

INVITATION FOR REQUEST
FOR PROPOSAL

RFP NO.: 12-0119-7

PARKING GARAGE ACCESS AND REVENUE CONTROL SYSTEM

CHATHAM COUNTY, GEORGIA

PRE-PROPOSAL CONFERENCE: 10:00 A.M. DECEMBER 20, 2012

PROPOSAL RECEIPT BY: 5:00 P.M. JANUARY 10, 2013

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.**

- GENERAL INFORMATION
- PROPOSAL
- SCOPE OF WORK
- 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

ALL FIRMS REQUESTING TO DO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ON-LINE AT [HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG)

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 proposer 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: _____ **DATE:** _____
SIGNATURE: _____

TITLE: _____

COMPANY: _____

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 or female ownership. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic _____
Native American or Alaskan Indian _____ Woman _____

In the award of "Competitive Sealed Proposals", minority/woman participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1623**

DATE: November 30, 2012

RFP NO. 12-0119-7

GENERAL INFORMATION FOR REQUEST FOR PROPOSALS

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)** **JANUARY 10, 2013**. 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. DECEMBER 20, 2012**, and will be conducted in the Conference Room located at the **CHATHAM COUNTY Administrative/Legislative Courthouse, 124 Bull Street, SUITE 350, SAVANNAH, GEORGIA 31401**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

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 proposal due 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 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 HOW TO PREPARE PROPOSALS:

All proposals shall be typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 HOW TO SUBMIT PROPOSALS: All proposals shall be:

- A. Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.**
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.**

Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

Chatham County will not accept telegraphic or electronically transmitted bids/proposals.

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

1.4 HOW TO SUBMIT AN OBJECTION: Objections from Offerors to this Request for Proposal and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

- A. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.**
- B. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.**

1.5 FAILURE TO OFFER: If a Proposal is not submitted, the business should return this Request for Proposal, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.

1.6 ERRORS IN PROPOSALS: Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting

proposals. Failure to do so will be at the Proposer's own risk.

- 1.7 STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.8 PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.10 CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents. Any subcontracting must be specified in the bid/proposal. All subcontractors must be approved by Chatham County.
- 1.11 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 performed in Chatham County.
- 1.12 MINORITY/FEMALE 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

SECTION II PROPOSAL CONDITIONS

- 2.1 **SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the proposer but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 **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.
- 2.3 **GEORGIA OPEN RECORDS ACT:** The responses will become part of the County's official files with any obligation on the County's part. Ownership of all data, materials, and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of public office of agency and is subject to public inspection in accordance with the *Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-070, et, Seq.*, unless otherwise provided by law.
- 2.4 **GEORGIA TRADE SECRET ACT OF 1990:** In the event that a Proposer submits secret information to the County, the information must be clearly labeled as a "Trade Secret". The County will maintain the confidentiality of such trade secrets to the extent provided by law.
- 2.5 **CONTRACTOR RECORDS:** The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed up to three (3) years following completion. Again, this is a contract specific to the County contracts only.
- 2.6 **OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) 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 sixty (60)day period.
- 2.7 **COMPLETENESS:** All information required by the Request for Proposal must be completed and submitted to constitute a proper proposal.
- 2.8 **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.

2.9 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION: By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:

- A. Prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
- B. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and;
- C. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

2.10 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.

2.11 VENDOR PERFORMANCE EVALUATION: On April 11, 2008 the Board of Commissioners approved a change to the County Purchasing Ordinance requiring Vendor Performance Evaluations, as a minimum, prior to the contract anniversary date. Should the vendor performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Vendor Complaint Form or a Performance Evaluation to be sent to the Purchasing Agent.

2.12 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. Protests must be filed prior to contract award.

2.13 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES: The 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.

