

INVITATION TO BID

BID NO. 11-12-3-2

FORKLIFT FOR THE DETENTION CENTER EXPANSION PROJECT

PREBID CONF: N/A

BID OPENING: 2:00PM JULY 12, 2011

**THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA**

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER HARRIS ODELL JR.

COMMISSIONER JAMES J. HOLMES

COMMISSIONER DAVID M. GELLATLY

COMMISSIONER PATRICK O. SHAY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER PRISCILLA THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

CHATHAM COUNTY, GEORGIA  
DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.**

GENERAL INFORMATION AND INSTRUCTIONS TO BID

PROPOSAL

BID SCHEDULE

CONTRACT

LEGAL NOTICE

ATTACHMENTS: A. DRUG FREE WORKPLACE; G. NONDISCRIMINATION STATEMENT;  
I. LETTER OF INTENT

DOCUMENTATION OF ABILITY TO PERFORM BID REQUIREMENTS. THIS MAY BE REQUIRED OF BIDDERS AFTER SUBMISSION OF BIDS.

**COUNTY TAX CERTIFICATE REQUIREMENT:** Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER

CITY \_\_\_\_\_

COUNTY \_\_\_\_\_

OTHER \_\_\_\_\_

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS \_\_\_\_\_

The undersigned certifies that he/she has received the above listed and marked documents acknowledges that his/her failure to return each, completed and signed as required may be cause for disqualifying his/her bid.

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

\_\_\_\_\_  
Date

**Chatham County has established goals to increase participation of minority and female owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or female business is defined as a business with 51% or greater minority or female ownership or general management. . Please check ownership status as applicable:**

**African-American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_**

**Native American or Alaskan Indian \_\_\_\_\_ Female \_\_\_\_\_**

**In the award of “Competitive Sealed Proposals”, minority/female participation may be one of several evaluation criteria used in the award process. For additional information concerning Chatham County’s MBE/FBE Development Program, please contact Arneja Riley, at (912) 652-7860.**

CHATHAM COUNTY , GEORGIA  
OFFICE OF THE PURCHASING AGENT  
POST OFFICE BOX 15180  
SAVANNAH, GEORGIA 31416  
(912) 790-1620

Date: June 28, 2011

BID NO. 11-12-3-2

**GENERAL INFORMATION FOR INVITATION FOR BID/PROPOSAL**

This is an invitation to submit a bid or proposal to supply Chatham County with equipment, supplies and/or services as indicated herein. Sealed bids or proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE - SUITE C , Savannah, Georgia**, up to **2:00PM., JULY 12, 2011** at which time they will be opened and publicly read. The Purchasing Agent reserves the right to reject any and all bids and to waive formalities.

Instructions for preparation and submission of a bid or proposal are contained in this Invitation For Bid/Proposal package. Please note that specific forms for submission of a bid/proposal are required. Bids must be typed or printed in ink. If you do not submit a bid/proposal, return the signed bid invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

A pre-bid conference will be held on the **at 1117 Eisenhower Drive - Suite C, Savannah, GA.** N/A to discuss the specifications and resolve any questions and/or misunderstanding that may arise.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "disadvantaged business," "minority business enterprise," and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

## INSTRUCTIONS TO BIDDERS

These instructions will bind bidders to terms and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
  - (a) The ability, capacity and skill of bidder to perform required service.
  - (b) Whether bidder can perform service promptly or within specified time.
  - (c) The character, integrity, reputation, judgement, experience and efficiency of bidder.
  - (d) The performance and quality of service of previous contracts.
  - (e) The suitability of equipment or material for County use.
  - (f) The ability of bidder to provide future maintenance and parts service.
  
2. County Tax Certificate Requirement: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.
  
3. No contract or Purchase Order shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.
  
4. A Bid Bond for five percent (5%) of the amount of the bid is not required to be submitted with each bid. The bidder agrees by signature on this document, that forfeiture of the amount of the Bid Bond as liquidated damages if he/she fails to enter a contract with Chatham county as stated herein within fifteen (15) days of the date on which he/she is awarded the bid.
  
5. A Performance Bond for one hundred percent (100%) of the bid is not required of the successful bidder. The bidder, by signature on this document, acknowledges Chatham County's right to require a Performance Bond of a specific kind and origin and that forfeiture of the amount of the Performance Bond as liquidated damages if he/she fails to execute and fulfill the terms of the contract entered. The amount of the forfeiture shall be:
  - A. The difference between his/her bid and the next lowest, responsible bid that has not expired or been withdrawn, or;
  - B. The difference between his/her bid and the amount of the lowest, responsible bid received as a result of rebidding, including all costs related to rebidding.
  
