

INVITATION TO BID

BID NO. 18-0102-7

**ANNUAL CONTRACT TO PROVIDE TEMPORARY ADMINISTRATIVE/CLERICAL
STAFFING SERVICES**

PRE-BID CONFERENCE: 10:00 A.M., MARCH 14, 2019

BID OPENING: 2:00 P.M., MARCH 28, 2019

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER TABITHA ODELL

COMMISSIONER JAMES J. HOLMES

COMMISSIONER JAMES "JAY" JONES

COMMISSIONER BOBBY LOCKETT

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER CHESTER A. ELLIS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

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

GENERAL INFORMATION AND INSTRUCTIONS TO BID WITH ATTACHMENTS

SURETY REQUIREMENTS (a Bid Bond of 5% with this ITB)

PROPOSAL

PLANS/DRAWINGS

BID SCHEDULE

PERFORMANCE BOND – Required at the time of contract and with each renewal.

PAYMENT BOND – Required at the time of contract and with each renewal.

CONTRACT

LEGAL NOTICE

ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT E. BIDDER’S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; F. M/WBE COMPLIANCE REPORT; G. SAVE AFFIDAVIT.

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

COUNTY TAX CERTIFICATE REQUIREMENT - Contractor must supply a copy of their Tax Certificate from their location in the State of Georgia, as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER

CITY _____

COUNTY _____

OTHER _____

The Chatham County Board of Commissioners has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with at least 51% ownership by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/woman owners. 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.

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBER(S)_____

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

BY: _____
DATE

SIGNATURE

TITLE: _____

COMPANY: _____

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

Date: February 27, 2019

BID NO. 18-0102-7

GENERAL INFORMATION FOR INVITATION FOR BID

This is an invitation to submit a bid to supply Chatham County with construction, equipment, supplies and/or services as indicated herein. Sealed bids will be received at the Office of the Purchasing Director, at **The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 up to 2:00 P.M., MARCH 28, 2019** at which time they will be opened and publicly read. **The County reserves the right to reject all bids that are non-responsive or not responsible.**

Instructions for preparation and submission of a bid are contained in this Invitation For Bid package. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink.

A **Pre-bid Conference** has been scheduled to be conducted **at the Chatham County Purchasing and Contracting Department, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, on at 10:00 A.M., MARCH 14, 2019**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. **You 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 Director will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

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

This project IS NOT a Special Purpose Local Option Sales Tax (SPLOST) Project. See paragraph 2.22 for M/WBE participation goals.

**SECTION I
INSTRUCTIONS TO BIDDERS**

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a bid to supply Chatham County with equipment, supplies, and/or services as described herein. All bids 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 Bids: All bids shall be:**

- a. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- b. 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 bid. **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.

1.3 **How to Submit Bids:** All bids shall be:

- a. **An original and duplicate copy must be submitted in a sealed opaque envelope, plainly marked with the bid number and title, date and time of bid opening, and company name.**
- b. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before the time and date specified above.

**Chatham County Purchasing and Contracting
Purchasing Director
1117 Eisenhower Drive
Suite C
Savannah, Georgia 31406.**

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

1.4 **How to Submit an Objection:** Objections from bidders to this invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:

- a. When a pre-bid conference is scheduled, bidders shall either present their oral objections at that time or submit their written objections at least two (2)

days prior to the scheduled pre-bid conference.

- b. When a pre-bid conference is not scheduled, the bidder shall submit any objections he may have in writing not less than five (5) days prior to the opening of the bid.
- c. The objections contemplated may pertain to form and/or substance of the invitation to bid documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this invitation to bid.

- 1.5 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.
- 1.6 **Standards for Acceptance of Bid for Contract Award:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.7 **Bid Tabulation:** Tabulations for all bids will be posted for thirty (30) days after the bid opening in the Office of Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 or can be reviewed on the Purchasing web site 24/48 hours after opening at <http://purchasing.chathamcounty.org>.
- 1.8 **Bidder:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 **Responsible / Responsive Bidder:** *Responsible Bidder* means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. *Responsive Bidder* means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.
- 1.10 **Compliance with Laws:** The bidder and/or contractor 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 contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution

thereof.

