

INVITATION TO SUBMIT  
PROPOSAL

**BEST VALUE SOLICITATION NO. 11-0037-3**

**PROFESSIONAL LOGISTICS RESPONSE AND SUPPORT SERVICES FOR  
CHATHAM COUNTY EMERGENCY MANAGEMENT AGENCY (CEMA)**

**PRE-PROPOSAL CONFERENCE: 10:00 A.M., FEBRUARY 9, 2012**

**PROPOSAL RECEIPT DUE BY: 2:00 P.M., FEBRUARY 28, 2012**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER PATRICK O. SHAY

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER HARRIS ODELL, JR.

COMMISSIONER DAVID M. GELLATLY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. 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 Package or are required to be submitted with the proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.**

X GENERAL INFORMATION

X PROPOSAL

- PROPOSAL SCHEDULE

X LEGAL NOTICE

X ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR AFFIDAVIT/AGREEMENT; E. SAVE FORM; F. DEBARMENT FORM; G. M/WBE PARTICIPATION FORM

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

**BY:** \_\_\_\_\_  
**SIGNATURE:**

\_\_\_\_\_  
**DATE:**

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

African-American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_  
Native American or Alaskan Indian \_\_\_\_\_ Woman \_\_\_\_\_

**For additional information concerning Chatham County's M/WBE Program, please contact Arneja Riley, at (912) 652-7860.**

**CHATHAM COUNTY, GEORGIA  
OFFICE OF THE PURCHASING AND CONTRACTING  
POST OFFICE BOX 15180  
SAVANNAH, GEORGIA 31416  
(912) 790-1624**

**DATE: January 4, 2012**

**BVS NO. 11-0037-3**

**BEST VALUE SOLICITATION FOR  
PROFESSIONAL LOGISTICS RESPONSE AND SUPPORT SERVICES FOR  
CHATHAM COUNTY EMERGENCY MANAGEMENT AGENCY (CEMA)**

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, Savannah, Georgia** up to **2:00 P.M., February 9, 2012.** The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

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

**A pre-proposal conference has been scheduled for 10:00 A.M., February 28, 2012,** and will be conducted in the **Purchasing Conference Room, located in Suite C, 1117 Eisenhower Drive, Savannah, Georgia 31406,** to discuss the specifications and resolve any questions and/or misunderstandings 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 approved changes. Generally when addenda are required, the bid opening date may be changed.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing 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 County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. 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.

**SECTION I  
INTRODUCTION AND INFORMATION**

- 1.1 PURPOSE:** Chatham County is seeking proposals from responsive and qualified firms that will provide the Best Value for a contract to provide services associated with “The Professional Logistics Response and Support Services”. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.
- 1.2 INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this Solicitation, contact Victoria Godlock, CPPB, MPA Procurement Specialist at (912) 790-1624. Such contact shall be for clarification purposes only. Material change, if any to the scope of services or bidding procedures will be only transmitted by written addendum. It is the proposer’s responsibility to check the website to determine if any addenda have been issued.

All questions must be submitted in writing to the Purchasing & Contracting Division, 1117 Eisenhower Drive, Citizen Service Center, Suite C, Savannah, GA. Attn: Victoria Godlock CPPB, MPA. To facilitate prompt receipt of questions, they may be sent via FAX to (912) 790-1627 or email to [vgodlock@chathamcounty.org](mailto:vgodlock@chathamcounty.org). Questions of a material nature must be received prior to the cut-off date specified in the Solicitation Schedule. If no cut- off date is listed, the deadline for questions shall be 5:00 p.m. one week prior to the deadline of receipt of proposals. If a bid or proposal is faxed, it is the responsibility of the proposer to insure that the proposal is received in its entirety prior to the deadline for bid submittal. In certain circumstances, fax bids are never allowed i.e., when there is a bid bond requirement. The entire proposal must be submitted in accordance with the Instructions to Bidder/Proposers contained in this Solicitation.

- 1.3 ELIGIBILITY:** To be eligible for a resulting contract (s) in responding to this Solicitation, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section to at least one government agency similar in size and complexity to the County.

The contractor’s company shall be currently engaged in pre- and post-disaster emergency management augmentation services on a full time basis, year round, with dedicated management, technical and administrative support staff, in-house employees and company leased or owned equipment. The contractor may supplement in-house resources with those of private individuals or companies, and/or with any alliances or affiliations.

- 1.4 HOW TO PREPARE BEST VALUE SOLICITATION (BVS) PROPOSALS:** All proposals shall be:
- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
  - B. Typewritten or completed with pen black or blue ink, signed by the business owner or authorized representative, with all corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior

to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

**1.5 HOW TO SUBMIT PROPOSAL: All proposals shall be:**

- A. Submitted in a sealed opaque enveloped, plainly marked with the proposal number and title, date and time of bid proposal opening, and company name.
- B. Mailed or delivered as follows in a sufficient time to ensure receipt by the Purchasing Agent on or before time and date specified above.
  - a. Hand Delivery: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

**PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

**1.6 FORMAT FOR RESPONSES:** To be considered, contractors must submit a complete response to the Request for Best Value Solicitation To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

- Signature Page
- Proposal Contents as listed in Special Conditions
- Cost Information
- Required Attachments

Each proposal must be submitted in one (1) original and three copies bound to:

