



# **Floyd County Board of Commissioners**

## **Request for Qualifications/Proposal**

**(RFP No. 18-0828)  
To Provide**

**Construction Manager at Risk Services  
for  
2013 SPLOST PROJECT**

***FLOYD COUNTY JAIL MEDICAL***

**Location**

**2526 New Calhoun Hwy N.E.  
Rome, Georgia 30161**

**Issue Date: July 25, 2018**

## **Request for Qualifications/Proposals Proposal # 18-0828**

**To Whom It May Concern:**

The Floyd County Board of Commissioners (owner) is requesting Qualifications/Proposals for Construction Manager Services at Risk for the renovation and construction of an inmate medical wing for the Floyd County Jail at 2526 New Calhoun Hwy N.E. Rome, Georgia 30161

Proposal/Qualifications will be received by the Floyd County Purchasing Department, 12 East 4<sup>th</sup> Ave, Suite 106, Rome, Georgia 30161 until **2:00 pm August 28, 2018**, local time. Late Qualifications/Proposals will not be considered nor returned. Qualifications/Proposal will be formally accepted and the names of those submitting read aloud by staff personnel after the closing time and date.

The bid documents are available for inspection at the Floyd County Purchasing Department, 12 E. 4<sup>th</sup> Ave, Rome, Georgia; or they may be requested via email at [gillilandb@floydcountyga.org](mailto:gillilandb@floydcountyga.org). The documents are also available for download on the Floyd County Website, [www.romefloyd.com](http://www.romefloyd.com) or the Georgia Procurement Registry (GPR) <https://ssl.doas.state.ga.us/prrsapp/prindex.jsp>.

The Proposal must be accompanied by a bid bond in the amount of 5% of the base price proposal. All bonds must be signed or countersigned by a Georgia Resident Agent licensed to do business in the State of Georgia. A performance and payment bond in the amount of 100% of the estimated contract is required from the successful firm at the time of award.

Floyd County reserves the right to reject any or all Qualifications/Proposals and to waive informalities in the proposal process. In the event that no qualifications/Proposals substantially satisfies the specified requirement as presented in this Request for Qualifications/Proposals, the County, at its sole discretion reserves the right to call for new Qualifications/Proposals.

All questions regarding the proposal must be in writing and addressed to Bill Gilliland, Floyd County Purchasing Department, 12 E. 4<sup>th</sup> Ave., Rome Georgia 30161. Correspondence may be mailed to the address shown or emailed to [gillilandb@floydcountyga.org](mailto:gillilandb@floydcountyga.org). The Purchasing Department shall not be responsible for US Mail, common carrier or electronic services. All questions must be received by 2:00 pm August 23, 2018. Questions after that date and time may not receive a response due to time constraints.

**A mandatory pre-bid meeting will be held at the stated jail location on August 09, 2018 at 2:00 pm, local time. County staff and the Architect will be available for discussion and clarification.**

Floyd County is an equal opportunity employer.

By Bill Gilliland, Purchasing Director, Floyd County Commission

Run-July 25, August 2, 8, 15, 2018

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## **I. Request for Qualifications/Proposal**

The Floyd County Board of Commissioners (Owner) is soliciting submissions from qualified, licensed Construction Management (CM) firms that are interested in and capable of providing a combination of professional services including pre-construction and construction services for the New Training Facility at the Sheriff's office along with the renovation of the Medical and Housing unit. If your firm is experienced in similar type of and size projects, you are invited to submit your response for consideration for Construction Management Services for the project.

## **II. Project Overview**

### **A. Program**

The Floyd County BOC plans to build a new addition and renovate the existing Medical and one housing unit to also become part of Medical at the Floyd County Jail. These projects include new construction for the Training Facility, full demo of the existing Medical and build back new cells and a new housing unit. All work will be on the current site of Floyd County Jail. The budget for this project is not to exceed **\$5,700,000**. Specific program requirements are not yet fully defined and are subject to Owner and Sheriff's input on direction.

### **B. Project Delivery Method**

The delivery method for this Project will be CM at Risk (construction manager at-risk), and as a minimum, will employ the services of a Construction Manager (hereinafter "CM") and a Design Professional.