2.14 DEBARRED FIRMS AND PENDING LITIGATION: Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred for doing business) **will not** be considered for contract award. Proposers **shall** disclose any record of pending lawsuits, criminal violations (indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the last five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

****All proposers are to read and complete the Disclosure of Responsibility Statement**

enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Proposer acknowledges that in performing contract work for the Board, proposer shall not utilize any firms that have been a party to any of the above actions. If proposer has engaged any firm to work on this contract or project that is later debarred, proposer shall sever its relationship with that firm with respect to Board Contract.

2.15 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 Proposal. 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.

2.16 COUNTY BUSINESS LICENSE REQUIREMENT: A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License 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.

2.17 INSURANCE PROVISIONS: The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the 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. **Contract work will not proceed unless Chatham County has in their possession, a current Certificate of Insurance.**

2.17.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of Producer (CONTRACTOR'S Insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. A summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is always to included Chatham County).

Chatham County as an Additional Insured: Chatham County invokes the defense of sovereign immunity. In order not to jeopardize the use of this defense, the County **is not to be included as an Additional Insured on insurance contracts.**

2.17.2 Limits of Insurance: Effective coverage shall have the following limits:

- A. *Commercial General Liability:* Provides protection against bodily injury and property damage claims arising from operations of a CONTRACTOR or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits of \$1,000,000 combined single limit general aggregate for bodily injury, and property damage per occurrence and annual aggregate.
- B. *Business Auto Liability:* Coverage insures against liability claims arising from the CONTRACTOR's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.
- C. *Worker's Compensation:* provides statutory protection against bodily injury, sickness or disease sustained by employees of the CONTRACTOR while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- D. *Malpractice and Professional Liability:* Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and CONTRACTORS. Minimum limits: \$1,000,000 per claim/occurrence. If claims-made, retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if tail coverage has been purchased and the duration of the coverage.

2.17.3 SPECIAL REQUIREMENTS:

- A. *Claims-Made Coverage:* The limits of liability shall remain the same as the occurrence basis, however, the retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of

Insurance shall state the coverage is claims-made. The retroactive date shall also be specially stated on the Certificate of Insurance.

- B. *Extended Reporting Periods:* The contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. *Severity of Interest:* Where applicable, any insurance coverage provided by any party other than Chatham County, and which may indemnify Chatham County, the limits stated under such coverage shall apply separately to Chatham County.
- D. *Reporting Provisions:* Any failure to comply with reporting provisions of any applicable policy shall not affect coverage, if any, afforded on behalf of Chatham County, it's officials, officers, employees, or volunteers.
- E. *Cancellation/Non-Renewal Notification:* Each applicable insurance policy shall be endorsed to state the coverage shall not be suspended, voided, or cancelled, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Chatham County.
- F. *Proof of Insurance:* The CONTRACTOR is required to carry insurance under this contract and shall furnish Chatham County with Certificates of Insurance with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- G. *Insurer Acceptability:* Insurance is to be placed with an insurer having an A.M. Best's ranting of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five (5) year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- H. *Lapse of Coverage:* A lapse of insurance coverage shall constitute ground for termination of this contract by the Chatham County Board of Commissioners.
- I. *Deductibles and Self-Insured Retention:* Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and

defense expenses.

2.17.4 Additional Coverage for Specific Procurement Projects:

- A. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

<u>Minimum Limits:</u>	\$1 million per claim/occurrence
<u>Coverage Requirement:</u>	If claims-made, retroactive date must precede or coincide with the contract effective date of the date of the Notice to Proceed. The professional <u>must state</u> if tail coverage has been purchased and the duration of the coverage.

- B. **Builder's Risk (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.

<u>Minimum Limits:</u>	All-Risk coverage equal 100% of contract value
<u>Coverage Requirements:</u>	Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion

2.19 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.

2.20 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.

