-91-1, et. seq., herein seeks competitive Proposals from Contractors for the construction of the: "Mack Gaston Community Center Gym Floor Replacement" at 218 N. Fredrick St, Dalton, GA, 30721. This Proposal is submitted in response to the City's Request for Proposals dated **February 15, 2024.**

This Proposal is for the full and complete construction of the Project in conformity with all requirements of the RFP. The submission of this Proposal constitutes a representation by the Contractor that it has carefully read the "Instructions to Proposers".

Contractor submits herewith its duly executed affidavit in accordance with the applicable Federal work authorization program. Contractor acknowledges that upon execution of any contract with the City, said affidavit shall be deemed a public record to the extent provided by Georgia law. The Contractor further acknowledges that the Contract Documents provide no incentive provisions for early Completion of the Work.

A. Base Proposal

The Contractor proposes to properly renovate the infield of each field to meet safety standards in conformity with all requirements of the RFP and furnish all necessary labor, material and equipment for such construction, and, furthermore, to fully, completely, and strictly perform all obligations of the Contractor as set forth in the Contract Documents. As allowed by the Local Government Public Works Construction law, the City may offer a period for discussions, negotiations, and revisions to proposals after they are submitted for the purpose of obtaining the best and final offers. Said lump sum contract price is allocated, in its entirety, to the following elements of the work:

Attached hereto, and incorporated herein as part of this Proposal, Contractor submits the contractor's qualifications and proposed bunker renovations. Contractor acknowledges that the City may rely upon the truthfulness and accuracy of the responses set forth therein. In addition, Contractor has submitted herewith as part of this Proposal such documentation and information as the Contractor deems appropriate to establish that it is a responsible and responsive Contractor and that its Proposal is the most advantageous to the City, taking into consideration the specific evaluation factors, listed in order of relative importance, as set forth in the above-referenced Request for Proposals.

The Contractor proposes and agrees to commence actual construction (i.e., physical work) on site with adequate management, labor, materials and equipment within ten (10) days after receipt of Notice to Proceed and prosecute the Work diligently and faithfully to completion within the required Contract Time. Prior to commencing such Work, and prior to the issuance of the Notice to Proceed, Contractor shall furnish to the City duly executed Payment and Performance Bonds complying with all requirements of the Contract Documents along with Certificates of Insurance

demonstrating that all required coverages are in place.

Contractor submits herewith its executed Bid Bond in accordance with the requirements of the City as set forth in the Instruction to Proposers.

Contractor herein acknowledges that this Proposal shall constitute an offer by Contractor to contract with the City for construction of the Project in conformity with all requirements of the Contract Documents for the contract price as set forth hereinabove. Said offer by Contractor is irrevocable and subject to acceptance by the City until the expiration of sixty (60) days following the date set forth in the Request for Proposals for receipt of Proposals by the City.

[CONTRACTOR]

By: _____ [SEAL]

Witness: _____ [SEAL]

Sworn and subscribed to before me this ____ day of _____, 202__.

NOTARY PUBLIC: _____

Commission Expirations: _____

**Bid Bond
EXHIBIT "B"**

NAME OF PROJECT: Mack Gaston Community Center Gym Floor Replacement

NAME OF OWNER: THE CITY OF DALTON, GEORGIA

NAME OF PROPOSED CONTRACTOR: _____

(THE "CONTRACTOR") KNOW ALL MEN BY THESE PRESENTS that

as Surety (the "Surety"), and _____, as

Principal (the "Contractor") are held and firmly bound unto the City of Dalton, Georgia (the "City"), pursuant to the terms and conditions of this Bond (the "Bid Bond") as set forth herein:

WHEREAS, the Contractor, in response to a Request for Proposals issued by the City, has submitted its Proposal for the construction by Contractor of the: Mack Gaston Community Center Gym Floor Replacement.

NOW, THEREFORE, the condition of this obligation is such that if the City accepts the Proposal of the Contractor as submitted, or as revised or negotiated in accordance with the provisions of O.C.G.A. § 36-91-21(c)(2), and

- (a) The Contractor timely executes the Agreement between the City and Contractor (the "Agreement") as provided by the City and as included in the Contract Documents; and,
- (b) The Contractor furnishes to the City fully executed Payment and Performance Bonds as required by the Agreement, then this obligation shall be void: otherwise, the Surety and the Contractor, shall be jointly and severally liable to the City, and shall make payment to the City, in the amount of five percent (5%) of the lump sum contract price (exclusive of any pricing for Alternates or unit prices) as set forth in the Proposal of the Contractor.

The Contractor agrees that the amount of this Bid Bond as set forth hereinabove constitutes a proper and lawful sum for liquidated damages which the City will sustain in the event Contractor fails or refuses to execute the Agreement or fails or refuses to furnish the required Payment and Performance Bonds.

The Surety shall cause to be attached to this Bid Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of the Surety to execute and deliver same.