During pre-construction, the CM will be responsible for pricing, valve engineering, and maintainability and constructability issues. The CM will be expected to assist in preparing all cost estimates, and identifying and formulating various options for how to best utilize the Owner's available budgeted funds, including recommendations and plans on how best to divide the scope of work into construction phases, as may be required or the most cost effective and beneficial to the Owner. Once a preferred option is selected by the Owner, the design will be advanced through Construction Documents with pre-construction support from the CM. When documents for the Project have been developed in sufficient detail, the CM, with the support and assistance of the Design Professional, will commit to a Guaranteed Maximum Price (GMP) for the Project. The CM shall competitively bid and select all construction subcontracts using cost and other mutually-agreeable factors. These will all be under the review of the Floyd County Purchasing Department.

### **C. Project Schedule**

The Design Professional's services are currently engaged. Delivery date of final construction documents has not yet been determined. A Notice to Proceed is subjected to a satisfactory Performance and Payment Bond being provided.

### **D. Construction Budget**

The Preliminary stated cost limitation (SCL) for construction of the Project is approximately **\$5,400,000.00** The cost limitation may vary slightly as the actual program is developed and finalized.

### **E. Insurance Requirements**

- a. Workers Compensation:
- b. State: statutory
- c. Employer's Liability
- d. \$500,000 Each Accident
- e. \$500,000 Disease Policy Limit
- f. \$500,000 Disease Each Employee

1. Comprehensive General Liability (including Premises-Operations; Independent Contractors Protective; Projects and Completed Operations; Broad Form Property Damage; X-C/M Explosion, Collapse and Underground Coverage):
  - a. \$2,000,000 General Aggregate
  - b. \$2,000,000 Products/Completed and Operations Aggregate
  - c. \$1,000,000 Each Occurrence
  - d. \$1,000,000 Personal & Advertising Injury
  - e. \$100,000 fire Damage – Any one Event
2. Comprehensive Automobile Liability
  - a. \$1,000,000 combined Single Limits
3. Umbrella Excess Liability
  - a. \$1,000,000 General Aggregate
  - b. \$2,000,000 Products/Completed and Operation Aggregate
  - c. \$1,000,000 Each Occurrence
  - d. \$1,000,000 Personal & Advertising Injury
  - e. \$100,000 fire Damage – Any One Event
  - f. Completed Value/Builders Risk including interests of the Owner, Contractor, subcontractors and Sub-subcontractors and covering the entire project including materials stored off-site and materials in transit.

### **F. Form Agreement**

The agreement between the Owner and the CM will be the AIA - A133-2009 standard form of agreement between Owner and Construction Manager, as constructor, where the basis of payment is the Cost of the Work plus a fee with a Guaranteed Maximum Price ("Contract"); provided however, the Owner reserves the right to change, modify, or amend the AIA A133-2009 standard form of the agreement in

formulating the final Contract to be entered into by the Owner. The GMP will be incorporated in the Contract by amendment upon completion of the GMP by the CM and acceptance by the Owner. The Owner shall have the right to terminate the relationship with the CM firm at any time without cause. The Owner shall have the authority to suspend or terminate performance of the Project. The construction services will be on an actual cost basis with all saving under the GMP, including unused contingency returned to the Owner. The CM will share the calculations and assumption on which the CM's proposed GMP is based. The Project will be open book.

### **III. Scope of Services**

Construction Management services shall include a Pre-Construction Phase and a Construction Phase.

During the Pre-Construction Phase, the CM will provide assistance to the Design Professional in the logistical planning of the Project. The CM shall provide constructability reviews and provide constructive feedback regarding the Construction Documents.

During the Construction Phase, the CM will provide comprehensive administration and management of all aspects of the construction of the Project and will work in concert with the Owner and the Design Professional towards the successful completion of the Project on schedule, at or below budgeted costs, meeting or exceeding standards stipulated by the Construction Documents, and in adherence with standards required by Federal, State, and Local authorities and other agencies having jurisdiction.

#### **A. Construction Management Services to be provided**

##### **1. Pre-Construction Phase**

Pre-construction Phase services shall include, but may not be limited to the following:

- Review and validate Owner's construction budget in regard to the scope of the proposed Project.
- Evaluate the design; providing analysis of alternate construction methods and materials for potential quality, cost, and schedule enhancements for review and approval of the Owner and Design Professional.
- Provide assistance and expertise to the Design Professionals and Owner with regard to logistical planning to be incorporated into the Construction Documents.