- 2.21 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.
- 2.22 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.
- 2.23 PAYMENT TO CONTRACTOR:** 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 the Chatham County Finance Department, at (912) 652-7900 or the County's Project manager as specified in contract documents.
 - B. CONTRACTOR 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 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, 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.
- 2.24 VENDOR DEFAULT:** Chatham County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default due to a failure to perform or because a request for price increase, Chatham County reserves the right to remove the vendor from the County's bid/proposal listing for twenty-four months.
- 2.25 MERGERS:** If a selected firm is sold or merged with another organization, the County will consider the contract binding regardless of any name changes. If there is a conflict of interest, the County reserves the right to terminate said contract.
- 2.26 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS OR REQUIREMENTS:** It is

the responsibility of the prospective proposer to review the entire request for proposal (RFP) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Purchasing Division not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements apply to specifications that are ambiguous.

2.27 SECURITY AND IMMIGRATION COMPLIANCE ACT: On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB529, Section 2) became effective. All consultants, contractors and subcontractors entering into a contract or performing work must sign an affidavit the 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.us/splotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify Information.

Protection of Resident Workers. Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The CONTRACTOR shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

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 Proposal 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 III
REQUEST FOR PROPOSAL
CHATHAM COUNTY, GOVERNMENT**

3.1 DESCRIPTION AND OBJECTIVES Chatham County is seeking a qualified firm/individual to upgrade the current access control equipment and install an access and revenue control system at the County Parking Garage located at 102 Martin Luther King Boulevard, Savannah, Georgia. The intent behind this selection process is to select the firm/individual who best understands the County’s needs and can provide the service. The project consists of upgrading the current parking garage access and revenue fee computer/software, front entrance and back exit Proximity card readers to include all labor and material to complete the project.

3.2 METHODOLOGY: The procurement described herein may be conducted in a two-step process.

STEP ONE: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposals are not accepted will be promptly notified that they are no longer being considered and why. A shortlist of qualified firms will be developed and ranked.

Fee proposals shall be submitted along with the proposal and will be evaluated and ranked accordingly. Fees should be quoted in “all inclusive” dollars. The evaluation committee will make the selection of the firm which it believes is best qualified to provide the service, fee proposal and other qualitative factors considered. It is emphasized that the firm which offers the lowest fee proposal will not necessarily be the firm selected to provide the service. The selection will be made of that firm which provided the best proposal. “Best” is defined as the best combination of qualitative factors and fee proposal.

STEP TWO - INTERVIEWS: The evaluation committee *may* decide to conduct interviews with the “short-listed” firms. It is the sole responsibility of the evaluation committee to determine if interviews will be required. If interviews are conducted, each of the “short listed” firms will be scheduled for an interview. The interviews will be scored.

3.3 PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be conducted at **10:00A.M. DECEMBER 20, 2012** at the Administrative/Legislative Courthouse, 3rd Floor Conference Room, 124 Bull Street, Savannah, Georgia, to discuss specification and/or any misunderstandings that may arise. Representatives from Chatham County will be in attendance. *Firms are encouraged to attend.*

3.4 PROPOSAL DEADLINE: The response to the Request for Proposal must be received by the Chatham County Office of Purchasing and Contracting no later than **5:00 P.M. (LOCAL TIME) JANUARY 10, 2013.** Any proposal received after the time stipulated will be rejected. The County may, for good and sufficient reason, extend the response deadline, in which case all potential proponents will receive an addendum setting forth the new date and

time.

Proposals must be responsive to the General Conditions (Information and Instructions), Special Conditions, Technical Specifications, and any attachments.

- 3.5 WITHDRAWAL OF PROPOSAL:** Your proposal may be withdrawn by written request received by the County before the time fixed for receipt of proposals. Withdrawal of your proposal will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.
- 3.6 CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion. The particulars of the proposal documents will remain confidential until final award of the contract. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners.
- 3.7 CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.
- 3.8 FORMAT OF RESPONSES:** To be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. 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:
- A. Cover Letter
 - B. Experience and Capability
 - C. Project Understanding and Methodology
 - D. M/WBE Participation
 - E. References
 - F. Fee Proposals - Submit using Fee Proposal Form
 - G. Other Relevant Facts/Information
 - H. Attachments