Ms. Victoria D. Godlock, CPPB, MPA  
Procurement Specialist  
Chatham County Purchasing Department  
1117 Eisenhower Drive, Suite C  
Savannah, GA 31406  
(912) 790-1624

SECTION II  
GENERAL CONDITIONS

- 2.1 **LOCAL VENDORS:** The Board of Commissioners has strongly expressed their desire to have as much “Local” participation as possible used as Sub-Contractors for the work done in Chatham County.
- 2.2 **MINORITY- WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County program is **ACCESS**. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.
- If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator located in the Human Resources Offices. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County’s M/WBE Coordinator, please contact Arneja Riley, at (912) 652-7860. [alriley@chathamcounty.org](mailto:alriley@chathamcounty.org)
- 2.3 **LOBBYING ACTIVITIES:** ALL BIDDERS/PROPOSERS PLEASE NOTE: A bidder/proposer submitted a response to this solicitation must comply, if applicable, with the County Purchasing ordinance and Procedures Manual. No discussions are allowed with Board members, other elected officials, county management staff and employees. The only discussions must be through the Purchasing & Contracting Office.
- 2.4 **PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity.
- 2.5 **BID/PROPOSAL COSTS:** The County shall not be liable for any costs incurred by bidder/proposer in responding to this Solicitation.
- 2.6 **CONFIDENTIAL INFORMATION:** Information and material received by County in connection with all bidders/proposer’s shall be deemed to be public records subject to public inspection upon award or recommendation for award. However, certain exemptions to public records law are statutorily provided for in Title 50-18-70., O.C.G.A. Therefore, if the Bidder/Proposer believes any of the information contain in his or her response is exempt from the Open Records Act, the Bidder/proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise the County will treat all materials received as public records.

**2.7 CONTRACT COST ADJUSTMENTS:** Prices quoted shall be firm for the initial contract terms. Thereafter, any extensions which may be approved by the County shall be subject to the following: Cost for any extension terms shall be subject to an adjustment only if increase or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U. S. Dept of Labor, and shall not exceed five percent (5%).

The County may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the County does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the County, the Contract will be considered cancelled on the scheduled expiration date.

**2.8 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:** Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.

**2.9 DELETION OR MODIFICATION OF SERVICES:** The County reserves the right to delete any portion of this Contract at any time without cause. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the County agree on modifications or revisions to the task elements, after the County has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised quote to the County for approval prior proceeding with the work. Written change orders or amendments to the contract must be forwarded through the Purchasing Agent who will obtain require approvals.

**2.10 SUBSTITUTION OF PERSONNEL:** It is the intention of the County that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to County approval. In the event substitute personnel are not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the Contract for cause.

**2.11 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be employees of the Contractor and subject to supervision by the Contractor, and not as officers, employee, or agents of the County.

**2.12 SECURITY AND IMMIGRATION COMPLIANCE ACT:** On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>, to find the E-Verify information.

- 2.13 ASSIGNMENT:** The successful bidder/proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or of any rights, title, interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the County.
- 2.14 CANCELLATION:** The County may cancel this contract for convenience with a sixty (60) day written notice to the other party. The County may terminate this contract immediately for cause based on non-performance.
- 2.15 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.16 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.17 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a ninety day period.
- 2.18 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.19 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.
- 2.20 PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.
- 2.21 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested. Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or unresponsive whenever such Proposer cannot document the ability to deliver the requested service.



**2.22 COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business tax certificate(within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business Tax Certificate prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information. 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.

**2.23 INSURANCE PROVISIONS:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's fee proposal.

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. Chatham County is *not* to be included as a named insured on Contractor's policies.

A certificate of insurance regarding this Request for Proposal shall include the following:

- A. *Worker's Compensation:* Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability:* \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile:* \$1,000,000 Combined Single limit written on an "Any Auto" basis.
- D. *Fidelity Bond/Professional Liability:* \$3,000,000 Covers lost due to crime or dishonesty by employee of/or the CONTRACTOR.

**2.24 INDEMNIFICATION:** The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'S obligation to indemnify Chatham County under this Section shall not be limited in any way by the

agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

The contractor shall provide the County with an insurance certificate outlining the coverages provided and 30 day written notification to the County when the coverages are terminated or expired.

- 2.25 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part of a resulting contract.
- 2.26 SIGNED RESPONSE CONSIDERED AN OFFER:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.27 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed or Purchase Order is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.28 WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.
- 2.29 CONFLICT OF INTEREST:** Through a statement of disclosure, your firm/organization/ joint venture shall provide sufficient detail of any relationship, especially financial, between members of your firm and any county employees or their family members. This will allow the County to evaluate possible conflicts of interest. However, it will remain at the county's discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.
- 2.30 REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 2.31 EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONTRACTOR agrees as follows:  
The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.
- 2.32 PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance.

**SECTION III  
SPECIAL CONDITIONS**

**3.1 DESCRIPTION AND OBJECTIVES:** The Chatham County Emergency Management Agency is seeking firms interested in providing Professional Logistics Response and Support Services for Chatham County.

