

INVITATION FOR REQUEST
FOR PROPOSAL

RFP NO. P12-0108-6

CARD ACCESS CONTROL SYSTEM

CHATHAM COUNTY, GEORGIA

PRE-PROPOSAL CONFERENCE: 10:00AM OCTOBER 10, 2012

PROPOSAL RECEIPT BY: 5:00 P.M., OCTOBER 23, 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 TABITHA ODELL

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

 PROPOSAL BOND

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; H. LOBBYING AFFIDAVIT

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 NUMBER(S) _____

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:

TITLE:

COMPANY:

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 woman owned business is defined as a business with 51% or greater minority of female 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
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1621**

DATE: October 1, 2012

RFP NO. P12-0108-6

**GENERAL INFORMATION FOR REQUEST FOR PROPOSAL FOR
CARD ACCESS CONTROL SYSTEM**

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 **5:00 P.M. (Local Time), OCTOBER 23, 2012**. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

A *pre-proposal conference* has been scheduled for **10:00 A.M. on October 10, 2012**, and will be conducted in the Conference Room located at the **Department of Information and Communications Services (ICS) Conference Room 507 in the Montgomery Street Courthouse at 133 Montgomery Street, Savannah, Georgia**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend. A walk-through of the facility will follow.

The deadline for questions is 5:00 p.m. on October 12, 2012.

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.

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
INSTRUCTIONS TO PROPOSERS

- 1.1 PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a proposal to supply Chatham County with equipment and services as described herein. 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 Alton T Peterson Jr, Procurement Specialist at (912) 790-1621. 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: Alton T Peterson Jr. To facilitate prompt receipt of questions, they may be sent via FAX to (912) 790-1627 or email to atpeters@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 agencies similar in size and complexity to the County.

1.4 HOW TO PREPARE REQUEST FOR PROPOSAL: 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, proposers must submit a complete response to the Request for proposal. 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 as requested
Required Attachments

Each proposal must be submitted in one (1) original and (3) three copies bound to:

Alton T Peterson, Jr.
Procurement Specialist
Chatham County Purchasing Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1621

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 proposer/vendor is claiming minority status, the proposer/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

- 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:** Preference shall be given to the bidder submitting the lowest and best firm price as his bid. Should it be found that due to unusual market conditions it is in the best interest of the County to accept a price with an escalation clause, the following shall apply:

Unless otherwise specified, prices shall be reviewed no more often than on a quarterly basis. Cost data to support any proposed increase must be submitted to the Purchasing Agent no less than 30 days prior to the effective date of any such requested price increase.

2.8 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES: Proposer 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 Proposer 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 Proposer 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 required approvals.

2.10 SUBSTITUTION OF PERSONNEL: It is the intention of the County that the Proposer's personnel proposed for the contract will be available for the initial contract term. In the event the Proposer 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 Proposer is an independent contractor under this Agreement. Personal services provided by the Proposer shall be employees of the Proposer and subject to supervision by the Proposer, 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 irresponsible 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 Proposer and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.
- 2.23 INSURANCE PROVISIONS:** The selected PROPOSER 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 Proposer, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Proposer'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 Proposer'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.

2.25 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS: The Request for Proposal, 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 hereof.

- 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 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 PROPOSER agrees as follows: The Proposer 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
REQUEST FOR PROPOSAL
CONTROL ACCESS SYSTEM FOR CHATHAM COUNTY