- 1.11 **Contractor:** Contractor or subcontractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.12 **Local Preference:** The local preference policy as amended January 2016 under the new Purchasing Ordinance. This Ordinance does not apply to construction contracts. However, contractors are encouraged to apply the same method when awarding bids to local and local M/WBE businesses whenever possible in order to promote growth in Chatham County's economy. **NOTE: Local Preference does not apply to Public Works Construction contracts.**
- 1.13 **Debarred Firms and Pending Litigation:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.
- ** All bidders or 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.
- Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to the Board contract.
- 1.14 **Performance Evaluation:** On 11 April 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, at a minimum, annually, prior to contract anniversary date.
- Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Director.
- 1.15 **Payment of Taxes:** 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 8 April 1994.
- 1.16 **State Licensing Board for General Contractors:** Pursuant to Georgia law, the following types of contractors must obtain a license from the State Licensing Board of Residential

and General Contractors by 1 July 2008 :

***Residential - Basic Contractor** (Contractor work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height).

***Residential - Light Commercial Contractor** (Contractor work or activity related to multifamily and multiuse light commercial buildings and structures).

***General Contractor** (Contractor work or activity that is unlimited in scope regarding any residential or commercial projects).

- 1.17 **Immigration:** On 1 July 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. 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.

Systematic Alien Verification for Entitlements (SAVE) Program: O.C.G.A. 50-36-1, required Georgia counties 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.

Protection of Resident Workers: Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (IN) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the IN, 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.

- 1.18 **Surcharge:** Unless otherwise stated in this bid, all prices quoted by the contractor/vendor must be F.O.B. Chatham County, Savannah, GA. with all delivery handling, surcharges, and other charges included in the bid price. Failure to do so may cause rejection of the bid. The County will not pay additional surcharges.

SECTION II
GENERAL TERMS, CONDITIONS AND EXCEPTIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever herein mentioned is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, ASTM regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- 2.2 **Multiple Bids:** No vendor will be allowed to submit more than one (1) bid. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-bid Conference or submitted in writing at least five (5) days preceding the bid opening date.
- 2.3 Not Used.
- 2.4 **Prices to be Firm:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from bid opening date, unless otherwise stated in the bid.
- 2.5 **Completeness:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.6 **Quality:** All materials, or supplies used for the construction necessary to comply with this proposal shall be of the best quality, and of the highest standard of workmanship. Workmanship employed in any construction, repair, or installation required by this proposal shall be of the highest quality and meet recognized standards within the respective trades, crafts and of the skills employed.
- 2.7 **Guarantee:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period, any defects occur which are due to faulty material and or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacements or adjustments shall be made only at such time as will be designated by the County as being least detrimental to the operation of County business.
- 2.8 **Liability Provisions:** Where bidders are required to enter or go onto Chatham County property to take measurements or gather other information in order to prepare the bid or proposal as requested by the County, the bidder shall be liable for any injury, damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to prepare the bid and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful bidder in order to be awarded a contract with Chatham County.

- 2.9 **Cancellation of Contract:** The contract may be canceled or suspended by Chatham County in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and the defaulting Contractor (or his surety) shall be liable to Chatham County for costs to the County in excess of the defaulted contract prices. See the contract documents for complete requirements.
- 2.10 **Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify Chatham County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of this Contract or out of the use or disposal for the account of the County of supplies furnished or construction work performed hereunder.
- 2.11 **Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this bid 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 bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose or restricting competition.
- 2.12 **Award of Contract:** The contract, if awarded, will be awarded to that responsible bidder whose bid/proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which bid or proposal that serves as the best value to Chatham County.
- 2.13 **Procurement Protests:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Ordinance – Part 9 – Vendor Disputes, shall govern the review and resolution of all protests.
- 2.14 **Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, certifications, all requirements for licensing, insurance, and registrations, or other documentation required by the Design Professional engaged to develop Scope of Work, specifications and plans. These documents will be listed in the Special Conditions further

on in this solicitation. Chatham County has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service or provide the product requested.