**3.2 PROPOSAL CONTENTS**

To be considered for award, all proposals must include, as a minimum the following information:

- a. The proposal must include a statement of the Contractor's proposed approach and schedule to accomplish the tasks as set forth in the Scope of Work including response times for travel, initial set-up, and starting of project and or service. The bidder/proposer must demonstrate that he fully understands the scope of services required for emergency disaster assistance; understands how these services effect a County and the economic impact; understanding the need to work with County Officials and other Municipalities the community; and the willingness to design the best response plan to meet the County's needs in the event of a disaster.
- b. Describe the qualifications and experience of key personnel that will provide these services including demonstrated knowledge and understanding of the types of services to be performed; previous experience in similar or related work, and local codes, laws and regulations governing the work, especially any business relationships with FEMA representatives, past or present. Also list the positions titles and the number of support personnel available that will work on this contract.  
  
List all executive or senior management by title and responsibilities and site or field managers or supervisors by title and responsibilities. A summary of experience and qualifications must accompany your proposal.
- c. The Contractor must propose a fee schedule for professional services and all related expenses and recurring costs necessary to accomplish the project.
- d. The proposal must include a detailed item by item response to each specific element in the scope of work.
- e. Bidder/proposal shall provide at least three (3) references/ and or current list of clients for references to demonstrate the company's long term commitment. Include all state of Georgia (Local/State) government agencies, or departments, where you currently are or previously were under contract for your services.
- f. After the contact has been awarded, the selected Contractor may be required to prepare an overview presentation and briefing to the Chatham County Emergency Management Department and other staff deemed necessary. Contractor shall provide electronic and hard copies of the presentations to Chatham County Emergency Management including all handout materials. The Contractor will be prepared to make their presentation within sixty (60) days upon the award of

this contract.

The Contractor shall coordinate contact information with appropriate representatives of the Chatham County Emergency Management staff. Contact information will include names, telephone numbers, and email addresses for the agency and the contractor.

**3.3 SELECTION METHODOLOGY:** Proposals will be evaluated according to the following criteria at minimum: **Points Possible:**

**Evaluating Factor:**

**Qualifications:** Previous experience with similar contracts. Previous experience in similar or related work, local codes, laws, and regulations governing the work, especially any business relationships with FEMA representative, past or present. 25

**Expertise of Staff:** Describe the qualifications and experience of key personnel that will provide services, demonstrated knowledge and understanding of the types of services to be performed; Local Firm Presence; Commitment to M/WBE. Financial Stability. Additional information relevant to the firm's capacity. 25

**Understanding Scope of Service:** Fully understand the scope of services required for emergency disaster assistance; understand how these services effect a County and the economic; understanding the need to work with County officials and other Municipalities in the community; Provide a detailed list of all the services that company is able to provide and briefly outline these services to be accomplished. 20

**References:** Provides a minimum of three (3) references, for similar projects within the last five (5) years, who can attest to the company's knowledge, quality of work, timeliness, diligence, working relationships, and flexibility. Provide the organization's name contact persons, phone numbers and the date and type of service performed. 5

**Fee Proposal:** as outlined on cost proposal page 20

**MWBE Participation:** Ability to provide opportunity for local minority and woman owned business participation. 5

**Interviews/Presentations (if required) (TOTAL POSSIBLE POINTS: 25)**

The Proposers may be required to provide an oral presentation by appearing before the Evaluation Committee or by conference telephone call for clarification purposes only. Scores from the interview will be considered in contact award.

**3.4 PAYMENT:** The County desires to pay for Emergency Operations Staff Augmentation of the Logistics Section upon receipt of FEMA reimbursement. However, alternative payment agreements will be considered. Payment for services not related to a full-scale disaster will be paid by invoice per task assignment.

**3.5 PAYMENT TO CONTRACTORS:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.

- A. Questions regarding payment may be directed to Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
- B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
- C. Upon completion of the work, the Contractor will provide the County or contractor with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
- D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

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

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

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

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

SIGNATURE

\_\_\_\_\_

TITLE

\_\_\_\_\_

COMPANY

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

PHONE NO.

**SECTION IV  
SCOPE OF SERVICES**

**PROFESSIONAL LOGISTICS RESPONSE AND SUPPORT SERVICES  
BEST VALUE SOLICITATION**

- 4.1** **PURPOSE:** A disastrous event in Chatham County, regardless of cause (natural, man-made, or technological), will require a large response to mitigate the effects on lives and property, to assist the affected population, and to insure essential necessities of life are delivered in a timely and effective manner. The Chatham County Emergency Management Agency (CEMA) seeks to contract the services of a qualified contractor to provide services associated with “Professional Logistics Response and Support Services” and for the purpose of providing equipment, personnel, technical support, logistical support, consultant and project management resources to perform disaster related operations and support. The selected firm shall be required to provide the necessary resources to adequately support disaster operations throughout Chatham County.

Assistance shall include planning, coordination, resource procurement and accountability, logistics, warehousing, maintenance and equipment. Please refer to the CEMA website to view our Comprehensive Emergency Operations Plan and each component related to the plan for details about emergency response and recovery procedures adopted by Chatham County.