- Evaluate Construction Documents and provide timely feedback to the Design Professional and Owner for constructability, serviceability, maintainability, potential problems, and ambiguous and omitted information.
- Evaluate options to maximize success in achieving Project sustainability goals.
- Provide input on division of construction activities into appropriate work packages for Design professional and Owners review and approval.
- Pre-qualify potential subcontractors and vendors for Design Professional and Owner review and approval.
- Develop a construction schedule in accordance with the General Provisions of the Contract, coordinating activates to accomplish the completion of the Project by the earliest date possible within the stipulated construction budget while maintain a level of quality acceptable to the Owner and Design Professional.
- Provide cost models, cost estimating, cost management, value analysis and value analysis and value engineering; evaluate cost for alternate means, methods, materials, and construction methods within specific trades and systems.
- Develop the construction budget in accordance with the General Provisions of the Contract.

## **2. Procurement and Construction Phases**

Any costs associated with procurement and bidding for construction services must be included in the respondent's proposal for pre-construction services and overhead. Bidding and Construction Phase services shall be in accordance with General Provisions of the Contract and include, but may not be limited to the following:

- Provide a proposed construction schedule Critical Path Method (CPM) in accordance with the General Provisions for issuance with work packages.
- Develop and implement work packages, as agreed upon by Owner and Design Professional for procurement and bidding requirements necessary to assure completion, time, cost and quality control during construction.
- Advertise and distribute work packages for procurement/bidding documents.
- Schedule and conduct pre-procurement/bids meetings
- Monitor bidder/proposer activity to insure adequate contractor and vendor participation.
- Subcontractor bids will be opened by the CM and Purchasing with Owner representatives present.
- Assure all work categories receive a minimum of three bids. If a work category does not receive at least three bids, the bids that were received will be returned unopened and the CM shall rebid that work package.

- No work category will be self-performed by the CM unless specifically approved by the Owner and a minimum of three external bids are received.
- Analyze bids, verify adherence of bids with design requirements and budget and present to the Owner's project team with recommendations.
- Subcontract with successful proposers/bidders.
- Develop requirements for safety, quality assurances and schedule adherence.
- Maintain on-site staff for construction management of the Project.
- Conduct and record job meetings. Provide summary to Owner within three business days.
- Maintain a system for review and approval of shop drawings.
- Maintain records and submit bi-weekly reports and formal monthly reports to Design Professional and Owner.
- Maintain quality control and ensure conformity to plans by all subcontractors.
- Provide cost control through progress payment review and verifications according to the approved schedule and contract amounts.
- Develop as-builts drawings. Return to Owner at tend of project along with Fire Marshall stamped drawings.
- All electronic drawings and BIM files to be turned over to Owner with close out documents.
- Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, issuance of a certificate of occupancy, and the Owner's final acceptance.
- Obtain all permits necessary for project to progress satisfactorily.

### 3. **Warranty Phase**

- Coordinate and Monitor the resolution of remaining "punch-list" items.
- Coordinate, monitor, and resolve all warranty complaints to the satisfaction of the Owner during a two-year general warranty period.
- Provide 11 and 23 joint inspections with the Owner and Design Professional to assure any warranty related issues can be taken care of prior to expiration of the two-year warranty.

### IV. **Submittal Schedule/Schedule of Events**

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. Unless others specified, the time of the day listed in this RFQ shall refer to Eastern Time. The Owner reserves the Right, at its sole discretion, to adjust this schedule, as it deems necessary. **Notification of any adjustment to the Schedule of Events shall be provided to all firms attending the Mandatory Pre-Qualification Meeting.**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Publication of Notice	July 25, 2018	
Request for Qualifications/Proposal Release	July 25, 2018	
Mandatory Pre-Qualifications/Proposal Meeting at 2:pm.	August 9, 2018	
Deadline for written questions and Clarification requests on RFQ	August 23, 2018	
Deadline for submission of Qualifications/Proposal	August 28, 2018	
Presentations for top qualifiers	Sept. 4, 2018	
Final Completion of evaluation by selection committee for Presentations	Sept 7, 2018	
Approximate BOC approval	Sept. 10,2018	