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

Ms. Robin L. Maurer, CPPB
Procurement Specialist
Chatham County Purchasing Department
1117 Eisenhower Drive - Suite C
Savannah, GA 31406

- 3.9 COMPENSATION:** The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure the most cost effective offer.
- 3.10 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.
- 3.11 COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 3.12 INQUIRIES:** Direct any questions related to this RFP to Ms. Robin Maurer, CPPB, Procurement Specialist, and submit all questions in writing. Include the RFP number, page, and paragraph number as a reference to each question. If you choose to mail your questions, do not place the RFP number on the outside of the envelope. *DEADLINE FOR ALL QUESTIONS IS 72 hours prior to due date.* All questions shall be delivered by hand, mail, fax or e-mailed as follows:

Chatham County Purchasing and Contracting Division
Attn: Robin Maurer, CPPB, Procurement Specialist
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1627 (FAX)
rlmaurer@chathamcounty.org

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

- 3.13 METHOD OF SOURCE SELECTION:** Chatham County is using the Competitive Sealed Proposal method of source selection, as authorized by Section V of the Chatham County Purchasing Ordinance and Article VI of the Purchasing Procedures Manual for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to Chatham County, taking into consideration price and other factors set forth in this Request for Proposal (RFP). Purchasing and Contracting will not use any other factors or criteria in the evaluation of the proposals received.

- 3.14 MINIMUM CRITERIA USED TO DETERMINE RESPONSIBILITY OF EACH OFFEROR:**
The following criteria will be used as a minimum, to determine the responsibility of each Offeror:

- A. Does the Offeror demonstrate an understanding of the County’s needs and proposed approach to the project?
- B. Does the Offeror possess the ability, capacity, skill, and financial resources to provide the service?
- C. Can the respondent take upon himself the responsibilities set forth in the RFP and the resulting contract and produce the required outcomes in a timely manner?
- D. Does the Offeror have the character, integrity, reputation, judgment, experience and efficiency required by the contract?
- E. Has the Offeror performed satisfactorily in previous contracts of similar size and scope; or if the prime CONTRACTOR has not performed a contract of similar size and scope, has it, and/or it’s team members otherwise demonstrated its capability to perform the contract that the County seeks to establish through this RFP?
- F. Does the Offeror propose to perform the work at a fair and reasonable cost?

3.15 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 martial status.

**SECTION IV
SPECIAL CONDITIONS**

- 4.1 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. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- 4.2 EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/WBE firms, consultants and employees will also be considered in the evaluation of proposals.
- 4.3 SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation may include an oral presentation and system demonstration which will be scheduled after receipt of the written proposal and approval of the shortlist.
- 4.4 PROPOSALS MUST BE RESPONSIVE TO:**

4.4.1 COVER LETTER (SECTION A): You should provide no more than a 2 page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, as a minimum, this section should include the name, address, telephone number and FAX number of one (1) contact to whom any correspondence should be directed.

4.4.2 EXPERIENCE & CAPABILITY - TOTAL POSSIBLE POINTS: 30 (SECTION B): List of similar projects performed in the last five years with a brief narrative of each project, client, services provided by CONTRACTOR, value of services, current status on date of completion, project management, client's project manager and phone number. Include a statement as to why it is considered a similar project. Use of MBE/WBE firms, consultants and employees is recommended and will be evaluated. List of key personnel including project manager along with resumes. Identify person who on a day-by-day basis will be responsible for the work. Identify the key personnel necessary for implementing the project. Describe how key personnel will be involved in project. Describe availability of project manager and key personnel for this project.

4.4.4 PROJECT UNDERSTANDING AND METHODOLOGY - TOTAL POSSIBLE POINTS: 20 (SECTION C): Discuss the approach to rendering the required services. Any special techniques, strategies and capabilities should be discussed here. A detailed narrative statement to demonstrate the offerors' understanding of the Scope of Work described below. Also included in this section should be the project schedule and personnel needed to complete the project. Narrative should include any limitations in delivering all the required services, any potential problem areas that might impede the successful implementation of the contract, and any other information not specifically required elsewhere in this RFP but considered pertinent by the offeror.