- 4.2** **SCOPE:** Selected contractor will support a comprehensive strategy to provide resources and logistical support to Chatham County once a “State of Emergency” has been declared by Chatham County or the State of Georgia. Program work elements will include but not limited to:
- 4.2.1** Provide emergency equipment, qualified operators and necessary technical and maintenance support when required to support the full spectrum of response and recovery operations. Examples of potential equipment requirements are defined below. This list is not all inclusive and is offered only as an example of the equipment that may be requested.
- 4.2.2** Provide technical assistance, project management, and consultant services across the full spectrum of response and recovery operations. Provide qualified operators and technical personnel to perform required activities in a manner that is both expedient and cost efficient consistent with the best interests of Chatham County.
- 4.2.3** Contractor shall have the ability to:
- Respond rapidly with personnel and equipment on-site within 24 hours of notification to provide initial technical assistance and coordination of operations.
  - Provide professional personnel resources, in amounts required by the situation, for tasking support.

- Provide documentation of criminal background checks for project management/technical staff as requested.
- Scale operations as needed, based on the situation.
- Provide daily reports detailing, both government and non-government furnished items, number of items, number of items in staging, number of items in use, location of items in use, items stalled at county, commercial and private sites, maintenance and personnel costs.
- Participate in telephone conference calls as needed.
- Coordinate with designated representatives at the CEMA EOC, Mobilization Sites and County Staging Areas when activated.

#### **4.2.4 Miscellaneous Requirements**

The Contractor shall perform all services in a professional and competent manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits. Only the highest quality of workmanship will be acceptable. Services, equipment, and/or workmanship not conforming to the intent of the awarded contract or meeting the approval of the County may be rejected. Replacements and/or rework, as required, will be accomplished at no additional cost to the County. Contractor shall bear all operating costs and is responsible for all permit, license fees, and maintenance of subcontractor's trucks, and equipment to keep such property in condition and manner adequate to accomplish contracted services. The Contractor shall provide expertise, technical guidance and consultation before, during and after the disaster event. The Contractor shall provide administrative support for contracted operations, on-site management staff to work with the Chatham County staff, and field supervisors, operators, drivers, laborers along with appropriate vehicles, equipment, housing, hand tools and all other incidentals to ensure a successful recovery operation. The Contractor shall be responsible for knowledge of and compliance with all federal, state and local laws, rules, practices, licensing requirements and regulations.

#### **4.2.5 Strategic Planning:**

The Contractor in conjunction with the County shall discuss and agree on a strategy for disaster response and recovery services. A pre-event planning meeting shall be conducted following the award of this contract. CEMA staff will work closely with the Contractor to define current planning efforts to date to include the identification of the following:

- Map of primary transportation routes;
- Map of all facilities with notation to essential facilities;
- Emergency power requirements for essential facilities;
- Map of sanitary portable toilets and wash stations for immediate placement;
- Possible equipment staging locations.

The contractor shall meet with CEMA staff prior to the beginning of each Hurricane season for pre-event planning. At this meeting, the County and Contractor will discuss elements that may change or effect disaster recovery.

#### **4.2.6 Mobilization:**

Upon County's notification, the contractor is responsible to contact the County's representative ninety-six (96) hours, forty-eight (48) hours AND twenty-four (24) hours prior to a planned event. Depending on the event and/or type of event, the County may revise the requirements for immediate mobilization.

#### **4.2.7 Emergency Power Generators:**

The Contractors shall provide all labor, materials, equipment, tools and any other incidental items to furnish, deliver and install emergency power to priority critical facilities as identified by CEMA. In some instances, the emergency generators will be used as stand-by units and will not need immediate installation. Upon delivery of each unit, the contractor shall contact the designated County staff for receipt and documentation of equipment. The Contractor shall be responsible for fueling the provided generators and County owned generators on a daily basis or as identified by and directed by the County. The Contractor shall be responsible for providing required maintenance and repair to provided generators. The cost for providing such maintenance and repairs shall be the responsibility of the Contractor. In some instances, the contractor shall be required to be on-call 24 hours for repairs to essential generators.

#### **4.2.8 Temporary Sanitary Facilities:**

The Contractor shall provide essential self-contained temporary sanitary facilities immediately following a disaster event as identified and directed by the County. The Contractor shall also obtain a legal subcontractor to service units as may be needed. Sanitary facilities include:

- Portable toilet units - including handicapped accessible (number to be determined by the County and based on the needs of the event).
- Portable hand washing systems (number to be determined by the County and based on the needs of the event).
- Waste products must be disposed at a legally operated disposal facility.

#### **4.2.9 Reefer and Refrigerator Containers for Temporary Storage Capability:**

The Contractor shall provide reefer containers or CONEX style containers for temporary storage. The number and placement of containers shall be as directed by the County. The Contractor shall provide refrigerated containers for temporary storage after the County determines the need and number of units. The need may include the temporary storage of human remains or body parts at a temporary morgue. Placement of the refrigerator containers shall be as directed by the County. The contractor shall be responsible for providing and installing temporary generator power or supplies/materials to connect to building power. If a generator powers the containers, the contractor shall be responsible for fueling generators as required. The Contractor shall be responsible for providing required maintenance and repair to equipment. The cost for providing such maintenance



and repairs shall be the responsibility for the Contractor.

**4.2.10 Potable Water Trucks and Emergency Water:**

The Contractor shall be responsible for providing portable water and maintaining a supply of potable water until the County's potable water system is operational and safe to drink. The Contractor shall also be responsible for maintaining the water tank and appurtenances in a manner that will not allow the potable water to be contaminated. The cost for providing much maintenance and repairs shall be the responsibility of the Contractor. In the event the equipment requires power to operate, the Contractor shall be responsible for providing and installing temporary generator power or supplies/materials to connect to building power. The contractor shall be responsible for fueling generators as required.