## **V. Evaluation, Selection and Award**

### **A. General CM Selection Process**

The Selection of the CM firm will be by a Selection Committee consisting of Floyd County Staff Personnel and Sheriff's representatives. The Selection Committee will receive and review the submissions. The submissions will be evaluated against specified criteria to determine those firms most qualified for this Project. In selecting a firm, Owner will place emphasis on the experience of the firm and assigned personnel in providing comparable functions on projects of similar magnitude and complexity as the proposed Project. Emphasis will be placed on firms oriented to the construction of Correctional facilities, with particular emphasis on those with experience with build and tear down projects on an occupied campuses with complex phasing. They should have depth, knowledge and resources in principles of general contracting, phasing, scheduling, contract coordination and compliance, budget control, familiarity with Federal, State, County and City laws, ordinance and codes.

All submissions will be evaluated from the written responses and reference responses to the requirements set forth in this RFQ. The evaluations will be based on the following Criteria (see pages ?-?):

1. Similar Experience/Capacity	15_Points
2. Personnel/Project Team	15_Points
3. Preconstruction Management Plan	10_Points
4. Construction Management Plan	10_points
5. Safety	10_Points
6. Financial	10_Points
7. References	15_Points
8. Rates / Fees	<u>15_Points</u>
	100 Possible Total Points

After completing a scored evaluation of the submission, the Selection Committee will rank all firms. The top ranked firm will be invited to present to the committee. The presentations will include meeting the CM's actual team that will work on the Project including but not limited to the superintendent for the Project and the project manager for the Project. The Selection Committee will rank the presentations. The results of the Selection Committee's evaluation of the submissions and presentations will be presented to the Floyd County Manager. The County Manager will seek approval from the Board to proceed with fee negotiations with the highest-ranking firm. This approval does **not indicate the award of the project**, but only to begin the negotiations, the participating firms will be notified by the selection committee of the final results.

### **B. Negotiation of Fee**

At this point, the Owner and CM will begin the process of negotiating the total fee that will be paid to the CM for the Project. Total fee includes General Conditions as well as overhead and profit. Each portion of the fee shall be clearly delineated by the CM for the Owner. It is the Owner's expectation that a competitive fee, in light of current economic conditions, will be presented and ultimately agreed upon by both the Owner and CM. Once the Selection Committee and the CM agree to a total project fee, the County Manager will seek approval from the BOC for the award of the Project to the CM. In the event a satisfactory fee cannot be reached with the highest scoring firm, the Owner will terminate negotiations in writing and will seek approval from the BOC to begin negotiations with the second highest ranking Proposer.

## **VI. Qualifications – Submittal Format and Requirements**

### **A. Qualification Instructions**

**The Owner will respond to any firm's questions received by the date listed in the Schedule of Events. Questions about any aspect of the RFQ/RFP or the project shall be submitted in writing by e-mail to: Bill Gilliland at [gillilandb@floydcountyga.org](mailto:gillilandb@floydcountyga.org). All firms that attend the pre-proposal meeting will be emailed all questions and answers. All questions and answers will also be posted on the previously stated websites.**

All relevant and significant questions that have been submitted in writing will be compiled and answers will be issued as an addendum to the RFQ/RFP.

**CM candidates should deliver five (5) hard copies of their RFQ/RFP submission which will be received until 2:00 p.m. on August, 28, 2018 at the following location, 12 E 4<sup>th</sup> Avenue, Suite 106, Rome, GA 30162. It should be clearly marked on the exterior, "RFQ/RFP Jail Medical". All proposals will be opened and acknowledged on August 28, 2018, at 12 E 4<sup>th</sup> Avenue Suite 106 Rome, Ga.**

It is the sole responsibility of the submitting firm to assure delivery to the appropriate location. The Owner cannot accept responsibility for incorrect delivery, regardless of reason. Submissions will not be accepted via facsimile or email. It is the responsibility of the Proposer to examine the entire RFQ/RFP, seek clarifications in writing, and review qualifications for accuracy before submitting a RFQ/RFP for consideration. Once the deadline has passed, all submittals will be final. The Owner will not request clarification from any individual firm relative to their submittal, but reserves the right to ask for additional information from parties that have submitted a RFQ/RFP.