4.4.5 M/WBE PARTICIPATION - TOTAL POSSIBLE POINTS: 15 (SECTION D): Commitment in the level of local MBE/WBE firms, subcontractors, consultants and employees.

4.4.6 REFERENCES - TOTAL POSSIBLE POINTS: 10 (SECTION E): References (at least four), including contact relationship address and phone number. Note: Chatham County reserves the right to contact any known former clients about your performance.

4.4.7 FEE PROPOSAL - TOTAL POSSIBLE POINTS: 30 Provide the basis for your fee on the fee proposal form provided, as well as future costs.

4.5 CONTRACT: The successful respondent will be expected to execute a contract within 30 days of notice to award. Upon award of the contract, the proponent shall be bound to deliver services on the terms and conditions of this document and any negotiations which may occur. As well, the County shall be bound on the said terms and conditions to procure the services described and remit payment to the proponent when services are completed and accepted.

- 4.6 **PERFORMANCE AND APPROVAL OF SUB-CONTRACTORS:** The proponent will perform the project as an independent contractor and not as an agent or employee of the County. Joint ventures and sub-contractor arrangements are not prohibited; however, the proponent shall secure written permission from Chatham County before subcontracting any part of this service. Such permission should be obtained during the proposal evaluation stage. Proponents are encouraged to use Minority/Woman Business Enterprises and are reminded of reporting requirements when utilizing these arrangements.
- 4.7 **LICENSES, PERMITS, TAXES:** The price or prices for the work shall include full compensation for all fees that the proponent is or may be required to pay.
- 4.8 **CHANGES:** In the event a contract is awarded, the County may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. If any such change causes any increase or decrease in the proponent's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract prices, or in the time of performance, or in both. A written memorandum of such adjustment shall be made.
- Any claim by the proponent for an equitable adjustment shall be supported by detailed cost and pricing data, which the County shall have the right to verify by audit of the proponent's records or, at the County's election, by other appropriate means. Any claim by the proponent for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or capital investments. The County may accept and act upon claims made later if, in the County's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the proponent from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.
- 4.9 **TERMINATION OF CONTRACT:** Each party to the contract shall have the right to terminate any contract to be made hereunder for its convenience by giving the proponent written notice 30 days in advance of its election to do so and by specifying the effective date of such termination. The proponent shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a proponent shall fail to fulfill any of its obligations hereunder, the County may, by giving written notice to the proponent at issue, terminate the agreement with said proponent for such default. If this agreement is so terminated, the proponent shall be paid only for work satisfactorily completed.
- 4.10 **ASSIGNMENT:** The CONTRACTOR shall not assign or transfer any interest of the contract without prior written consent of the County.

SECTION V TECHNICAL SPECIFICATIONS

- 5.1 **BACKGROUND:** The parking garage is currently using the APG 5200 Amano/McGann Access and Revenue Fee Computer software. Staff has been using this equipment to service

the public for well over 15 years. On August 2, 2011 the County's auditors performed a review of the parking garage's operations. This audit included the collection and deposits of the daily parking receipts and revenue received from patrons using access cards. The report also indicated that the McGann parking management software package needed to be upgraded or replaced as well as the Amano Fee Computer.

- 5.2** **PURPOSE:** On December 30, 2011 the County's parking garage opened for service to the public on the weekend 24 hours Saturday - Sunday. Since the weekend opening of the garage, staff had to purchase a Link Point FD-100 credit card processing machine and upgrade the front entrance sign with a new neon lighted open/close exterior sign. The above equipment was installed as Part I of the upgrade of the parking garage's weekend operations. As mentioned above, the current equipment is well over 15 years old. The current software application is no longer serviceable and the Amano Fee Computer is outdated. The system is losing the ability to communicate daily transactions to the appropriate parties or provide real time data as needed. If the current parking management system is not upgraded soon, the parking garage will lose the ability to provide the correct data and money transactions to the Finance Department.