**4.2.11 Canteen:**

As directed by the County, the Contractor shall provide all labor, facilities, equipment, staff, and other incidentals required to provide a temporary canteen for feeding County employees and Mutual Aid employees. The requirements shall include three full meals daily for each staff member, with at least one meal being hot. Additionally, the Contractor will provide a variety of snacks and drinks throughout the day and night for consumption as warranted.

**4.2.12 Temporary Security Personnel:**

As directed by the County, the Contractor shall provide all labor, equipment, transportation and other incidentals required to provide temporary and qualified security personnel to oversee the security of designated facilities. Personnel will meet the Georgia requirements for security officers and will be coordinated through Emergency Support Function 13 Law Enforcement.

**PART V  
 COST INFORMATION  
 BEST VALUE SOLICITATION  
 CHATHAM COUNTY, GEORGIA  
 BVS# 11-0037-3**

**PROFESSIONAL LOGISTICS RESPONSE AND SUPPORT SERVICES FOR  
 CHATHAM COUNTY EMERGENCY MANAGEMENT AGENCY (CEMA)**

I have read and understand the requirements of this proposal, BVS #11-0037-3, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. Proposer may provide costs for additional equipment or services that their company may be able to provide which would be beneficial to the County.

No	Service Description	Qty.	Unit	Unit Price	Total Price
	<b>Personnel &amp; Equipment ( Operator, fuel and maintenance included)</b>				
1	Small Loader or Large skidster (Push machine, wheeled or rubber tracked)				
2	Knuckleboom Loader Truck (Self-Loading)				
3	Dump Truck (16 to 24 CY)				
4	Supervisor with Truck (1 man, will assist toss operations)				
5	Operator with Chainsaw ( 2 or 1 man crew, cut and toss)				
6	Laborer with tools, ( 1 man, toss)				
7	Traffic Control/ Safety Personnel (2 man crew, as needed)				
	<b>Total</b>				

No	Service Description	Qty.	Size	Unit Price	Total Price
8	Dump Truck (Trailer w/ Tractor)		>75CY		
9	Walking Floor Trailer w/ Tractor		100CY		
	<b>Total</b>				
	<b>Transportation Vehicles (Operator, fuel, maintenance)</b>				
10	Pickup Truck		1/2 Ton		
11	Pickup Truck		3/4 Ton		
12	Pickup Truck		1 Ton (4 x 4)		
13	Box Truck		3/4 Ton		
14	Utility Van		3/4 Ton		

15	Passenger Van		9 Passenger		
16	Passenger Car		Full size		
17	Response Trailer		20 Foot		
18	Response Trailer		30 Foot		
19	Flatbed Trailer (40ft)		GWV to 450		
	<b>Total</b>				
<b>No</b>	<b>Service Description</b>	<b>Qty.</b>	<b>Size</b>	<b>Unit Price</b>	<b>Total Price</b>
	<b>Personnel/Equipment</b>				
20	Project Operations Manager		Individual		
21	Superintendent with Cell/Truck		Individual		
22	Supervisor with Cell/Truck		Individual		
23	Foreman with Cell/Truck		Individual		
24	Health/Safety or QC Manager with Pickup Truck		Individual		
25	Safety Superintendent		Individual		
26	Mechanic with Truck and Tools		Individual		
27	Climber with Gear		Individual		
28	Labor/Operator with Chainsaw/Tools		Individual		
29	Laborer with Tools		Individual		
30	Traffic Control Personnel		Individual		
31	Ticket Writers		Individual		
32	Survey Personnel with Vehicle		Individual		
33	Project Engineer		Individual		
34	Equipment Operator		Individual		
35	Truck Driver		Individual		
36	Administrative Assistant		Individual		
37	Clerical		Individual		
	<b>Total</b>				
	<b>Marine Resources (Fuel, maintenance included)</b>				
38	56' Shallow Draft Landing Craft with Crane		Crew of 2		
39	40' Sectional Barge w/ mounted Excavator & Pushboat		With 2 man Crew		
40	33' Fast Barge with Winch		Crew of 2		
41	14' Utility Boat with Motor (Work Boat)		With 2 man Crew		

No	Service Description	Qty.	Size	Unit Price	Total Price
42	12' Utility Boat with Motor (Work Boat)		With 2 man Crew		
43	12' Utility Boat without Motor (Work Boat)		With 2 man Crew		
44	Tank Diver with Gear		Individual		
45	Hardhat Diver with Gear		Individual		
46	Scuba Bottle Refill (Air)		80 each		
47	Air Pump with multi breathing lines		Brownie Lung		
	<b>Total</b>				
	<b>Miscellaneous Equipment/Items (Fuel, maintenance included, where applicable)</b>				
48	Transfer/Tow, handle of Typical Passenger Vehicle		2 Axle/4 Wheel (1 Ton)		
49	Transfer/Tow, handle of Recreational Vessel		Up to 24' in length		
50	Transfer/Tow, handle of Recreational Vessel		24.1' to 48' in length		
51	Traffic Control, Temp Single Lane Closure		N/A		
52	Traffic Control, Temp Road Closure		N/A		
53	Weighing Scales, Truck, Certified		Portable (each)		
54	Light tower (Portable light plant w/ Generator		w/ Generator		
55	Office Trailer		40 Foot		
56	Storage Container		40 Foot		
57	Portable Eyewash Station		OSHA Spec		
58	First Aid Station		OSHA Spec		
59	Portable Toilet ( Port a John)		Single		
60	Observation Tower		USACE Spec		
	<b>Total</b>				

