

Chatham County Purchasing and Contracting

1117 Eisenhower Drive - Suite C - Savannah, Georgia 31406

Phone: 912-790-1618 - Fax: 912-790-1627

<http://purchasing.chathamcounty.org>

May 20, 2013

Dear Sir or Madam:

Chatham County invites your firm to submit a proposal to provide **INVESTMENT BROKER/DEALER SERVICES** to Chatham County Government. The attached document outlines the functional requirements as well as complete instructions for submitting a proposal. Written proposals will initially be evaluated and scored by a committee based on the firm's response. It is the sole discretion of the evaluation committee to determine if interviews are required.

A contract is expected to be executed within 30 days of notice to award. A copy of the proposed contract can be obtained via electronic mail from kwscott@chathamcounty.org.

We appreciate your considering this Request for Proposals and look forward to receiving your response.

Sincerely,



Margaret H. Joyner, Purchasing Agent

Attachment

INVITATION TO SUBMIT
PROPOSAL

REQUEST FOR PROPOSAL NO. P13-0040-5

**INVESTMENT BROKER/DEALER SERVICES FOR THE
CHATHAM COUNTY DEPARTMENT OF FINANCE**

PRE-PROPOSAL CONFERENCE: N/A

PROPOSAL RECEIPT DUE BY: 2:00 P.M. JUNE 13, 2013

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER JAMES J. HOLMES

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK K. FARRELL

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

PROPOSAL SCHEDULE

LEGAL NOTICE

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

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

CURRENT TAX CERTIFICATE NUMBER _____
CITY _____
COUNTY _____
OTHER _____

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS _____

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

BY: _____
SIGNATURE:

DATE:

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

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

For additional information concerning Chatham County's M/WBE Program, please call (912) 652-7860.

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 652-1619**

DATE: MAY 21, 2013

RFP NO. 13-0040-5

GENERAL INFORMATION FOR REQUEST FOR PROPOSAL

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA** up to **2:00 P.M. JUNE 13, 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 N/A, and will be conducted at **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA 31406**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firm's 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 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 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 Kathleen Watson-Scott, CPPB, at (912) 790-1619. 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 proposers' responsibility to check the website to determine if any addenda(s) 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: Kathleen Watson-Scott, CPPB. Questions may be sent via FAX to (912) 790-1627 or email to kwscott@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

HOW TO PREPARE PROPOSALS: All proposals shall be:

- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- B. Typewritten or completed with pen black or blue ink, signed by the business owner or authorized representative, with all corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.**

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

1.5 HOW TO SUBMIT PROPOSAL: All proposals shall be:

- A. Submitted in a sealed opaque enveloped, plainly marked **Annual Contract for Investment Broker/Dealer Services RFP #13-0040-5, with date and time of bid proposal opening, and company name.**
- B. Mailed or hand delivered as follows in a sufficient time to ensure receipt by the Purchasing Agent on or before time and date specified above.

- Address: Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

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

- 1.6 FORMAT FOR RESPONSES:** To be considered, contractors must submit a complete response to the Request for 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
Required Attachments

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

*Chatham County Purchasing Department
Attn: Kathleen Watson-Scott, CPPB
1117 Eisenhower Drive, Suite C, Savannah, GA 31406*

**SECTION II
GENERAL CONDITIONS**

- 2.1 LOCAL VENDORS:** The Board of Commissioners has strongly expressed their desire to have as much “Local” participation as possible used as Sub-Contractors for the work done in Chatham County.
- 2.2 MINORITY- WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County program is *ACCESS*. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.

If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator located in the Human Resources Offices. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County’s M/WBE Coordinator please call 912-652-7860.

- 2.3 LOBBYING ACTIVITIES:** ALL BIDDERS/PROPOSERS PLEASE NOTE: A bidder/proposer submitting 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 bidder's/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:** Not applicable.
- 2.8 **NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:** Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.
- 2.9 **DELETION OR MODIFICATION OF SERVICES:** The County reserves the right to delete any portion of this Contract at any time without cause. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the County agree on modifications or revisions to the task elements, after the County has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised quote to the County for approval prior to proceeding with the work. Written change orders or amendments to the contract must be forwarded through the Purchasing Agent who will obtain require approvals.
- 2.10 **SUBSTITUTION OF PERSONNEL:** It is the intention of the County that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacements personnel are subject to County approval. In the event substitute personnel are not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the Contract for cause.
- 2.11 **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be employees of the Contractor and subject to supervision by the Contractor, and not as officers, employee, or agents of the County.

