



Floyd County Board of Commissioners

**Request for Proposals
(RFP No. 18-0802)**

To provide and install

**Security System
for
2013 SPLOST PROJECT**

***Provide and install a security system for the
Rome Floyd County Recycling Center.***

Location

402 Lavender Drive

Rome, Georgia 30161

REQUEST FOR PROPOSALS

Security System

RFP No. 18-0802

Provide and install a security system for the Rome Floyd County Recycling Center at 402 Lavender Drive, Rome, Georgia 30161

EXECUTIVE SUMMARY:

Floyd County is requesting proposals for the purchase and installation of a security system. The approach to this project should take into account personnel, Inmates, facility size and configuration, and simultaneous operations ongoing during working hours and nonworking hours. Additionally, the limited number of staff to monitor and control the facility should be addressed.

Unique to this facility's operations are inmate control and the prevention contraband entering or being hidden in or near the facility. Approximately 20-30 inmates are present with a staff of 6 county personnel.

A budget has not been set for this project however cost is expected to be at \$25,000.00

PRE-BID CONFERENCE: A mandatory Pre-Bid Conference has been scheduled for 10am 18 July 2018, 402 Lavender Drive Rome Ga. 30161.

1. GENERAL PROJECT INFORMATION

It is envisioned that the Owner will best be served by contracting the services of a contractor with specific expertise to address the security needs of the facility and provide and install a full security system for multiple areas of concern which provides owner with the means and training to address the threats involved and meeting the objectives of Floyd County as defined here in.

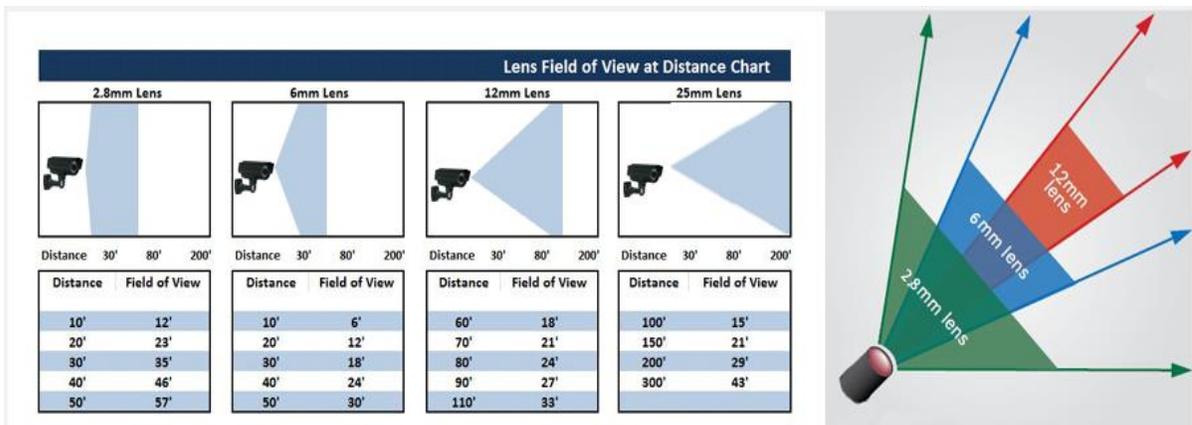
Project Description/Overview: The Rome Floyd County Recycling Center located at 402 Lavender Drive Rome Ga 30161 is approximately 26,175 SF' warehouse type building.

- To provide and install a security system taking the following into account.
- The recycle material processing area has floor space of approximately 20,000 SF' warehouse space This space will consist of officers overseeing inmates sorting and baling recyclable materials with two sort lines high above a central conveyor system and baler. There are recyclable materials moved on the floor level with the use skid steers and forklifts during normal operations. In this space is a walk thru inmate bathroom on the south wall. Bordering this warehouse is a hallway running the entire front length of the building that has access to most of the facility. The processing area also has direct access to the recycle material receiving building at the north end. A key concern will be inmate workers and contraband control as well as safe operations of personnel within of the facility.
- The center portion of the facility consists of 3 Office Spaces, a Mechanical room which could be used as a Server Room if needed, 2 bathrooms, Breakroom, Conference Center, and Storage Room that is approximately 6,175 SF'. Monitoring of the system will take place in two front offices designated as the Managers Office (PRIMARY) and the Weight Office (SECONDARY).
- Inside on the south one third of the building are two large storage bays currently not being used. These may be included under this contract for additional cameras and monitoring at some point in the future.
- Outside on the north end is an attached building designated as recycle material receiving point. A Truck Scale will be located just beyond this receiving point. This building has direct access to the main warehouse floor where sorting is accomplished.
- The rear portion of the facility has a dock and a fence line that will be mostly unused but has brush and trees to obscure the view. 250 feet is the approximate length of the building. The concern in this area is contraband being hidden by the public for inmates working at the facility.