This Bid Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bid Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bid Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bid Bond that is not in conflict therewith shall continue in full force and effect.

IN WITNESS WHEREOF, the undersigned have caused this Bid Bond to be executed and their respective corporate seals to be affixed and attested by their duly authorized representatives this ____ day of _____, 202__.

[CONTRACTOR]

By: _____ [SEAL]

Witness: _____ [SEAL]

Sworn and subscribed to before me this ____ day of _____, 202__.

NOTARY PUBLIC: _____

Commission Expirations: _____

[NAME OF SURETY]

By: _____ [SEAL]

Witness: _____ [SEAL]

Sworn and subscribed to before me this ____ day of _____, 202__.

NOTARY PUBLIC: _____

Commission Expirations: _____

[ATTACH PROPERLY EXECUTED POWER OF ATTORNEY]

Dalton Parks and Recreation Department RFP No 610-2024-01
Vendor Affidavit and Agreement (E-Verify)

STATE OF GEORGIA
WHITFIELD COUNTY
CITY OF DALTON

VENDOR AFFIDAVIT AND AGREEMENT (E-Verify)

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

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

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

FURTHER AFFIANT SAYETH NOT.

BY: Authorized Officer or Agent

Date

Authorization Date for EEV Program

Contractor Name

Employment Eligibility (EEV) #

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or
Agent Sworn to and subscribed before me

This ___ day of _____, 20___

Notary Public

My Commission Expires:

***MUST BE NOTARIZED**

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

Checklist for Bid Documents

Failure to include all required documents will result in proposal being removed for consideration for award.

- ___ Solicitation Form (Page 1 of this Document)
- ___ Checklist for Documents/Addenda Acknowledgement (this page)
- ___ Description of Contractor and provided services
- ___ Project Time Line
- ___ Price Proposal Sheet
- ___ References of Past Similar Jobs
- ___ Completed forms –
 - ___ Proposal Form
 - ___ Bid Bonds Forms
 - ___ Vendor Affidavit and Agreement
- ___ Completed City Vendor Packet <https://www.daltonga.gov/finance/page/vendor-packets>

Addenda Acknowledgement

Failure to acknowledge any addenda will result in a non-responsive bid.

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

This affirms that all documents are included with the bidders bid package.

Company's Name: _____ Date: _____

Authorized Representative's Name: _____

Authorized Representative's Signature: _____

Scope of Work: flooring system approximately 7,800 sq ft	
System Specifications:	Costs
<ul style="list-style-type: none"> • System comprises 12mm resilient pads, plywood sleepers, a layer of 15/32" thick, 4' X 8' CDX rated sheathing, and steel anchors placed over a 6-mil polyethylene moisture barrier 	
<ul style="list-style-type: none"> • Flooring material: <ul style="list-style-type: none"> ○ Thickness: 25/32" ○ Widths: 2 1/4" ○ Species: 2nd and better grade maple 	
<ul style="list-style-type: none"> • Installation Method: Nail 	
Post installation requirements:	
<ul style="list-style-type: none"> • Sanding and screening to eliminate sander marks. • Seal with two coats of high-performance sealer designed for use on hardwood floors. • Use specific product designed for marking game lines on sports floors, particularly on gymnasium or sports facility hardwood surfaces. 	
<ul style="list-style-type: none"> ○ Paint Package/Line Package to include: <ul style="list-style-type: none"> ▪ (1) Main Basketball Game Lines ▪ (2) Cross Court Basketball Game Lines ▪ (1) Main Volleyball Game Lines ▪ 15' Multicolored Center Logo ▪ Solid Painted Border 	
<ul style="list-style-type: none"> • Three coats of WATER-based gym floor finish will be applied to ensure the durability and longevity of the entire court surface • Re-install a 4"x3" black vent cove base at the perimeter of the gymnasium floor and aluminum thresholds at gym door • Contract will be required to detach, move and reattach the existing (2) bleacher sets to accommodate the replacement under these areas. • Install two new volleyball lids into the floor • Route and reinstall the existing square electrical box 	
Project Total	

Price Proposal Sheets

REFERENCES

Must list references of three similar projects and site contact information

Project #1

Course Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person: _____
Phone number: _____
Date of Installation: _____

Project #2

Course Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person: _____
Phone number: _____
Date of Installation: _____

Project #3

Course Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person: _____
Phone number: _____
Date of Installation: _____

RESPONSE LABEL

This label must be affixed to the outside of the envelope or package, even if it is a “No RFP” response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFP will be accepted after the date and time specified.



SEALED BID ENCLOSED

Dalton Parks and Recreation Department
Mack Gaston Community Center Gym Floor Replacement
REQUEST FOR PROPOSALS (RFP) No 610-2024-01
February 2024

Due Date and Time: **March 14, 2024 by 9 am**

Vendor Name

Address

City, State, Zip Code

DELIVER TO:

The City of Dalton – Finance Department
300 West Waugh Street
Dalton, GA, 30720