6. Any cash discounts offered to the County must be clearly shown in the space provided. Cash discounts offered from one (1) percent or more for payment in thirty (30) days or more, will be considered for the purposes of evaluation. Any other cash discounts will not be considered in the evaluation.

Prompt Payment: All discounts offered will be taken if earned. In the event that the County is entitled to a cash discount, the period of computation will commence on the date of delivery, or receipt of a correctly completed invoice indicating the discount, whichever occurs later. If the County is entitled to a discount under the contract, but the invoice does not reflect the existence of a cash discount, and the County pays the invoice it shall be entitled, upon demand, to credit in the amount of such discount. Payment of invoices owed by the County shall be made whenever possible within 30 days of the receipt of a correct invoice or goods, whichever is later, unless otherwise provided for in the solicitation document or resulting contract.

Late Charges: Bids/Proposals containing provisions for late charges, whether designated as interest charges or otherwise, will not be considered for an award. Bidders/offerors are instructed to remove strike through, or otherwise withdraw any such provision contained in Vendor printed forms. The Vendor must initial such changes prior to submitting an offer to Chatham County.

7. All bids should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors. All bid price(s) will remain as quoted for a minimum of **ninety (90)** days. Any less may be considered nonresponsive.
8. All requested information should be included in bid envelope. All desired information must be included for your bid to receive full consideration.
9. If any thing on the bid request is not clear, you should contact the Purchasing Department immediately by letter or by fax. Please be specific.
10. A bidder's list is available and can be reviewed at the Purchasing Office. To help reduce Government's contribution to overuse of landfill space, other resources and to reduce administrative costs, copies cannot be faxed or mailed.
11. Quote all prices F.O.B. our using Agency's address.
12. Each proposal shall be clearly marked on the outside of the envelope as a sealed bid. The bid number, bid opening date and time must appear on the outside of the envelope.
13. No responsibility will attach to any County employee for the premature opening of bid not properly addressed or identified.
14. If only one bid is received, the bid may be rejected and readvertised, **EXCEPT** in the case of only one known source of supply.
15. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.

16. Telegraphic bids will be accepted provided they are sealed and delivered by the carrier to the designated location prior to the specified bid opening time. Telephone and **facsimile bids will not be acceptable** for formal bid openings. Should a bid be misplaced by the County and found later it will be considered. Any bidder may request and shall receive a receipt showing the day and hour any bid is delivered to the appropriate office of the County from the personnel thereof.
17. Successful bidders doing business on County owned property must carry minimum limits of Insurance as follows:
  - (a) **Commercial General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
  - (b) **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage.
  - (c) **Worker's Compensation** covering all employees meeting Statutory Limits in compliance with applicable state and federal laws. The coverage must include Employer's Liability with a minimum limit of \$500,000 for each accident.
18. All bidders must be recognized dealers in the materials or equipment specified and be qualified to advised in their application or use. A bidder at any time requested must satisfy the Purchasing Office and County Commission that he has the requisite organization, capital, plant, stock, ability and experience to satisfactory execute the contract in accordance with the provisions of a contract in which he is interested.
19. Any alterations, erasures, additions, or omission of required information or any changes of specifications, or bidding schedule is done at risk of bidder. Any bid will be rejected that has a substantial variation, that is a variation that effects the price, quality, or delivery date (when delivery is required by a specific time).
20. When requested, **SAMPLES** will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The County reserves the right to mutilate or destroy any samples submitted whenever it may be to the best interest of the County to do so for purpose of testing.
21. County will reject any material, supplies, or equipment that do not meet the specifications, even though the bidder list the trade name or names of such materials on the bid or price quotation form.
22. The unauthorized use of patented articles is done entirely at risk of successful bidder.

23. The **ESTIMATED QUANTITY** given in the specifications or advertisement is for the purpose of bidding only. The County may purchase more or less than the estimated quantity, and the vendor must not assume that such estimated quantity is part of the contract.
24. Only the latest model equipment, as evidenced by the manufacturer's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished with the equipment.
25. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, Certificate of Origin and Georgia vendors shall provide Georgia Motor Vehicle form MV1.
26. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties which are likely to be encountered in the prosecution of the same.
27. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Officer and/or the Department to which they are delivered. If defective material, equipment or supplies are discovered, the contractor, upon being instructed by the Purchasing Agent, shall remove, or make good such material, equipment or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the contractor re release him from his obligation to perform and deliver to the County sound and satisfactory materials, equipment or supplies. The contractor agrees to pay the cost of all tests on defective material, equipment or supplies or allow the cost to be deducted from any monies due him from the County.
28. **UNLESS OTHERWISE SPECIFIED BY THE PURCHASING OFFICER ALL MATERIALS, SUPPLIES OR EQUIPMENT QUOTED HEREIN MUST BE DELIVERED WITHIN THIRTY (30) DAYS FROM DATE OF NOTIFICATION OR EXCEPTION NOTED ON BID SHEET.**
29. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to the County or who has failed in any former contract with he County to perform work satisfactorily, either as to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.



30. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
31. Submitting a proposal when it is intended to sublet the contract may be a cause for rejection of bids or cancellation of the contract.
32. Unless otherwise specified the County reserves the right to award each item separately or on a lump sum basis, whichever is to the best interest of the County. **Bidder may restrict** his bid to consideration in the aggregate by so stating, but must name a unit price on each item bid upon.
33. The County reserves the right to reject any and all bids or quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to the best interest of the County and also to purchase any part, all or none of the materials or supplies specified.
34. Failure of the bidder to sign the bid or have the signature of any authorized representative or agent on the bid proposal **IN THE SPACE PROVIDED** will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures are not acceptable.
35. Any bidder may withdraw his bid at any time before the time set for opening of bids. **No bid may be withdrawn in the 60 day period after bids are opened.**
36. It is mutually understood and agreed that if at any time the Purchasing Agent shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Purchasing Agent shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in proposal. If after three working days of notification the conditions are not corrected to the satisfaction of the Purchasing Officer, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery therein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of the agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amount of such excess to the County on notice by the Purchasing Agent of the excess due.
37. Any complaint from bidders relative to the invitation to bid or any attached specifications should be made prior to the time of opening bids, otherwise they cannot be properly considered.

38. On 27 March, 1998 the Board of Commissioners adopted a **“Local Vendor” Preference Ordinance** that gives the lowest Chatham County vendor submitting a responsive bid/quote the opportunity to match the lowest price offered by an out-of-County vendor. If the County vendor confirms in writing to match within 24 hours, the award will be made to the Chatham County vendor. The lowest Chatham County responsive bidder will be afforded “right to first refusal”.
39. Contracts may be canceled by the County with or without cause on 30 days advance written notice.
40. **How to Submit Bid Proposals:** All bid proposals shall be:
- A. **Submitted with an original and one (1) copy in a sealed opaque envelope, plainly marked with the bid number and title, date and time of bid opening, and company name.**
  - B. **Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.**
    - 1. **Mailing Address: Purchasing Agent, Post Office Box 15180, Savannah, Georgia 31416.**
    - 2. **Hand Delivery: Purchasing Agent, 1117 Eisenhower Drive - Suite C - Savannah, Georgia 31406.**
41. At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.
42. Minority/Female Business Development Program Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and female owned businesses, through MBE/FBE certification and development, in order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A minority or female business is defined as a business with **51%** or greater minority or female ownership or general management as certified by the Chatham County Minority/Female Business Development Program (CCMFBD).

The Bidder agrees, if awarded this bid, he/she will furnish upon receipt of an authorized Chatham County Purchase Order, all items indicated thereon as a specified in this bid proposal for the bid amount, or;

Enter into a contract with Chatham County to perform and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this bid proposal for the bid amount.

The undersigned bidder or proposer certifies that he/she has carefully read the preceding list of instructions to bidders and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Invitation for Bids/Proposals package, and that any exception taken thereto may disqualify his/her bid/proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

BY \_\_\_\_\_

SIGNATURE

\_\_\_\_\_

TITLE

\_\_\_\_\_

COMPANY

Federal Taxpayer I.D. Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**CHATHAM COUNTY PURCHASING DIVISION  
NO-BID STATEMENT**

In an effort to make the procurement of construction, goods and services for Chatham County as competitive as possible, we are soliciting information from contractors and or vendors who cannot bid. Your "responsiveness" and "constructive" comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues you feel needs addressing.

- Specifications - Restrictive, too "tight", unclear, specialty item, geared toward one (1) brand or manufacturer only. (Explain below)
- Manufacturing - Unique item, production time for model or item has expired, etc.
- Bid Time - Insufficient time to properly respond to bid or proposal.
- Delivery Time - Specified delivery time cannot be met.
- Payment - Delay in payment terms. Please be specific.
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - From bidders list for this particular commodity or service.
- Keep - Our company on your bidders list for future reference.
- Project is - Too Large\_\_\_\_\_ Too Small\_\_\_\_\_ Site Location Too Distant\_\_\_\_\_.
- Miscellaneous - Do not wish to bid, do not handle this type of item (s), unable to compete, contract clause (s) not acceptable, etc. Please be specific.

> **CONSTRUCTION PROJECTS:** Please provide reason for obtaining a bid package. Check one below.

Interest in this project as a Prime Contractor\_\_\_\_\_, Sub-Contractor\_\_\_\_\_, Supplier\_\_\_\_\_.