- The main door entrance point of the facility is located at steps on the west side of the building. This door accesses the main hall way and acts as the throughway to the main recycling floor.
- There is also an entrance point in the north west corner. This will be primarily used for truck driver.
- Employee and customer vehicles will be parking in the front portion of the facility.
- The southern end of the facility will have a public access for recycle materials as a drop off point that will be open 24/7. This will be located outside of the fence line in a designated area.
- The entire facility when completed at a future date will be fenced by 6ft chain link with barb wire and have 2 drive in gates as access points.

The Goals & Objectives are as follows:

- To provide surveillance for the safety and security of all personnel, civil service workers, inmates and customers alike as well as the general security of the facility and immediate surrounding area.
- To provide security oversight during working hours focusing on internal operations of the facility for inmate/equipment operations and externally of vehicle loads at the receiving point.
- To provide during nonworking hours focusing on entrances to the facility, internally via door sensors, and externally the general surrounding area to include but not limited to doors, gates, recycle material receiving point and truck scale area.
- To provide enhanced video coverage at the recycle drop off point at the southern end of the building with the ability to identify a vehicle license plates on a 24/7 basis. This camera should have pan and tilt capability.
- To address best practice methods and training for the limited personnel monitoring security.
- To provide security equipment that adequately records and provides for camera definition and field of view as to actually identify a person by face in hours of light and darkness to a reasonable distance dependent for the area covered and the time of day. Fields of View/Distance should be addressed in the response by camera location.



- To provide video storage and retrieval capabilities that are accessible onsite using Desk Top Computers. If a server is required, the Contractor must specify requirements in the proposal.
- Offsite storage will be an option depending on available solutions provided. Proposers should address in response.
- To provide monitoring services for alarms and instances that require a police presence.
- To provide motion detection for areas with roll up doors accessing the building

- To allow of remote monitoring via cell phone and to notify designated personnel of alarms by type via cell phone (voice or text).
- To provide for future added equipment (cameras and alarms) for two fence gates and two currently empty warehouse spaces.
- To use enhanced software for one license plate recognition camera position
- To obtain the maximum security coverage using high camera definition, while simultaneously maximizing the utilization of County SPLOST funds and tax dollars.
- To identify a timeline needed to install the system running prior to 30 September 2018

2. CONTRACT INFORMATION and SPECIAL TERMS AND CONDITIONS

General

The selected contractor shall have qualified individuals onsite and devote as many personal as necessary to complete installation and setup of the system. A complete list of personnel by title will be provided to a predesignated Floyd County Project Coordinator. A contractor team leader will be designated by the contractor and will correspond directly with the Floyd County Project Coordinator for access and coordination.

Proposal and Submission:

- A proposer must have attended the designated Pre-Proposal site visit/meeting.
- A proposer must submit Original and 4 copies (marked 1-4) to the purchasing office prior to the deadline of **2pm 2 August 2018**.
- A proposer addresses each point in the evaluation criteria with focus on the goals and objectives of Floyd County
- A proposer addresses an Alarm Monitoring Solution
- Provides detailed individual pricing for each Solution
- A proposer completed and submit documents (A-H)
- A proposer provides a Sample Contract

Change Orders. Should the successful contractor identify a problem that cannot allow the completion of the work within the scope and specification of the contract; The contractor shall submit in detail to the project coordinator a request for change order. This request shall identify the problem, proposed solution, materials needed, additional labor involved and total cost. No changes to the scope of work in contract will take place without the issuance of an accepted and approved change order in writing from Floyd County.