2.12 SECURITY AND IMMIGRATION COMPLIANCE ACT AND SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE): 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.

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the County are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for Chatham County Benefit Application prior to receiving any County contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

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 contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.
- 2.23 INSURANCE PROVISIONS:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's fee proposal.

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

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

- A. *Worker's Compensation:* Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability:* \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile:* \$1,000,000 Combined Single limit written on an "Any Auto" basis.

- 2.24 INDEMNIFICATION:** The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from

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

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

- 2.25 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part of a resulting contract.
- 2.26 SIGNED RESPONSE CONSIDERED AN OFFER:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.27 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed or Purchase Order is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.28 WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.
- 2.29 CONFLICT OF INTEREST:** Through a statement of disclosure, your firm/organization/joint venture shall provide sufficient detail of any relationship, especially financial, between

members of your firm and any county employees or their family members. This will allow the County to evaluate possible conflicts of interest. However, it will remain at the county's discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.

- 2.30** **REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 2.31** **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONTRACTOR agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

- 2.32** **PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance.

SECTION III SELECTION CRITERIA

- 3.1** **DESCRIPTION AND OBJECTIVES:** Chatham County is seeking firms or financial institutions and/or broker/dealers interested in providing investment brokerage services to the County on an “on going” and “as needed” basis. It is the County’s intent to establish a list up to seven (7) qualified firms to provide written quotations on an “as requested” basis to the Finance Director. Each transaction will be awarded to the firm that offers the best written quotation. All financial and investment transactions will handled in accordance with trade and dollar threshold requirements and will comply with all Chatham County Investment Policy requirements.
- 3.2** **METHODOLOGY:** The procurement described herein is being conducted as a Request for proposal through professional services selection, a method of selecting professional services as provided in *The Chatham County Purchasing Ordinance and Procedures Manual*.

STEP ONE- ACCEPTANCE AND EVALUATION OF QUALIFICATION

PROPOSALS: 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 proposal is not accepted will be promptly notified that they are no longer being considered and why. In the interest of a fair, objective, and competitive process, Chatham County intends to accept all qualified proposals and give them complete and impartial consideration. A technical review panel will develop and rank a “short list” that consists of the seven (7) highest ranked firms based on established technical criteria provided herein.

STEP TWO-INTERVIEWS: The technical review panel *may* decide to conduct interviews with the finalist firms. If interviews are conducted, each of the seven (7) finalist firms will be scheduled an interview. The interviews will be scored. It will be at the sole discretion of the technical review panel to determine if interviews are required.

- 3.3 PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be conducted at N/A, at **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA 31406**, to discuss specifications 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 **2:00 P.M. JUNE 13, 2013**. Any proposal received after the time stipulated will be rejected and returned to the proponent. 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.
- 3.5 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.
- 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. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. All open record requests must be submitted in writing to the attention of the Purchasing Agent. Any information contained in proposal that is considered by Proponent as "proprietary" and is to remain confidential shall be clearly identified and justified.**
- 3.7 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. Executive Summary
 - B. Business Profile.
 - C. Experience and Capability.
 - D. Project Understanding and Methodology.
 - E. Other Relevant Facts/Information.
 - F. Required Document Attachments

Each qualification proposal must be submitted in one (1) original and four (4) copies to:

Ms. Kathleen Watson-Scott, CPPB,
Chatham County Purchasing and Contracting
1117 Eisenhower Drive, Suite C,
Savannah, GA 31406

Technical questions relating to the proposal may be directed to the County in writing through the Purchasing Agent. Telephone inquiries may be directed to Mrs. Kathleen Watson-Scott, CPPB, Procurement Specialist, Purchasing at (912) 790-1619.

- 3.8 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.
- 3.9 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.
- 3.10 EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONTRACTOR agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

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, and delivery under the contract terms will be considered in the award recommendation. Commitment in the level of MBE/FBE firms, consultants and employees will also be considered in the evaluation of qualification 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/interview which will be scheduled after receipt of the written qualification proposal.

4.6 PROPOSALS MUST BE RESPONSIVE TO:

4.6.1 **EXECUTIVE SUMMARY:** The Executive Summary of the Proposal shall be limited to three (3) single-spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the offeror's ability to meet the requirements of the qualifications RFP.