No.	Service Description	Qty.	Size	Unit Price	Total Price
	<b>Drinking Water</b>				
	8.45 oz. (250 ml) Units - 27 Units/Case ( 9 x 3 Packs/Case) 135 Cases/Pallet				
	<b>Cases</b>	<b>Pallets</b>	<b>Price/Case</b>	<b>Per Unit</b>	<b>Per Pallet</b>
61	135-675	1 to 5			
62	810-1350	6 to 10			
63	1485-1500	11 to 20			
	<b>Total</b>				
	1 liter (100ml) Units - 12 Units/Case 75 cases/Pallet				
	<b>Cases</b>	<b>Pallets</b>	<b>Price/Case</b>	<b>Per Unit</b>	<b>Per Pallet</b>
64	75-375	1 to 5			
65	450-750	6 to 10			
66	825 - 1500	11 to 20			
67	Bulk Potable Water Supply				
	<b>Total</b>				
	<b>Ice Supply</b>			<b>Per Unit</b>	<b>Total Price</b>
68	Packaged Ice Delivered (3,5,7 lbs)			Per pound	
69	Packaged Ice (10 lbs)			Per bag	
70	Packaged Ice (20 lbs)			Per bag	
				<b>Per Unit</b>	<b>Total Price</b>
71	Additional Ground Mileage			per mile	
72	Standby time in excess of 2 hours (Demurrage)			per hour	
	<b>Total</b>				
	<b>Supplemental Food Sources (MRE)</b>				
<b>No.</b>	<b>Service Description</b>	<b>Qty.</b>	<b>Size</b>	<b>Unit Price</b>	<b>Total Price</b>
73	Meals Ready to eat (MRE regular)			per meal	
74	Meals ready to eat (MRE deluxe)			per meal	
75	Sun Meadow hot meal (Entrée w/heater			one meal	
76	Sun Meadow hot meal (Meal kits)			one meal	

No.	Service Description	Qty.	Size	Unit Price	Total Price
77	Sun Meadow 3-meal pack			per pack	
	<b>Total</b>				
	<b>Portable Toilets/Handwashing Stations</b>				
78	Mobile Toilet Unit (7 stool)			per week	
	<b>Total</b>				

No.	Service Description	Qty.	Size	Unit Price	Total Price
	<b>Emergency Generators</b>				
79	25 kW Generator			per day	per week
80	56 kW Generator			per day	per week
81	100 kW Generator			per day	per week
82	175 kW Generator			per day	per week
83	250 kW Generator			per day	per week
84	320 kW Generator			per day	per week
85	500 kW Generator			per day	per week
86	800 kW Generator			per day	per week
87	1000 kW Generator			per day	per week
88	1500 kW Generator			per day	per week
89	Tails		day	week	month
90	Cables (400 amp) 50ft		day	week	month
	<b>Total</b>				

No.	Service Description	Qty.	Size	Unit Price	Total Price
	<b>Satellite Phone Service</b>				
91	Per Satellite Phone			rate	per week
92	usage Cost, per phone			rate	Per minute
	<b>Satellite Internet Service</b>				
	<b>Self-contained Trailer Equipment</b>				
93	3 month				
94	6 month				
95	9 month				
96	12 month				

	<b>Bandwidth</b>					
97	Disaster Response (Monthly)					
98	Bandwidth Service					
	<b>Total</b>					

No.	Service Description	Qty.	Size	Unit Price		Total Price
	<b>Emergency Pumping Units</b>					
99	4" Trash Pump Pkg ( Per hour)			Per hour	Per day	
100	6" Trash Pump Pkg ( Per hour)			Per hour	Per day	
101	6" Hydraulic Pump with Power Pack			Per hour	Per day	
102	8" Hydraulic Pump with Power Pack			Per hour	Per day	
103	10" Hydraulic Pump with Power Pack			Per hour	Per day	
104	12" Hydraulic Pump with Power Pack			Per hour	Per day	
105	12" Centrifugal Pump (up to 115ft total head)			Per hour	Per day	
106	18" Centrifugal Pump (up to 200ft total head)			Per hour	Per day	
107	24" Axial Flow (up to 120ft total head)			Per hour	Per day	
	<b>Total</b>					

No.	Service Description	Qty.	Unit Price	Total Price
	<b>Drying In, Decontamination, Mold Remediation, Restoration</b>			
108	Dehumidification Unit (3500cfm)	each		
109	Dehumidification Unit (4500cfm-5000cfm)	each		
110	Dehumidification Unit (6000cfm)	each		
111	Dehumidification Unit (8500cfm)	each		
112	Dehumidification Unit (15,000cfm)	each		
	<b>Total</b>			
	<b>Miscellaneous Equipment</b>			
113	40 Ton AC Unit	each		
114	100 Ton Chiller Unit	each		
115	200 Ton Chiller Unit	each		
116	Air Compressor (110 psi)	each		
117	Air Compressor (125 psi)	each		