Contract Period. The contract period shall be from the Notice to Proceed to Project Completion and Acceptance.

Monitoring Services. Security Monitoring Services shall be for a period of 1 year from the completion and acceptance date and allow for 2 automatic annual roll overs under the same terms and conditions provided both parties agree. Should either party wish to terminate the monitoring service after the first 12 months; a notice in writing will be provided to the other party 30 days in advance.

Communication: Proposers shall not have contact with the county or it employees during the time for proposals except through official channels through the Purchasing Director as defined in paragraph 6. Failure to follow this guidance may exclude a proposer's submission from being considered.

3. Scope of work:

Provide and install cameras covering the designated areas as identified to the security location map included in this RFP

Provide and install magnetic door sensors and motion detection as identified in the security location map

Provide and install software and hardware with at least four-year warranty located at this facility

Provide and install software on 4 computers to access to the security system for monitoring

Provide and install Server/Server Software **(IF REQUIRED)** with 4 year warranty

Provide and install all other necessary electronic hardware and wiring to connect power, camera system and alarm systems. Specific attention shall be taken as to address potential rodent damage to wiring either by conduit or other proposed means.

To provide remote monitoring and receive alarms via cell phone

To provide key personnel training using the monitoring system (Up to 8 hours)

To provide a warranty per the manufacturer of equipment installed.

To provide an installation and labor warranty of workmanship by the contractor minimum of 1 year

To provide cost saving solutions while not sacrificing the goals and objectives of Floyd County.

To provide monitoring services and incorporate the fire alarm into the security system

To provide cameras with sufficient definition and fields of view for each location

To provide a timeline of installation start to finish

4. SCHEDULE OF EVENTS

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

TIMELINE		
a. Mandatory Pre-Proposal Site Visit as defined in the executive summary	7/18/18	10:00AM
b. Deadline for submission of written questions and requests for clarification	7/25/18	5:00 PM
c. Deadline for proposal submission	8/02/18	2:00 PM
d. Oral presentations or negotiations if deemed necessary	TBD	TBD
e. Award expectation - Sometime in late August 2018	TBD	TBD

5. MANDATORY PRE-PROPOSAL SITE VISIT/MEETING

- A pre-proposal site visit and meeting will be conducted by the Owner and attendance of firms will be mandatory. The mandatory pre-proposal site visit and meeting will be at **10am 18 July 2018**. Questions received prior to this date may be addressed during the pre-proposal meeting.
- Firms should bring those persons that need to view the facility.

6. CRITERIA FOR EVALUATION: THE BELOW CRITERIA SHOULD BE ADDRESSED IN EACH RESPONSE. A CONTRACTOR MAY POSE MULTIPLE SOLUTIONS BY PROVIDING MORE THAN ONE RESPONSE. PLEASE CLEARLY IDENTIFY AND SEPARATE EACH SOLUTION FOR CONSIDERATION.

15 % Capability of Contractor to provide Security System Solution. The contractor should demonstrate the expertise and prerequisite knowledge for the security solution needed

20 % Capability of Contractor to provide and install suitable CCTV cameras w/mounts that are of a high definition and field of view by location, LP Camera and or an IP camera with enhanced software to read vehicle license plate, magnetic alarm sensors, motion detection, cabling with a rodent deterrent solution, networking equipment to include server if warranted, etc.

10 % Previous experience of the contractor of similar size and scope projects to include statements from past customers (A minimum 3 References)

10 % Vendor's ability to demonstrate timeline and implementation strategy for the proposed system

10 % Ease of operations, management and support of the Security Camera solution

10 % Capability of vendor to provide administrator and/or end user training

25 % Cost effectiveness of the Camera Security Solution: These shall include all pricing including alternative options to the solution that are well defined and documented individually in the proposal. All costs including labor, materials, equipment and training will be documented in the response.

The evaluation process of assigning points based on percentage as listed above for an overall score by the committee. Proposals should be clear and concise and allow assigning a score to the above criteria easier to determine vice having to decipher what the proposer is trying to say or offer.