The intent in obtaining this information, is to utilize it to adjust procedures, if appropriate and to obtain maximum participation in the competitive bid process. Vendor comments are not restricted to those items listed. Please submit any statement relative to this bid which you feel has an impact on your inability to bid.

**VENDOR STATEMENT**

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**NOTE: RETURN THIS FORM ONLY IF YOU ARE NOT SUBMITTING A BID.**

Bid Number \_\_\_\_\_11-12-3-2\_\_\_\_\_

-----  
Signature

-----  
Commodity number or Name

-----  
Firm Name

-----  
Telephone Number

Purchasing Agent ...Telephone: 912-790-1618 or Fax: **912-790-1627**

## SCOPE OF WORK

SPECIFICATIONS FOR:

BID NO. 11-12-3-2

### LP GAS OPERATED FORKLIFT FOR THE DETENTION CENTER EXPANSION PROJECT

#### GENERAL INFORMATION:

The purpose of this proposal is to establish specifications and solicit bids for a LP gas operated forklift for the Detention Center Expansion Project. For further information concerning specifications please contact Mrs. Leslie Prouty, Assistant Purchasing Agent, at (912) 790-1620. Detailed specifications are as follows:

#### SPECIFICATIONS:

##### 4.1 CONTRACT SPECIFICATIONS:

- 4.1.1 The contract is for a One Time Purchase.
- 4.1.2 County Tax Certificate Requirement: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.
- 4.1.3 No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

##### 4.2 FORKLIFT SPECIFICATIONS:

- 4.2.1 The forklift will be warehouse operated and requires the low emission levels that are required for indoor use.
- 4.2.2 Forklift is to be operated with LP gas with a rated load capacity of 3,000lbs to a maximum fork height of 188 inches.
- 4.2.3 Forklift to be fitted with compact solid pneumatic tires
- 4.2.4 Forklift to be fitted with backup warning system
- 4.2.5 Forklift to be fitted with automatic transmission
- 4.2.6 Forklift to be load center on 24 inches
- 4.2.7 Forklift will require key operated high and low speed switch and PIN security access to control operator access

- 4.2.8 Forklift must have a minimum outside turning radius to be approximately 70 inches with minimum right angle stack of approximately 84 inches
- 4.2.9 Color to be standard
- 4.2.10 Bid Price: Bid price shall remain firm for 90 days
- 4.2.11 Time is of the essence. Delivery shall be considered as part of basis of award.

BID SHEET

BID NO. 11-12-3-2

**LP GAS OPERATED FORKLIFT**

**LUMP SUM BID (ROUND TO THE NEAREST DOLLAR) \$ \_\_\_\_\_**

**DELIVERY TIME \_\_\_\_\_**

**PRICES GOOD FOR \_\_\_\_\_**

\_\_\_\_\_  
NAME/TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

LEGAL NOTICE

CC NO. 165002

Sealed bids will be received until **2:00PM** on **JULY 12, 2011** and publicly opened in Chatham County Purchasing Department, 1117 EISENHOWER DRIVE - SUITE C -, Savannah, GA. for: Bid No: 11-12-3-2 - "LP GAS OPERATED FORKLIFT"

PREBID CONFERENCE: N/A  
1117 EISENHOWER DRIVE - SUITE C - SAVANNAH, GA 31406  
PURCHASING CONFERENCE ROOM

Specifications are available in the office of the Chatham County Purchasing Department, at the above address and at our website: [www.chathamcounty.org](http://www.chathamcounty.org). For additional information concerning specifications, please contact Ms. Leslie J. Prouty, Asst. Purchasing Agent, at (912) 790-1620.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL BIDS  
AND TO WAIVE ALL FORMALITIES.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS  
ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

MARGARET H. JOYNER, CPPO, PURCHASING AGENT

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Savannah News -INSERT: JULY 1 AND JULY 6, 2011

News only-  
Please send two copies of affidavit to:  
Chatham County Purchasing Department  
P.O. Box 15180  
Savannah, GA 31416  
(912) 790-1620



ATTACHMENT A

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the (Drug Free Workplace have been complied with full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

\_\_\_\_\_ (Contractor) certifies to Chatham County that a drug-free workplace will

that a drug-free workplace will be provided for the employees during the performance of this contract known as

\_\_\_\_\_ pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3. Also,

the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution,

dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
DATE

**ATTACHMENT G**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know All Men By These Presents, that I (We), \_\_\_\_\_  
\_\_\_\_\_, Name  
\_\_\_\_\_, \_\_\_\_\_ (herein after  
"Company"),  
Title Name of Bidder

in consideration of the privilege to bid/or propose on the following Chatham County project procurement ( \_\_\_\_\_ ), hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature \_\_\_\_\_

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