- 3.1 Description And Objectives:** Chatham County is soliciting proposals for the provision of a card access system integration and contract. The award resulting from this RFP will consist of two parts: 1) The installation and configuration of card access controllers and the tying back into the current system and 2) An annual contract for one year with four available renewals for future installations, door additions and support for various County facilities.
- 3.2 General Information:** The Pete Liakakis Government Building is currently in the process of finishing up construction and in need of a card access readers and locks that will be tied into the current system. Chatham County would also like to have a contract for future needs of adding credential locks to any new building or current building. The locks would then be controlled by central management software and configured by the vendor. The proposer would be responsible in providing support for the software and hardware provided and any training needed. Current software is Facilities Commander Wnx.
- 3.3 Pricing:** Proposers should submit a standardized list of equipment based on a cost per door pricing matrix for future needs. Proposers provide a turnkey price to integrate the Pete Liakakis Government Building with controllers, door readers and tie them into the current system. The County desires a cost per door model for all future needs.
- 3.4 Special Conditions:** All equipment furnished under this proposal shall be new.
- 3.5 Service:** Contractor shall provide an hourly rate for service after warranty period has expired. Proposers shall indicate number of hours to respond for calls for service. Failure to respond to requests for shall be cause for the County to terminate this agreement. Parts shall be furnished as needed based on a discount off of a published price list if available.
- 3.6 Qualifications:** The proposer shall demonstrate their knowledge and experience in providing the solutions and/or services listed above in the response. Relevant and recent projects will be weighted higher in the evaluation of responses to this RFP. Proposer shall include certifications, licenses, and awards for their company and all sub-contractors.
- 3.7 References:** The proposer shall furnish three (3) references from accounts, worked within the past two years, of similar size and magnitude for the same type of services proposed. References shall include a contact person and phone number. Failure to provide suitable references may be cause for rejection of the proposal.
- 3.8 Proposal Contents:** To be considered for award, all proposals must include, at a minimum the following information:
- a. Describe the qualifications and experience of the firm and 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.

- b. The Bidder must submit a cost proposal in Section IV and it must include all equipment and services necessary for a complete turnkey project for the Pete Liakakis Government Building. Future pricing for additional installation will be based on initial price proposal.
- c. Proposer shall provide at least three (3) references/ and or current list of clients for whom a similar system has been installed.
- d. Proposer must provide a schedule for system installation and the time frame for system to be fully operational after notice to proceed.

3.9 Specifications:

- Provide support and install all card access system and equipment
- For each of these locks will be an i-class compatible lock
- Each controller will be connected to the current IDF
- Expandable for future growth
- Must be able to integrate with current software application (Facilities Commander Wnx)
- Configure current software to support the installed doors
- Even though we have a contract for low voltage cable, the cable may need to be run and cost provided for each new door that is added.
- Provide a cost per door model for any new construction
- Provide costs to add elevators to the Pete Liakakis Government Building
- Standardized equipment list for any additions

3.10 Requirement for the Pete Liakakis Government Building:

Install Controllers and connect to the current system (Facilities Commander Wnx)

The number of credential locks in the Pete Liakakis Government Building by floor is as follows:

1st – 17

2nd – 16

3rd – 8

4th – 13

5th – 8

- Each controller will be connected to the IDF to each floor.
- No cross floor connections
- Expandable for future growth
- Enough controllers to add doors without having to add controllers
- Must be able to integrate with current software application (Facilities Commander Wnx)
- Configure current software to support the installed doors

3.11 Evaluation Criteria:

Experience and Qualifications of Proposer	25 points
Compatibility with existing software	25 points
References	10 points
Cost Proposal	40 points

3.12 Payments: 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. Proposers 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 Proposer will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Proposer 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.

3.13 Warranty Requirements: Warranty to include a minimum one year parts, labor and required service for all equipment and software with max. 24-hour response time.

3.14 Terms of Contract: This is a one year contract which renews annually up to four (4) additional years.

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
REQUEST FOR PROPOSAL
CHATHAM COUNTY, GEORGIA
COST PROPOSAL FORM
RFP NO. P12-0108-6**

**ACCESS CONTROL SYSTEM FOR PETE LIAKAKIS GOVERNMENT BUILDING
AND ANNUAL CONTRACT FOR ADDITIONAL INSTALLATIONS**

I have read and understand the requirements of this proposal, RFP No. P12-0108-6, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I agree to furnish the Services as describe in the RFP for the fee listed below. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. In addition, the County reserves the right to accept any part or all of the fee schedule and to negotiate any charges contained herein unless qualified otherwise.

- 1) Access Control System for Pete Liakakis Government Building

Total Price \$ _____

Please provide detailed breakdown as an attachment.

Time required for complete installation after notice to proceed _____ days

Hourly rate for service calls after one year warranty period \$ _____ per hour

- 2) Pricing Matrix for Future Installation for Annual Contract

Please provide future pricing using the matrix below. State length of time the pricing will be held firm.

Item	Part #	Qty	List Price	% Discount off List	Net Price
License					
Controller					
Reader					
Exit (Button)					
Exit (Motion Sensor)					
Strike (600 lbs.)					
Strike (1200 lbs.)					
Mag Lock (1200 lbs.)					
Gate (1200 lbs.)					