Points are assigned according to the degree of responsiveness of the information presented in the responses. The points indicate the quality of the response. **"0" represents an unacceptable response, "1" -- poor, "2" -- satisfactory, "3" -- average or good, "4" -- very good, "5" -- excellent.** The "0" to "5" grading point range is recommended for use because committee members easily can relate the quality of the response to this range of numbers.

Only the best proposal for each category shall receive the maximum possible points for that category. The remaining responses receive fewer points for that category. Although the scoring of points is a matter of subjectivity, the committee member's judgment must be based on the information presented in the proposer's proposal.

7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION, AND EXTENSIONS

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittals for accuracy before submitting. Once the submission deadline has passed, all submissions will be final. The Owner will not request clarification from any single individual proposer regarding their submission, but reserves the right to ask, collectively, all parties that have submitted proposals for additional information. Questions about any aspect of the RFP, or the project, shall be submitted via email to:

Bill Gilliland, Purchasing Director (706) 291-5109 Gillilandb@floydcountyga.org
12 E. 4th Ave, Suite 106, Rome, GA 30161

The deadline for submission of questions relating to the RFP is the time and date shown in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing, and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary

8. Restriction of Communication

From the issue date of this solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee except for submission of questions as instructed in the RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

9. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses to the RFP are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses.

All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential," or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award. Copies of proposals will not be made public until after award and execution of a contract.

10. Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract, mutually accepted by both parties, is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this RFP and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) and in the course of doing so may use ideas expressed in any proposal.

11. Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the Request for Proposal with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; or (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

12. Permits and Approvals

The selected Proposer will be required to obtain any necessary permits and pay all required fees. No construction will commence without possession of all appropriate approvals, certificates and permits from all governing jurisdictions if so warranted.

13. Bond and Security Requirements

- **Bid Bond/Bid Security are not required for this Request for Proposal**
- **Payment and Performance Bonds shall not be required for this Request for Proposal**

14. Insurance

The selected Proposer shall be required to maintain throughout the construction period insurance typical to the approved project (in amounts and with limits determined appropriate by Floyd County in a form and with carriers acceptable to Floyd County and the County Risk Manager, including, but not limited to, comprehensive general liability, workers' compensation, all risk Site insurance, automobile liability, personal Site, business interruption, builder's risk, and any other insurance required by law. Floyd County must be named as an additional insured. The selected Proposer shall furnish, within (15) business days of notice of award by Floyd County a Certificate(s) of Insurance that shows that insurance coverage has been obtained that meets the requirements as outlined. Failure to submit the required insurance within the specified time will cause the award to be rescinded. This rescission shall be without recourse as having the required insurance is a condition to execution of the Agreement with Floyd County.

CERTIFICATE OF INSURANCE: If applicable, successful bidder will be required to furnish a Certificate of Liability insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence to protect the County throughout the life of the contract against "**ALL RISKS**". Coverage to include but not limited to General Liability: Comprehensive Form, Premises/Operations, Products/Completed Operations, Broad Form Property Damage, Personal Injury, and Automobile/Vehicle Liability. Worker's compensation and Employer's Liability are to be statutory amounts. On all contracts for vehicle repair of any kind, the successful shall provide at least Five Hundred Thousand Dollars (\$500,000.00) of Garage Liability insurance in addition to the insurance stated above. The Certificate must be furnished within Ten (10) calendar days of a "**NOTICE OF AWARD**" being issued.

15. Modified Proposals

A Respondent may submit a modified Proposal to replace all or any portion of a previously submitted proposal up until the Proposal Due Date, but not afterwards. The Evaluation/Selection Committee will only consider the latest version of the Proposal submission.

16. Withdrawal of Proposals Submission

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to Floyd County Purchasing Director for this RFP, prior to the Proposal Due Date or upon the expiration of ninety (90) calendar days after the opening of Proposals.

17. Late Proposals, Late Modifications and Late Withdrawals

Proposals received after the Proposal Due Date are late and will not be considered. Modifications received after the Proposal Due Date are also late and will not be considered unless withdrawn as specified above. Letters of withdrawal received either after the Proposal Due Date or after contract award, whichever is applicable, are late and will not be considered. Proposals will be due at the time and place specified. Proposals received after the proposal due date will not be considered. The responsibility for submitting a proposal to Floyd County on or before the stated time and date is solely and strictly the responsibility of the Proposer. Floyd County is not responsible for delays caused by any mail, package or couriers service, including the U.S. mail, or caused by any other occurrence not solely within the control of Floyd County.