The upgrade of the new parking management system would:

- (1) Record and maintain a record of key-cards used by monthly and long term parkers.
- (2) Allows for independent computation of the number of daily parkers as a check against cash register tapes.
- (3) Potentially act as control to ensure that the parking attendants do not receive daily parking fees without recording the transaction in the cash register.
- (4) Increase its efforts to update its internal controls at the parking garage.
- (5) Allow staff to perform a risk assessment and submit the results to the Finance Department.

- 5.3** **QUALITY ASSURANCE:** Basis of specifications: Due to standardization and necessity, the contractor is responsible for electrical and construction of this project. Contractor must comply with all applicable local, state, and federal laws, electrical and building codes. Contractor's proposal should include the services and fees to remove the existing equipment from the property and properly dispose of the equipment and debris. The County reserves the right to maintain possession of any and all equipment removed from the location.

- 5.4** **GENERAL REQUIREMENTS:** Contractor shall address each specification by number in the following section and provide details on their proposed system's capabilities. The proposed system should support the following parking operational technologies and services:

- (1) Card access system for monthly parkers
- (2) Vehicle count system
- (3) High speed real time central credit card processing

Proposals shall be submitted for the following formats and revenue control system:

- (1) Ability to issue customers daily receipts for parking
- (2) Ability to accept major credit/debit cards
- (3) Ability to print itemized activity reports at the end of each shift and 24 hour period.

Contractor shall include all necessary electrical, construction and administrative services as well as equipment and other hardware necessary to deliver a fully functioning system. This includes loops, electrical and communication wiring to the parking office, server computers, equipment and installation, conduit, concrete work, wire terminations, training, testing, programming and set-up services.

No parts from the currently installed system should be reused in the implementation of the proposed system. This includes card reader, fee computer, fee computer software, etc. Contractor must offer the following on-site services: system installation, training and oversee the system deployment process. The Contractor's proposal should include the necessary installation, purchasing and training services to implement a fully function access and revenue control system. This proposal shall also include the hardware necessary to maintain the functionality of the equipment after the go live date.

The credit card system shall be able to interface with the Chatham County's credit card clearinghouse. All necessary credit card components in the access and revenue control system and processes shall comply with all FACTA regulations and credit card PCI rules and practices including VISA and Mastercard.

5.4 TECHNICAL REQUIREMENTS

The upgraded system will meet the following technical requirements:

- (1) The client/server network software application, windows based appropriate communications software for real time data.
- (2) The new system shall provide appropriate formats.
- (3) The new system shall allow the parking garage point of sale register access to updated key-card data.
- (4) The system shall also merge into the County wide receivables system and other financials as deemed appropriate.

5.5 REPORTING

The minimum reports required for the access control and revenue system are as follows:

- (1) Daily revenue reports
- (2) Active access card holder report
- (3) Cash report, transactions report

- (4) Card transaction report by date
- (5) Credit card report by credit card type
- (6) Validation report
- (7) Parking free report
- (8) General total report
- (9) Rate stratification report
- (10) Card status report
- (11) Card activity report
- (12) Terminated card report
- (13) Active card report
- (14) User change report
- (15) Holiday report
- (16) Frequent parker report
- (17) Ability to assign a revenue rate to a card holder
- (18) Attendant total report
- (19) Length of stay report
- (20) Last ticket transaction report
- (21) Entry/Exit classification report

5.6 IMPLEMENTATION REQUIREMENTS:

The contractor shall provide the following:

- (A.) The County will dedicate a primary staff person for operational practice and best way to utilize the system to achieve organizational objectives, as well as manage system set up.
- (B.) The contractor may offer a system that will interface with existing software, ticket spitter, roll gate and entrance and exit gate arms; or replace the existing to gain full functionality.