No.	Service Description	Qty.	Unit Price	Total Price
118	Air Mover	each		
119	Buffer, Floor	each		
120	Cart, Tilt/Demolition	each		
121	Dolly, 2-whl/4-whl/Drm/Whlbr	each		
122	Electrical Dist. Panel (Spider Box)	each		
123	Electrical Kit (Ext. Cord GFI, Surge Protector)	each		
124	Extraction Unit (Portable)	each		
125	Extraction Unit (Trailer)	each		
126	Filtration Unit	each		
126	Fire Extinguisher	each		
127	First Aid Kit	each		
128	Floor kit ( mop, bucket, broom, rake, scraper, wrecking bar, etc)	each		
129	Freight	each		
130	HEPA Filtration Unit (10,000cfm)	each		

131	HEPA Filtration Unit (2,000cfm)	each		
132	Light, Portable	each		
133	Light, Stand	each		
134	Light, String	each		
135	Mobile Command Center	each		
136	Negative Pressure Recorder	each		
137	Ozone Machine	each		
138	Power Hand Tools, Saw, circular, saw, drill, etc.)	each		
139	Pump, Small	each		
140	Pump, Flood	each		
141	Respirator, Negative Pressure (Half Face)	each		
142	Respirator, PAPR (Full Face)	each		
143	Radio, Job Site	each		
144	Shower/Wash Station	each		
145	Sprayer, Airless	each		
146	Thermal Image Camera	each		
147	Trailer	each		
148	Truck, 24ft	each		
149	Truck, Pick-up	each		
150	Truck, Water Extraction	each		
151	Vacuum, (Wet/Dry)	each		
152	Vacuum, HEPA	each		
153	Van/Bus	each		
154	Vent/Wall Cavity Drying Unit	each		
155	Wall Kit (Ladder, Fall protections, knives, etc)	each		



	<b>Total</b>			

No.	Service Description		Level	Abbr	Rate	Unit
	<b>Hazardous Materials General Labor</b>					
156	Project manager		Upper Level	ULM		
157	Mid Level Manager		Middle Level	MLM		
158a	Professional		Upper Level	ULP		
158b			Middle Level	MLP		
158c			Lower Level	LLP		
159a	Technical		Upper Level	ULP		
159b			Middle Level	MLP		
159c			Lower Level	LLP		
160	Secretarial/Clerical					
161	Equipment Operator					
162	Laborer					
163	per diem (Per day)					
	<b>Total</b>					

No.	Service Description	Qty.	Unit Price		Total Price	
	<b>Hazardous Materials Equipment/Materials</b>					
164	Cascade Air Filtration Panel			Day		
165	Air Filtration Panel			Day		
166	Airline Respirator			Day		
167	High Hazard Personnel Decontamination			Per Kit		
168	Low Hazard Personnel Decontamination			Per Kit		
169	Personnel Retrieval System			Day		
170	Personnel Retrieval Harness			Day		
171	Combustible Gas Indicator			Day		
172	Toxic Gas Detector			Day		
173	Photionization Dector			Day		
174	Hazmat Kit			Day		
175	Hand Auger, Stainless Steel			Day		
176	Hand Operated Transfer Pump			Day		
177	1" Diaphragm Pump (1")			Day		
178	2" Diaphragm Pump (2")			Day		
179	2" Diaphragm Pump S.S. (2" S.S.)			Day		

180	3" Diaphragm Pump (3")			Day		
181	6" Diaphragm Pump (6")			Day		
182	1" Suction or Discharge Hose (1")			Day		
183	2" Suction or Discharge Hose (2")			Day		
184	3" Suction or Discharge Hose (3")			Day		
185	6" Suction or Discharge Hose (6")			Day		
186	2" chemical Suction or Discharge Hose (2")			Day		
187	3" chemical Suction or Discharge Hose (3")			Day		
188	6" chemical Suction or Discharge Hose (6")			Day		
189	Diesel Powered Generator 60-80kw			Day		
190	Electrical Cord Station 50'			Day		
191	Spike Bar			Each		
192	Airless Spray ( With operator)			Day		
193	Pressure Washer (With operator)			Day		
194	Waterhose Section (Garden)			Day		
195	Cutting Torch (with operator)			Day		
196	Wire welder (with operator)			Day		
197	Air Blower (with operator)			Day		
198	HEPA Vac (with operator)			Day		
199	Barrel Cart			Day		
200	Wheelbarrow			Day		
201	Oil Dry Spreader			Day		
202	Traffic Control Vest, cones, flags, barrels, etc.			Day		
203	Drill w/bits			Day		
204	Grounding Cable and Rod			Day		
205	Circular Saw			Day		
206	Hand tool per employee* (shovels, brooms etc.)			Day		
207	Tool Kit (Hammers, pliers, screwdrivers)			Day		
208	Wrench Kit (Bung wrench, speed, etc.)			Day		
209	Step Ladder			Day		
210	Extension Ladder			Day		
211	Photographic Equipment			Day		
212	Level A Suite (Krappler Responder)			Each		
213	Level B Suite (Krappler Responder)			Each		
214	Level B Suite (Krappler Responder)			Each		
215	Tyvek Coveralls			Each		
216	Proshield			Each		
217	Saranex			Each		
	<b>Total</b>					