18. RFP Postponement / Cancellation

Floyd County may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any minor, technical, or non-substantial irregularities defects and mistakes in this RFP or in the proposals received as a result of this RFP.

19. Costs Incurred by Respondents

All expenses involved with the preparation and submission of proposals to Floyd County, including, without limitation, the costs of consultants, attorneys or agents, or any work performed in connection therewith, shall be borne by the Respondent(s). No payment will be made for any responses received, nor for any other effort required of or made by the Respondent(s) prior to commencement of work as defined by a contract approved by Floyd County. Such costs are to be funded by the respondents and shall not in any instance, be reimbursed by Floyd County

20. Oral Presentations

Floyd County may require respondents to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

21. Proprietary /Confidential Information

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after award.

22. Negotiations

Floyd County may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint. Floyd County reserves the right to reject any or all proposals. Floyd County reserves the right to re-solicit this proposal. Floyd County reserves the right to enter into contract negotiations with the selected Proposer. If Floyd County and the selected Proposer cannot negotiate a successful contract, Floyd County may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contract acceptable to Floyd County has been executed or all proposals are rejected. No Proposer shall have any rights against Floyd County arising from such negotiations or termination thereof. No contractual relationship shall exist until execution of the contract by the parties. A contract with Floyd County will be in a form acceptable to the County Attorney, and the Floyd County Board of Commissioners.

23. Review of Proposals for Responsiveness/ Responsibility

Each Proposal will be reviewed to determine if the submission is responsive to the requirements outlined in the RFP. A responsive submission is one which follows the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in a Proposal being deemed non-responsive. A responsible Proposer is one that has the capability, as ultimately determined by the Selection Committee and Floyd County, in all respects to perform fully the contract requirements, and the integrity and reliability of which gives reasonable assurance of good faith performance. Only a Proposer who best meets the applicable criteria and who is found by the Selection Committee to be both responsive and responsible will be eligible for the award.