4.6.2 **BUSINESS PROFILE (QUALIFICATIONS/EXPERIENCE/CAPABILITY):** State the full name, address, and telephone number of your organization and include:

- A. The name, title, address, and telephone number of the person (s) who will be assigned to perform service under the proposal. State who will be the qualified representative(s) signing the Investment Institution Certification; the Primary and Back-up account representatives; and other individuals (such as registered assistants and settlement clerks) who will be involved in securities transactions for the County. Provide resumes/credentials for each of the person(s) who will perform the services required and state how long they have been with your firm. For each key staff person that will participate in the program, attach a resume. Highlight key and relevant experience. Credentials may be subject to verification.
- B. Provide a brief description of the firm, it's history, and a statement of which of the following describes the firm: National, Regional, and/or Local Business Enterprise.
- C. Describe the firm's Fixed Income Operation.
- D. State what U.S. Agencies that the firm has acted as a Primary Underwriter.
- E. Indicate the Market Sectors in which the firm specializes. Indicate the firm's approximate percent during the past 12 months, the volume in dollars for each, and what expertise your firm has in each of the following market sectors:
 - U.S. Agencies
 - U.S. Treasury Bills/Notes/Bonds
 - Mortgage Back Obligations
 - Collateralized Mortgage Obligations
 - Brokered Certificates of Deposit
 - Negotiable Certificates of Deposit
 - Other
- F. Describe what Broker/Dealer practices are used by the firm to minimize investment risk to government entities and details of other business practices that are utilized by your firm. State what other customer services are provided in regard to government entities.
- G. Provide a narrative that describes your firm's capitol structure. Include total capitol, equity, net capitol, and excessive capitol. Include historical data that

demonstrates firm's consistency in complying with the Federal Reserve Bank's capital adequacy guidelines and identify what factor your firm presently exceeds the capital adequacy guidelines. Include certified documentation to support firm's capital adequacy as measured by the Federal Reserve standard.

- H. Provide a list of current or former municipal clients, preferably located within the State of Georgia, that the firm has provided Investment Brokerage Services that are similar to or the same as that requested by Chatham County. Include Agency name, address, contact person, telephone number, date(s) of service, and a brief description of the services provided. Chatham County reserves the right to verify the information furnished.
- I. State what changes have occurred in your firm over the past six months in regard to staff, capital, organizational structure, etc., and the reasons for any of the changes. State any additional changes that your firm expects to implement over the next six months and the reason for these changes.
- J. Describe what additional services will be provided to Chatham County as part of the contract in reference to research reports and bond market information, educational opportunities, and any costs associated with the additional services offered.
- K. State if your firm has an internet site that contains all of its' financial statements. If so, state the website address.
- L. Describe what transaction reports, confirmations, and paper trails will be provided to Chatham County and provide samples of each.
- M. Describe your firm's commitment to MBE/FBE firms, consultants and employees.
- N. State if your firm has operated under a different name within the past 10 years and provide that name that your firm previously operated under.
- O. Provide complete details of any contract that your firm has been fired during the last 5 years.
- P. Describe actions required (agreements or provisions) by Chatham County to set up account with your organization.
- Q. Describe any issues your organization may have with section 2.11 regarding insurance provisions.

4.6.3 **METHODOLOGY/IMPLEMENTATION PLAN:** 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 Services requested. The statement shall include but not

necessarily be limited to the offerors' proposed organizational structure and procedures to provide the required services, software and equipment to be used, expectations regarding the County's responsibilities and contributions under the contract, any limitations in delivering all the required services, any potential problem areas that might impede successful services, and any other information not specifically required elsewhere in this RFP but considered pertinent by the offeror.

4.6.4 ***SUBMITTAL REQUIREMENTS:*** The documents below must be included in qualification proposal. **FAILURE TO INCLUDE THE REQUIRED DOCUMENTATION MAY RESULT IN DISQUALIFICATION OF YOUR FIRMS TECHNICAL PROPOSAL.**

- Audited Financial Statements
- Proof of National Association of Security Dealers (NASD) Certification.
- Proof of State registration.
- Certification that firm has read the investment policy and agrees to abide by the terms and conditions contained therein.
- Certificate of Insurance (Ref. Section 2.14)
- Drug Free Workplace Certificate (Attachment A)

4.6.5 ***FEE SCHEDULE:*** Upon the award of a contract, written quotations will be requested by the County on an "As Needed" transaction basis from each of the finalist firms. Each transaction will be awarded to the firm that offers the best written quotation. Firm selection for each transaction will be final without recourse.

4.7 **CONFLICT OF INTEREST:** All respondents must provide a statement of disclosure which will allow the County to evaluate possible conflicts of interest.

4.8 **SOURCE SELECTION:** The County shall have sole discretion in evaluating both the responses and qualifications of the respondents.

4.9 **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.