5.7 SECURITY:

- (A.) Access to functions should be limited by assigned user role.
- (B.) All changes, adjustment credit made to any account should create a record with the user's name, date and time and the reason code for the adjustment.
- (C.) Users ID password must be required to access the application with lockout controls such as auto log-off to frequently change passwords.

5.8 INSTALLATION: Contractor shall install a complete and functional system including hardware, software, network installation and all necessary cabling, all data conversion from the existing computerized system and all future updates to the system.

Contractor shall provide all required technical support for customization of received validation management reports, file formats, and conversion of existing data saved on current

system.

5.9 TESTING: The system shall be tested thoroughly by a County representative before final acceptance.

5.10 CONVERSION REQUIREMENTS:

- (A.) It is Chatham County's intention that existing data will be transferred to new system.
- (B.) Chatham County recognizes that the field and code formats might be different. The Contractor will be responsible for importing this data into the new database.
- (C.) Assistance may be required from the County's in-house technical staff to help export data from the previous system. A reference file of the old system's account numbers with a link to the new account numbers must be available in the new system.

5.11 REFERENCES: The contractor shall furnish references from similar accounts who have installed the proposed system within the past five (5) years.

5.12 WORKING HOURS: All work will be performed during scheduled hours. Note: Working hours may vary.

5.13 WARRANTIES: Provide installer's one (1) year warranty on equipment and workmanship.

5.14 MAINTENANCE: Contractor shall provide pricing for software and hardware maintenance for future years. Detail must be provided as an attachment as to coverage provided under maintenance contract.

5.14 STATEMENT OF WORK AND SCHEDULE: The proposer shall furnish a Statement of Work outlining tasks to be performed by the proposer and the County.

SECTION VI

EVALUATION AND AWARD

6.1 EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by the Evaluation Committee. A description of the factors which will be analyzed, and the relative weight accorded each factor follows. *The County will not consider the proposal of any Offeror who lacks accreditation or authorization to provide a Parking Garage Access and Revenue Control System.*

STEP 1: PROPOSAL AND FEE PROPOSAL SUBMITAL (**TOTAL POSSIBLE POINTS: 100**).

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
Experience and Capability - companies previous experience in providing Parking Garage Access and Revenue Control System Demonstrate the capability of the firm/individual to provide a Parking Garage Access and Revenue Control System.	30
Project Understanding and Methodology - Demonstrate how you plan to provide a Parking Garage Access and Revenue Control System.	20
M/WBE	15
References- Provide a minimum of four (4) references of agencies or firms that you have provided the same or similar projects to within the past five (5) years	5
Fee Proposal	30

STEP 2- INTERVIEWS/PRESENTATIONS- IF REQUIRED (**TOTAL POSSIBLE POINTS: 30**)

6.2 CONTRACT AWARD:

6.2.1 Proposals will become part of the contract.

6.2.2 No work shall be performed under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

**REQUEST FOR PROPOSAL
 CHATHAM COUNTY, GEORGIA
 FEE PROPOSAL FORM
 RFP NO. P12-0119-7
 PARKING GARAGE ACCESS AND REVENUE CONTROL SYSTEM**

I have read and understand the requirements of this proposal, RFP No. P12-01119-7, 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. **THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL.**

PROPOSAL

Hardware	\$ _____
Software	\$ _____
Implementation Costs	\$ _____
Conversion Costs	\$ _____
Installation	\$ _____
Training	\$ _____
Annual Software Maintenance/Support & Upgrades	
Years 1 & 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____
Maximum escalation years 6-16	\$ _____
Annual Hardware Maintenance/Support & Upgrades	
Years 1 & 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____
Maximum escalation years 6-16	\$ _____
<u>TOTAL</u>	\$ _____
Hourly Service Rate (travel time not included)	\$ _____
Percent Mark-up on replacement parts	\$ _____