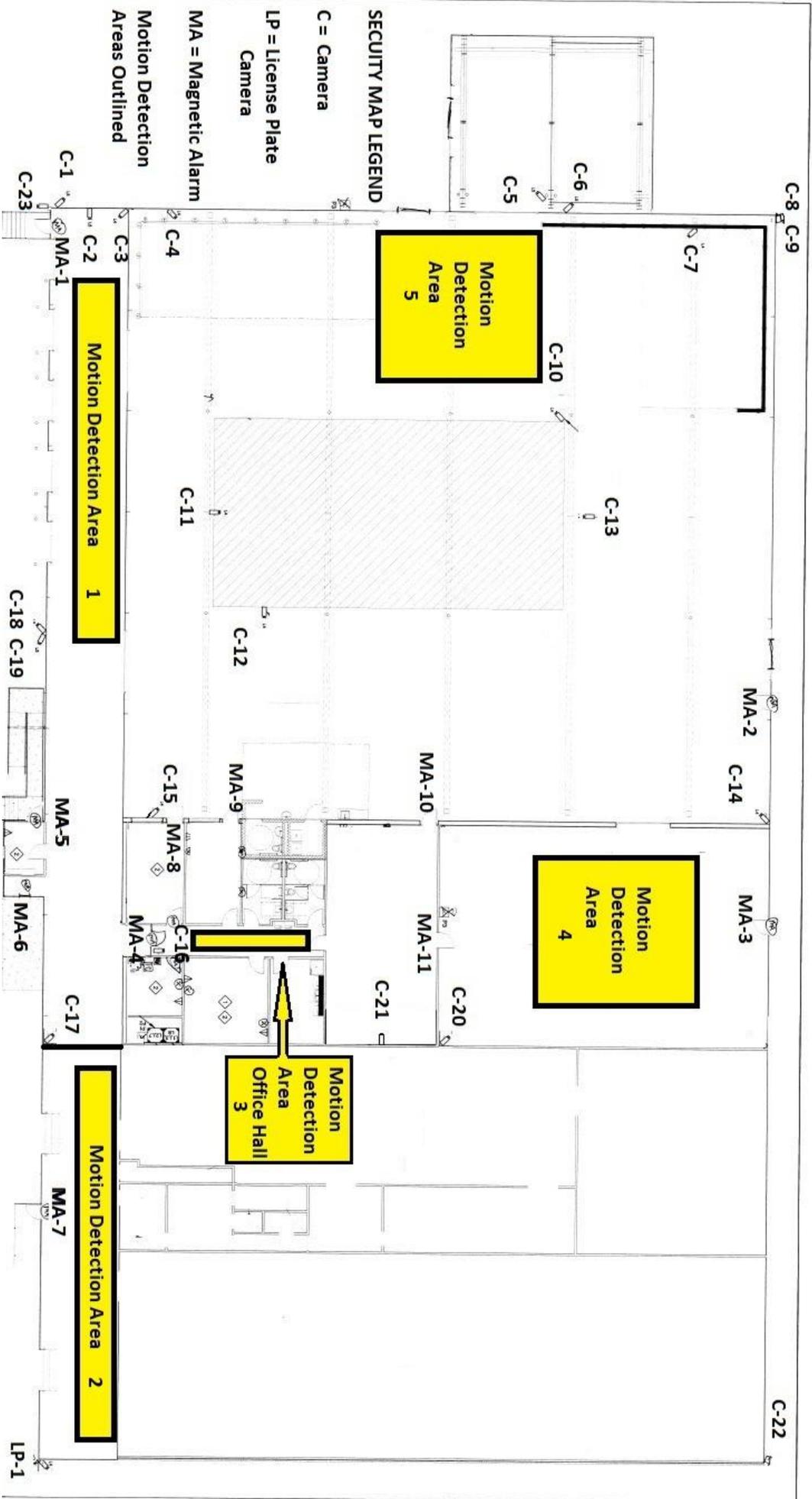
24. Bankruptcy

Any Respondent who, at the time of Proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Respondent under federal bankruptcy law or any state insolvency law, may be deemed not responsible.

DOCUMENTS

- 1. Overview Map of the Recycle area to include perimeters**
- 2. A proposed map of cameras, door sensors, motion detection locations is provided**
- 3. All other documents below are to be complete and returned with the proposal**





Recycle Center Security Map Legend

Item #	CAMERA'S
1	Outside camera faces NW covering receiving building and the truck scale area
2	Inside camera faces south directly down hallway to main office entrance
3	Inside camera faces SW covering door entrance
4	Inside camera faces SE covering left front area of recycle processing center
5	Inside camera faces NW covering inside of receiving point and entrance
6	Inside camera faces NE covering inside of receiving point building
7	Inside camera faces SW covering left rear area of recycle processing center and hoppers
8	Outside camera faces west rear receiving building and the truck Scale
9	Outside camera faces south covers rear portion of building and fence
10	Inside camera faces rollup doors in the center left portion of recycle processing center
11	Inside camera faces east covering the upper portion of the processing line
12	Inside camera faces south covering doors of office spaces and inmate bathroom entrance
13	Inside camera Faces West covers upper and lower portion of processing Line and feed belt
14	Inside camera faces NW covering inside rear portion of recycle processing center and hoppers
15	Inside camera faces NE covering inside front portion of recycle processing center and stairs
16	Inside camera faces east covering the office hallway space
17	Inside camera faces NE covering hallway and front entrance to offices and weigh office
18	Outside camera faces NW cover front north end of building
19	Outside camera faces SW cover front south end of building
20	Inside camera faces NE covering storage area at rear of education center
21	Inside camera faces NE covering education Center at rear of office spaces
22	Outside camera faces north covers rear portion of building and fence
23	Outside camera faces west covers Front north portion of building and gate area

Item #	License Plate Camera
1	Outside Camera faces primarily South and cover public drop point for recyclables

Item #	Magnetic Door Alarms
1	North building door entrance (Primarily use for staff/inmates and some drivers)
2	Rear wall door of recycle processing area
3	Rear wall door of storage area
4	Main office hall door entrance (Staff Only)
5	West center door entrance for the public
6	West center door entrance for the public
7	South west building door entrance (Use will be limited)
8	Managers door entrance to recycle processing area
9	Correctional officers door entrance to recycle processing area

Item #	Motion Detection Areas
1	Covers front north end hallway rollup doors
2	Covers front south end hallway rollup doors
3	Covers office hallway
4	Covers storage area
5	Covers rollup doors from receiving area to recycle processing area

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of

_____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer and any principle employee of the proposer have not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer or any principle employee of the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract or have been terminated for cause on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Owner may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01: Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This ____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires: _____

NOTARY SEAL

Disclosure Statement

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, the Owner shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your firm and the Owner or the ultimate end-user of the proposed project.