4.10 **PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS:** The proponent will perform the project as an independent contractor and not as an agent or employee of the County. Joint ventures and sub-consultant 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.

4.11 **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.

4.12 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.

4.13 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.

4.14 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 AND OBJECTIVES: The purpose of this Request for Proposal (RFP) is to award annual contracts for financial institutions and/or broker/dealers to provide Investment Brokerage services to the County on an "on going" and "as needed" basis. It is the County's intent to establish a list of seven (7) qualified firms to provide written quotations on an "as needed" basis to the Finance Director. Each transaction will be awarded to the firm that offers the best written quotation. All financial and investment transactions will be handled in accordance with trade and dollar threshold requirements and will comply with all Chatham County Investment Policy requirements. Contract period will be for one (1) year with automatic renewal options for four (4) additional one year terms, if all parties agree.

Chatham County currently maintains investment and liquidity portfolios to provide for the operations of the government entity. The Chatham County Investment Policy governs the investment of assets in various funds that are under the direct control of the Finance Department and applies to all funds under the control of the Chatham County Board of Commissioners which are eligible to be invested, exclusive of pension obligations. These funds include but are not limited to:

- Tax Supported Funds (General Funds, Sales Tax Funds, etc.)
- Special Assessment Funds (Street Paving, etc.)
- Special Revenue Funds
- Debt Service and Bond Proceeds
- Enterprise Funds
- Capitol Project Funds
- Internal Service Funds
- Other Operating or Capitol Funds (as established)

In accordance with the Chatham County Investment Policy, the Finance Director is required to authorize all written quotation requests and any transaction request that exceeds \$2 million dollars. The Chatham County Investment Officer or designee has the authority to approve any transaction request that does not exceed \$2 million dollars. A copy of the Chatham County Investment Policy will be provided to the successful Investment Broker/Dealer Service providers.

5.2 SCOPE OF SERVICES:

The seven (7) successful Investment Broker/Dealers will be required to provide written quotations to the County on an “On Going” and “As Needed” basis. There is no pre-set or guaranteed number of County investment transactions and/or written quotations to be provided on an annual basis.

Investment Requirements:

5.2.1 The Successful Investment Brokers/Dealers will be required to invest in highly rated securities that can be transacted quickly and efficiently, with minimum impact on market price. Maximum level of investment by type of instrument is as follows:

<i>Investment Instrument:</i>	<i>Maximum % of County Funds:</i>
Banker’s Acceptances maturing within 270 days and eligible for purchase by Federal Reserve	20%
Certificates of Deposit	20%
OFTS- GA1 (Liquidity Pool)	80%
OFTS- GEAP (Intermediate Pool)	20%
US Treasury obligations	50%
Obligations of the State of Georgia and its political subdivisions	25%
Collateralized Repurchase Agreements	50%
Collateralized Instruments offered by approved County Depository Bank	100%
Interests or Securities in no-load, open-end mutual funds as provided for in OCGA 36-82-7 (Bond Proceeds only)	100%

Mortgage Pass-Throughs/REMICs/CMOs/Other Mortgage-backed Securities (other than high risk derivatives*) issued by a US Government Agency or Instrumentality	25%
Local Community Investment opportunities	10%
U.S.Agencies	100%

**CMOs must pass the FFIEC tests one and two, or surviving and mutually agreed upon equivalent.*

5.3 METHOD OF EVALUATION:

The following factors will be considered by the Evaluation Committee in the evaluation of this qualification proposal. The factors to be evaluated will not necessarily be evaluated in the order presented:

- 5.3.1 Demonstrated understanding of the Scope of Services.
- 5.3.2 Experience in providing Investment Broker/Dealer Services.
- 5.3.3 Reputation of the firm based on references.
- 5.3.4 Computer support and reports capability (as applicable).
- 5.3.5 Proximity of firm to Chatham County; business location.
- 5.3.6 Commitment to MBE/FBE Firms, Consultants and Employees.
- 5.3.7 Firm Interview/Oral presentation (if requested).
- 5.3.8 Fees for services. Please Note: Written Quotations will only be requested from up to the seven (7) highest ranked firms established as part of Step 1.

5.4 REFERENCES:

Please provide at least three (3) current or past municipal clients located within the State of Georgia for whom you furnish(ed) Investment Brokerage Services. State the client’s name, address, contact person, phone number, date(s) of service, a brief description of the services provided, and how long that reference has been your client. Chatham County is primarily interested in references of municipal clients that have been provided with Investment Brokerage Services similar to or the same as that requested herein.