**ALL PROPOERS MUST BE REGISTERED VENDORS ON THE COUNTY'S WEBSITE
(PURCHASING.CHATHAMCOUNTY.ORG)**

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 PARKING GARAGE ACCESS AND REVENUE 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 (PARKING GARAGE ACCESS AND REVENUE 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: _____

DPC Form #45

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 _____, 200__

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 _____, 200__

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

CHATHAM COUNTY, GEORGIA

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 voluntary excluded from participation in this transaction by any Federal department or agency, State of Georgia, 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)

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

END OF DOCUMENT Mod. CC P & C 6/2005

Attachment F

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Compliance 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 G

***Systematic Alien Verification for Entitlements (SAVE)
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 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
My Commission Expires:

My Commission expires:

Resident State: _____

Attachment I

Chatham County Information Technology Vendor Policy

December 10, 2012

All vendors responding to either an RFP or bid package of Chatham County for information technology related services must adhere to the following policies:

1. Applications will authenticate users via the central Active Directory LDAP tree.
2. The vendor will never destroy production data in any way without written permission from the Chatham County Information and Communications Director, the County Manager, or designee.
3. The vendor will only modify production data with written permission from the data owner and ICS. Modifications to any production system files, including logs, will be completed by ICS staff only.
4. Vendors will be accompanied by ICS personnel for all work performed within the datacenter.
5. Vendors will leave a complete set of media and documentation for all applications or hardware installed. The documentation must include, at a minimum and where applicable:
 - a. Database management
 - b. Administration manuals, including performance tuning, user management, backup and recovery, and other common system tasks
 - c. System programming manuals, including the API manual(s)
 - d. User manual
6. Any database technology used must be Microsoft SQL server and the application must always support at least one prior release version of SQL Server than is most current. In addition:
 - a. The SQL server must also authenticate users by querying our LDAP tree. As of this writing, that technology is known as “Windows Authentication.”
 - b. The principle of least privilege will be used for all SQL logins/users. The “sa”

account will not be used or accessed by the vendor or vendor's application; neither will any logins/users be granted the "sysadmin" fixed server role.

- c. The application must coexist on database servers with multiple other application databases from other vendors.
- 7. The licensing or permission to execute may not be bound to a specific processor or hard drive and instead must be licensed to run on any compatible hardware owned or purchased by Chatham County.
- 8. Provisions must exist for custom systems which provide Chatham County continued use of the software or hardware in the event the vendor or manufacturer should go out of business.
- 9. A FISMA compliance report should be submitted with this signed policy. (An internal FISMA compliance study is acceptable. More information can be found at <http://csrc.nist.gov/groups/SMA/fisma/index.html>)

**Chatham County Information and Communications Services may choose to selectively ignore any one of these requirements as needed.

By signing below, the vendor or vendor representative is accepting these policies. As well, the vendor agrees to correct any conflicts with these policies or pay for the associated damages or consequential costs to Chatham County to take reasonable corrective action.

Vendor _____ Date _____

ICS Director _____ Date _____

LEGAL NOTICE

CC NO. 165357

Sealed proposals will be received until **5:00 P.M. on JANUARY 10, 2013**, in the Chatham County Purchasing and Contracting Department, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA 31406, for RFP 12-0119-7 PARKING GARAGE ACCESS AND REVENUE CONTROL SYSTEM.**

A **PRE-PROPOSAL CONFERENCE** will be held at **10:00 A.M. DECEMBER 20, 2012**, in the Conference Room, Suite 350, located at the Chatham County Administrative/Legislative Courthouse, 124 Bull Street, Savannah, Georgia, to discuss the specifications and to resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

All firms requesting to do business with Chatham County must register on-line 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 Ms. Robin Maurer, CPPB, Procurement Specialist, at (912) 790-1623.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. THIS WILL BE THE ONLY SOLICITATION FOR THIS PROJECT. ONLY THOSE FIRMS RESPONDING TO THE RFP WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

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: November 30, 2012, December 20. 2012

NEWS ONLY-

Please send affidavit to:

Chatham County Purchasing Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31416
(912) 790-1623