Insert Response

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the Owner or the end-user of the proposed project within the prior one-year period.

Insert Response

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with the Owner or the end-user of this project.

Insert Response

This Disclosure Statement should be dated and signed by an authorized signator for the Proposer and submitted with the Proposer's Submittal as deliverable A10.

Name of Firm

Authorized Signature

Date

Document C

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 Floyd County Georgia 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:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Address of Contractor

Name of Project

FLOYD COUNTY GEORGIA

Name of Public Employer

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

Executed on _____, ____ in 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

(Notary Seal or Stamp Required)

Document D

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 under a contract with _____ (name of contractor) on behalf of FLOYD COUNTY, GA 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Address of Contractor

Name of Project

FLOYD COUNTY GEORGIA

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, ____ in 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

(Notary Seal or Stamp Required)

Document E

I. CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting, or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Floyd County Board of Commissioners. The bidder may be declared, by Floyd County, ineligible for further contracts with Floyd County until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

FLOYD COUNTY BOARD OF COMMISSIONERS

II. DRUG-FREE WORKPLACE CERTIFICATE



By signature on this certificate, the Vendor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” have been complied with in full. The Vendor further certifies that:

1. A drug-free workplace will be provided for the Vendor’s employees during the performance of the contract; and
2. Each Vendor who hires a sub Vendor to work in a drug-free workplace shall secure from that sub Vendor the following written certification: “As part of the subcontracting agreement with (Vendor’s name), (sub Vendor’s name) certifies to the Vendor that a drug-free workplace will be provided for the sub Vendor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7).”

By signature on this certificate, the Vendor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Vendor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____



Document G

CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by Floyd County, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Floyd County; and
2. That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
4. That, if awarded a contract, the supplier will deliver goods and/or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
5. That the response submitted by the supplier shall be valid and held open for a period of **one hundred and twenty (120) days (or such other time period as identified in the solicitation)** from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
6. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
7. That the provisions of the Official Code of Georgia Annotated, Sections 36-91 have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	
Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	
FAX Number:	
Email Address:	

****This table must be completed in its entirety by the supplier.***

Document H

STATE OF GEORGIA,
COUNTY OF _____:

NOTICE OF COMMENCEMENT

TO: CLERK OF SUPERIOR COURT OF _____ COUNTY, GEORGIA

Pursuant to O.C.G.A. § 13-10-62(a), not later than fifteen (15) days after physically commencing work on the property, the undersigned gives Notice of Commencement of improvements to property including the following information:

1. The name, address and telephone number of the contractor;

2. The name and location of the public work being constructed or a general description of the improvement;

3. The name and address of the state or the agency or the authority of the state that is contracting for the public works construction;

4. The name and address of the surety for the performance and payment bonds, if any; and

5. The name and address of the holder of the security deposit provided, if any.

Contractor: _____

By: _____

Name: _____

Title: _____

THIS DOCUMENT MUST BE FILED WITH THE CLERK OF THE SUPERIOR COURT FOR THE COUNTY IN WHICH THE PROJECT IS LOCATED AND A COPY OF THIS DOCUMENT MUST BE POSTED AT THE PROJECT SITE NOT LATER THAN FIFTEEN (15) DAYS AFTER THE CONTRACTOR PHYSICALLY COMMENCES WORK ON THE PROPERTY.

WITHIN TEN (10) CALENDAR DAYS OF THE RECEIPT OF A WRITTEN REQUEST, GIVE A COPY OF THIS NOTICE OF COMMENCEMENT TO ANY SUBCONTRACTOR, MATERIALMAN OR PERSON MAKING THE REQUEST.