Service Description	Total Price
<b>Personnel &amp; Equipment ( Operator, fuel and maintenance included)</b>	
<b>Transportation Vehicles (Operator, fuel, maintenance)</b>	
<b>Personnel/Equipment</b>	
<b>Marine Resources (Fuel, maintenance included)</b>	
<b>Miscellaneous Equipment/Items (Fuel, maintenance included, where applicable)</b>	
<b>Drinking Water</b>	
<b>Ice Supply</b>	
<b>Supplemental Food Sources (MRE)</b>	
<b>Portable Toilets/Handwashing Stations</b>	
<b>Emergency Generators</b>	
<b>Satellite Phone Service</b>	
<b>Satellite Internet Service</b>	
<b>Self-contained Trailer Equipment</b>	
<b>Bandwidth</b>	
<b>Emergency Pumping Units</b>	
<b>Drying In, Decontamination, Mold Remediation, Restoration</b>	
<b>Miscellaneous Equipment</b>	
<b>Hazardous Materials General Labor</b>	
<b>Hazardous Materials Equipment/Materials</b>	
<b>Grand Total</b>	

\* Price is all inclusive (labor, travel, per diem, insurance, etc.)

FIRM NAME: \_\_\_\_\_  
 PROPOSER: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_  
 FAX NUMBER: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: \_\_\_\_\_

CITY/COUNTY/STATE: \_\_\_\_\_

MINORITY BUSINESS ENTERPRISE? \_\_\_\_\_ /YES\_\_\_\_\_ /NO\_\_\_\_\_

MINORITY CLASSIFICATION: \_\_\_\_\_

**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 in 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 be provided for the employees during the performance of this contract known as

**BVS# 11-0037-3 PROFESSIONAL LOGISTICS RESPONSE AND SUPPORT SERVICES  
FOR CHATHAM COUNTY EMERGENCY MANAGEMENT AGENCY (CEMA)**

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 B**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

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

(herein after “Company”) in consideration of the privilege to bid/or propose on the following Chatham

County project procurement (**BVS# 11-0037-3 PROFESSIONAL LOGISTICS RESPONSE AND SUPPORT SERVICES FOR CHATHAM COUNTY EMERGENCY MANAGEMENT AGENCY CEMA**), 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 an 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 \_\_\_\_\_

## ATTACHMENT C

### DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contractor subcontract, or in the performance of such contract or subcontract.  

---
2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor  

---
3. List any convictions or civil judgments under states or federal antitrust statutes.  

---
4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.  

---
5. List any prior suspensions or debarments by any governmental agency.  

---
6. List any contracts not completed on time.  

---
7. List any penalties imposed for time delays and/or quality of materials and workmanship.  

---
8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.  

---

I, \_\_\_\_\_, as \_\_\_\_\_  
Name of individual Title & Authority

of \_\_\_\_\_, declare under oath that  
Company Name

the above statements, including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_

2011 by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_  
Resident State:

**ATTACHMENT D**

**Contractor Affidavit and Agreement**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

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 contracting with (name of public employer) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA),

P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



**ATTACHMENT E**

**Affidavit Verifying Status for Chatham County Benefit Application**

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for \_\_\_\_\_ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

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

Signature of Applicant:	Date
_____	_____
Printed Name:	
_____	
* _____	
Alien Registration number for non-citizens.	

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

Notary Public  
My Commission Expires:

**ATTACHMENT F**

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, Chatham County, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Printed or typed Name of Signatory)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Purchasing Staff Member Verification \_\_\_\_\_

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

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

**ATTACHMENT G**

**Chatham County  
Minority and Women Business Enterprise Program  
M/WBE Participation Report**

Name of Bidder: \_\_\_\_\_

Name of Project: \_\_\_\_\_ Bid No: \_\_\_\_\_

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total \_\_\_\_\_%      WBE Total \_\_\_\_\_%      M/WBE Combined \_\_\_\_\_%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature \_\_\_\_\_ Print \_\_\_\_\_

Phone (      ) \_\_\_\_\_ Fax (      ) \_\_\_\_\_

**LEGAL NOTICE**

**CC NO. 165115**

Chatham County, Georgia seeking proposal from responsive and qualified firms that will provide the Best Value for a contract to provide services associated with “**PROFESSIONAL LOGISTICS RESPONSE AND SUPPORT SERVICES FOR CHATHAM COUNTY EMERGENCY MANAGEMENT AGENCY (CEMA)**” No. BVS# 11-0037-3.

**A PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be conducted at **10:00 A.M. February 9, 2012, in the Purchasing and Contracting Suite C, 1117 Eisenhower Drive, Savannah, Georgia, 31406**, to discuss specifications and/or any misunderstandings that may arise. Representatives from Chatham County will be in attendance.

Proposals are due by **2:00 P.M., February 28, 2012** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

Specifications can be downloaded from the County’s website at <http://purchasing.chathamcounty.org> and are available in Chatham County Purchasing Office, at the address listed above. For additional information concerning specifications, please contact Ms. Victoria D. Godlock, CPPB, MPA, Procurement Specialist, at (912) 790-1624. Bidders are not to contact a department directly. All firms requesting to do business with Chatham County must also register on line at <http://purchasing.chathamcounty.org>.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND 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, PURCHASING AGENT**  
**CHATHAM COUNTY, GEORGIA**

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Savannah News- INSERT: 19, 25 Jan 2012

NEWS ONLY-  
Please send two copies of affidavit to:  
Chatham County Purchasing Department  
1117 Eisenhower Drive, Suite C  
Savannah, GA 31416  
(912) 790-1624