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 **RFP P12-0108-6 ACCESS CONTROL SYSTEM** 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 (**RFP P12-0108-6 ACCESS CONTROL SYSTEM**), 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

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 contract or 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 _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State:

Attachment D

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).

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (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.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

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:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

* _____
Alien Registration number for non-citizens.

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 (____) _____

ATTACHMENT H

AFFIDAVIT REGARDING LOBBYING

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public

Resident State: _____

My Commission Expires:

#1

REFERENCE FORM

REFERENCES - \$499,999 or less: On July 25, 2003 the Board of Commissioners directed that all construction projects with a bid of \$499,999 or less, for bidders to be responsive each must provide information on the most recent three (3) projects with similar scope of work as well as other information to determine experience and qualifications as follows. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government

a. Project Name: _____
Location: _____
Owner: _____
Address: _____
City and State: _____
Contact: _____
Phone & Fax: _____
* Architect or Engineer: _____
Contact: _____
Phone & Fax: _____
Email: _____

- b. The awarded bid amount and project start date. _____
- c. Final cost of project and completion date. _____
- d. Number of change orders. _____
- e. Contracted project completion in days. _____
- f. Project completed on time. Yes ___ No ___ Days exceeded ____.
- g. List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost.
- h. Has contractor ever failed to complete a project? _____ If so, provide explanation.
- i. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? _____ If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution.

#2

REFERENCE FORM

REFERENCES - \$499,999 or less: On July 25, 2003 the Board of Commissioners directed that all construction projects with a bid of \$499,999 or less, for bidders to be responsive each must provide information on the most recent three (3) projects with similar scope of work as well as other information to determine experience and qualifications as follows. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government

a. Project Name: _____
Location: _____
Owner: _____
Address: _____
City and State: _____
Contact: _____
Phone & Fax: _____
* Architect or Engineer: _____
Contact: _____
Phone & Fax: _____
Email: _____

- b. The awarded bid amount and project start date. _____
- c. Final cost of project and completion date. _____
- d. Number of change orders. _____
- e. Contracted project completion in days. _____
- f. Project completed on time. Yes ___ No ___ Days exceeded _____.
- g. List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost.
- h. Has contractor ever failed to complete a project? _____ If so, provide explanation.
- i. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? _____ If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution.

#3

REFERENCE FORM

REFERENCES - \$499,999 or less: On July 25, 2003 the Board of Commissioners directed that all construction projects with a bid of \$499,999 or less, for bidders to be responsive each must provide information on the most recent three (3) projects with similar scope of work as well as other information to determine experience and qualifications as follows. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government

a. Project Name: _____
Location: _____
Owner: _____
Address: _____
City and State: _____
Contact: _____
Phone & Fax: _____
* Architect or Engineer: _____
Contact: _____
Phone & Fax: _____
Email: _____

- b. The awarded bid amount and project start date. _____
c. Final cost of project and completion date. _____
d. Number of change orders. _____
e. Contracted project completion in days. _____
f. Project completed on time. Yes ___ No ___ Days exceeded _____.
g. List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost.
h. Has contractor ever failed to complete a project? _____ If so, provide explanation.
i. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? _____ If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution.

LEGAL NOTICE

CC NO.165338

Chatham County, Georgia is seeking proposals from firms interested in providing Card Access Control System for Chatham County ICS - Request for Proposal No. P12-0108-6.

A *pre-proposal conference* has been scheduled for **10:00 A.M. on October 10, 2012**, and will be conducted in the Conference Room located at the **Department of Information and Communications Services (ICS) Conference Room 507 in the Montgomery Street Courthouse at 133 Montgomery Street, Savannah, Georgia**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend. A walk-through of the facility will follow.

Proposals are due no later than **5:00 P.M. ON OCTOBER 23, 2012** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

All firms requesting to do business with Chatham County must also register on the County's website at <http://purchasing.chathamcounty.org>.

A copy of this Request for Proposal is available in the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406, or can be downloaded from the Chatham County website at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Mr. Alton T Peterson, Jr., Procurement Specialist, at (912) 790-1621.

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

- Savannah News- INSERT: October 4, 2012

NEWS ONLY-

Please send two copies of affidavit to:
Chatham County Purchasing Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1621