## **B. Qualification Format and Requirements**

Submissions must meet the requirements of this section to be considered. The response to this RFQ/RFP must be complete; partial or incomplete submissions will not be considered. Submitting firms are required to follow the outline below in their response. Submissions should be concise, clear and relevant. Submittals must be on standard 8.5"x11" paper with pages numbered sequentially. A table of contents, with corresponding tabs should be included to identify each section. Please include only the information requested in your submission.

- **Letter of Interest** – A letter executed by the principal of the CM firm committing to the requirements specified in the RFQ/RFP. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies and why the firm is interested in this Project. Provide an explanation of what differentiates your team as the best candidate for this Project.
- **Description of Firm** – Provide basic company information including name of firm, address, e-mail addresses, and phone and fax numbers; along with the name of a primary contact in regard to the submission. Provide the number of years the firm has been in business, form of ownership and state residency or state of incorporation. If the firm has multiple offices, the submission should primarily include information about the office that will perform the work on the Project. Describe the firm's current position in the construction market and briefly describe the firm's vision or philosophy towards construction (Why are you in business?) describe the history and growth of the firm as succinctly as possible.
- **Experience** – Provide examples of specific project experience using a CM form of project delivery, including experience relevant to this Project. Describe at least four equivalent projects (similar type of project and contract dollar amount) that demonstrate the firm's capabilities to perform this Project. This Project will include complex phasing with renovations of existing facilities while occupied and construction of new facilities all while inmate and staff continue to use the facility and move freely between areas. Provide examples of projects where your firm has successfully constructed

projects under those conditions and with those constraints, maintaining appropriate boundaries between staff and inmates and construction activities. For each project, the following information should be provided: Project name, location, dates during which the project was executed stating clearly the project duration, physical description (square footage, number of beds, etc.) brief description of project services provided by the CM, statement of performance versus owner expectations in the areas of cost, quality and schedule owner and design professional references (included current phone numbers and e-mail addresses). Provide for each of the examples of your experience as CM in constructing facilities similar to this project the following information: provide photographs, provide an owner and design professional reference familiar with your performance on the project. Please verify before submitting that all references information is current. List the individuals with your Manager, Superintendent, Scheduler, and Cost Estimator. Please note whether or not these individuals are still employed with your firm. Provide additional relevant information.

- **Personnel** – Provide general information about the firm's personnel resources, including classifications. Provide the qualifications and qualifications and experience of the following key personnel that you are proposing for this project: senior project executive, project manager, major consultants, cost estimating staff, construction superintendent, project engineer scheduler and safety director. Include resumes of key personnel for both preconstruction and construction services. Highlight professional qualifications and relevant individual experience, focusing on experience on similar projects, and include number of years and types of positions held in the firm. Provide a Project Organizational chart. List the names and series to be performed by any additional firms that may be utilized in the execution of the CM services (scheduling, safety, quality control, etc.)
- **Preconstruction Management Plan** – describe your firm's proposed organization for the preconstruction management team including principal, project manager, superintendent, cost estimator, etc. who will manage the process. Identify who will be the leader of your preconstruction team and the principal point of contact between your firm and the Owner, the Design Professional and other consultants. Describe your firm's approach to preconstruction services. How does your firm implement cost control/management and scheduling activities during construction? Describe the level of documentation necessary to obtain a GMP for this project. Describe any of your firm's policies or recommendations for bonding subcontractors. Describe your firm's plan to involve or not involve trade contractor in the preconstruction process. Describe your firm's quality control approach during preconstruction. Describe your plan for value management/value engineering for this Project. Describe how your firm intends to arrange the construction into bid packages in order to reach the proposed schedule and budget objectives. Describe how your firm would

encourage participation by local trade contractors and vendors along with workers from the county.