SECTION VI

**EVALUATION AND AWARD
INVESTMENT BROKER SERVICES FOR CHATHAM COUNTY, GEORGIA**

6.1 EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Qualification proposals will be evaluated and ranked on the basis of points awarded by an 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 qualification proposal of any Offeror who lacks accreditation or authorization to provide the Investment Broker Services requested.*

STEP 1: PROPOSAL SUBMITTAL (**TOTAL POSSIBLE POINTS: 100**).

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
Qualifications: Qualifications of the financial institution or firm and individual(s) or representatives that will be providing services to the County; Organizational Structure; Educational background, training, and certifications; Quality Control.; Provides required document submittals.	35
Experience and Capability: Recent and past experience in providing Investment Broker/Dealer Services to municipal agencies (preferably located within the State of Georgia) with services similar to or the same as those requested by Chatham County. Provides “all work experience” of each team member. Firm’s specialized experience in various Market Sectors; Capitol Structure and Adequacy as measured by the Federal Reserve Bank’s adequacy guidelines; Current and projected workload; Ability and capacity to perform services in a timely manner. Computer support and report capability. Location and availability firm/individual. Commitment to M/WBE. Additional information relevant to the firm’s capacity.	35
Project Understanding & Methodology: Demonstrated understanding of the Scope of Service. Methodology and approach to work; “Best Practices” utilized by firm to minimize investment risk; Fixed Income Operational Procedures; Additional services to be provided to Chatham County;	20
References: Provides a minimum of three (3) references of municipal agencies (preferably located within the State of Georgia) that firm has provided the same or similar services to within the past 5 years; Reputation of firm.	10

STEP 2- INTERVIEWS/PRESENTATIONS- IF REQUIRED (**TOTAL POSSIBLE POINTS: 25**)

6.2 CONTRACT AWARD:

- 6.2.1 Successful Proponent will be asked to submit his/her firms’ contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract.
- 6.2.2 No services shall be provided 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 QUALIFICATION PROPOSAL
CHATHAM COUNTY, GEORGIA
RFP NO. P13-0040-5**

**INVESTMENT BROKER/DEALER SERVICES FOR CHATHAM COUNTY
FINANCE DEPARTMENT**

I have read and understand the requirements of this proposal, RFP No. 13-0040-5, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal.

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: _____

CITY/COUNTY/STATE: _____

MINORITY BUSINESS ENTERPRISE? _____/YES _____/NO

MINORTIY 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 ANNUAL CONTRACT FOR INVESTMENT BROKER/DEALER SERVICES.

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 (ANNUAL CONTRACT FOR INVESTMENT BROKER/DEALER SERVICES.), 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



ATTACHED D

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires:

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

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, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state)_____.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires:

ATTACHMENT E

***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: _____

* _____
Alien Registration number for non-citizens.

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

Notary Public

My Commission Expires:

ATTACHMENT F

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

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency, State of Georgia, Chatham County City of Savannah, Board of Education of 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.

Bidder must verify Sub-Tier Contractors and Suppliers are not debarred, suspended, ineligible, pending County litigation or pending actions from any of the above government entities.

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 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
My Commission Expires:

My Commission expires:

Resident State: _____

LEGAL NOTICE

CC NO. 165512

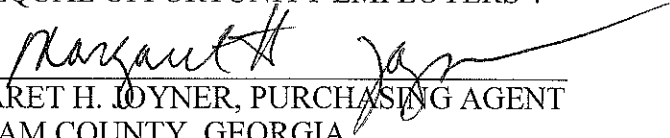
Chatham County, Georgia is seeking proposals from firms or financial institutions interested in providing **Investment Broker/Dealer Services for the Chatham County Finance Department-Request for Proposals No. P13-0040-5.** The successful firms or financial institutions will be provided the opportunity to submit a written quotations to the County for financial investment services on an going and as required basis.

A pre proposal conference will be conducted at N/A, at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406, to discuss the specifications and to resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

Proposals are due by **2:00 P.M. JUNE 13, 2013** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia.

Specifications can be downloaded from the County's website at <http://purchasing.chathamcounty.org> and are available in Chatham County Purchasing Office, at the address listed above. For additional information concerning specifications, please contact Kathleen Watson-Scott, CPPB, Procurement Specialist at 912-790-1619. All firms requesting to do business with Chatham County must also register on line at <http://purchasing.chathamcounty.org>.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS AND TO WAIVE ALL FORMALITIES. "CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".


MARGARET H. JOYNER, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

- Savannah News- INSERT: May 29, 2013

NEWS ONLY-

Please send two copies of affidavit to:

Chatham County Purchasing Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31416
(912) 790-1619