- **Construction management Plan** – Describe your firm's proposed organization for the construction management team including principal, project manager, superintendent, cost estimator, etc. who will manage the project. Identify the individual who, from project start to finish, will be the leader of our construction team and the principal point of contact between your firm and the Owner, Design Professional and other consultants. This individual's competence leadership and ability to achieve customer satisfaction will be heavily considered in the selection of the CM for this project. Describe your firm's approach to quality assurance and any quality assurance programs and procedures you currently have in place. Describe your cost control systems for construction projects. What type of procedures could your firm implement to insure the prompt completion of punch list and project close out.
- **Schedule** – The final overall project completion date is anticipated to be determined. Phase 1 is going to start as soon as possible and the other phases including the renovation of Medical will be completed in 2019. Respond to the project completion date with the context of the design schedule and occupancy constraints. Describe your general approach to the schedule for this Project. Describe your firm's scheduling systems and how your firm intends to manage the preconstruction and construction schedules. Describe alternatives that may be explored to shorten the proposed schedule.
- **Financial Information** – Supply financial and main banking references. List the firm's total annual billings for each of the past three calendar years. What percentage of your firm's work has been CM @ Risk during the past three years? Has the firm ever failed to complete or be removed from any project it has been awarded? The selected CM will be required to provide a 100% payment and performance bond for the entire amount of the cost of construction. Confirm your ability to meet this requirement and provide your firm's bonding rate for a project of this value.
- **Safety Information** – Submit a copy of your firm's safety program. Provide a letter on the firm's insurance company's letterhead stating the Workers Compensation Experience Modification Rating (EMR) for the past three years. List the contact person(s) addresses, and phone numbers for the firm's insurance carrier and agent. Provide resume of the firm's Safety Director.
- **Fee Chart** – List all fees charged by the CM including but not limited to preconstruction cost, construction, and general conditions. (please provide of list of what's in your GC's) Fee chart to include itemized list of all items to be included in each category.
- **References** – Provide name, address, telephone number, email address and contract information for three references for which you have provided services similar to those described in this RFQ/RFP. Provide the project name, proposed project team member name and role and the service provided for each reference.

## **VII. Additional Conditions**

The owner reserves the right to reject any or all submissions received in its sole and absolute discretion. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. Owner reserves the right to extend the deadline for submittals. The Owner reserves the right to waive any informalities or irregularities and to waive any immaterial defect in any response or submission. The Owner may supplement, amend, or otherwise modify this RFQ/RFP or cancel this request at any time.

Upon receipt of a response to the RFQ/RFP by the Owner, the response and all supporting documentation shall become the property of the Owner with no compensation to the firm, for disposition or usage by the Floyd County BOC at its discretion. Subject to the provisions or the open Records Act, the details of the submitted documents will remain confidential until final award of the Contract by the Floyd Count BOC.

Owner reserves the right to meet with firms for discussion, negotiation, and revision of submitted proposals. Discussions, negotiations, and revisions may be permitted after submission of proposals and prior to final contract award. Owner shall not disclose the contents of proposals to any competing firms.

The Owner is open to award Phase 1 and Phase 2 of the project to two different Construction Mangers at Risk.

Equal Employment opportunity: During the performance of the Contract, the CM agrees as follows: the CM will not discriminate against any employee or applicant for employment because of race, creed, and color sex. Age, national origin, place of birth, or physical handicap, CM must have a history of being non-discriminatory and shall not discriminate on the basis of race, creed, color, sex, age, national origin, place of birth, or physical handicap in any of its employment practices, or procurement practices with respect to the work force of CM, or procurement services in connection with this Project.

**Below is the FTP site where the CM can take a look at the plans, elevations and sections for the selection process.**

**ftp.peacockpartnership.com**

**User Name: FCJAILDOCUMENTS**

**Password: VIEWDOCS22**

**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 or 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: \_\_\_\_\_

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NOTARY SEAL

**(Exhibit B)**  
**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:

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Notary Seal or Stamp Required)

## SUBMITTING FIRM'S DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **2:00 PM, August 28 2018** but may not be withdrawn after such date and time.

That Floyd County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests

That by submission of this quote the bidder acknowledges that Floyd County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

That the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

BIDDER:

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name Print: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

## **CHECK LIST**

- Bidders Declaration Page
- Bidders Information Page
- Certificate of Non Discrimination
- Certificate of Non Collusion
- Drug Free Workplace Certificate
- Specification List(s) for Compliance and Exceptions and option pricing
- Bid Page(s)
- Addendums (If any)

The documents above are included within this Invitation to bid. Addendums will be available when issued.

## **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 suppliers 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.

Revised 08/22/2017  
2017

FLOYD

## ATTACHMENT

### **FLOYD COUNTY BOARD OF COMMISSIONERS 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: \_\_\_\_\_

## **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 \_\_\_\_\_