Chatham County has the right to disqualify the bid or proposal of any bidder or proposer as being unresponsive or irresponsible whenever such bidder/proposer cannot document the ability to deliver the requested product.

- 2.15 **Chatham County Tax Certificate Requirement:** A current Chatham County Tax Certificate is required unless otherwise specified. Please contact the Building Safety and Regulatory Services at (912) 201-4300 for additional information.

NOTE: 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 8 April 1994.

- 2.16 **Insurance Provisions, General:** 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 Bid.
It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. Failure to do so may be cause for termination of contract.

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

Name of the Producer (Contractor's insurance Broker/Agent).

Companies affording coverage (there may be several).

Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).

A Summary of all current insurance for the insured (includes effective dates of coverage).

A brief description of the operations to be performed, the specific job to be performed, or contract number.

Certificate Holder (This is to always include 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.

2.16.2 **Minimum Limits of Insurance** to be maintained for the duration of the contract:

- 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: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.

- b. **Worker's Compensation and Employer's Liability:** 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.
- c. **Business Automobile Liability:** Coverage insures against liability claims arising out of 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.

2.16.3 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 specifically 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. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- d. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- e. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before

services are rendered. The Contractor must ensure Certificate of Insurance is updated for the entire term of the Contract.

- f. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating 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 year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- g. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- h. **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.

2.16.4 **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 or 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.

2.17 **Compliance with Specification - Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidders proposal or bid and by reference are made a part hereof.

2.18 **Signed Bid Considered Offer:** The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County

Board of Commissioners, Purchasing Director or his designee. In case of a default on the part of the bidder after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

2.19 **Notice to Proceed:** The successful bidder or proposer shall not commence work under this Invitation to Bid until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Director or his designee. If the successful bidder does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

2.20 **Payment to Contractors:** Instructions for invoicing the County for products delivered to the County are specified in the contract document.

- a. Questions regarding payment may be directed to the Finance Department at (912) 652-7900 or the County's Project Manager as specified in the contract documents.
- b. Contractors will be paid the agreed upon compensation upon satisfactory delivery of the products or completion of the work as more fully described in the contract document.
- c. Upon completion of the work or delivery of the products, 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, 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.

2.21 **Not Used**

2.22 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for minority/woman, small and disadvantaged business participation in construction, professional services, and general procurement.

- a. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise "Good Faith Effort in obtaining the goal established for M/WBE participation.
- b. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and women owned businesses, through M/WBE certification and development. In order to accurately document

participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the County Contracts Administrator, a report on Minority/Women Business Enterprise participation.

Goals established for this project is 12% MBE/ 5% WBE.

c. A Minority/Women Business Enterprise (M/WBE) is a business concern that is at least 51% owned by one or more minority/women individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners.

2.23 Bidders or proposers are required to make a **Good Faith Effort**, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified M/WBE's. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. **Forms** requiring the signatures of bidders or proposers are enclosed as **Attachments** and must be completed and returned with your bid response. If forms are not completed and submitted, the bid may be considered nonresponsive.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract. The County particularly urges general contractors to give emphasis to subcontracting with local area firms.

For information on the program or M/WBE contractors/vendors please contact Connell C. Heyward, Chatham County Minority and Women Business Coordinator, 1117 Eisenhower Drive, Suite 101, Savannah, Georgia 31406, (912) 652-7926 phone, (912) 652-7849 fax.

2.24 **GEORGIA OPEN RECORDS ACT** - The responses will become part of the County's official files without 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 a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law.

Responses to RFP's shall be held confidential from all parties other than the County until after the contract is awarded by the Board of Commissioners.

The vendor and their bid price in response to the ITB will be read aloud at public bid

openings. After Bid Tabulations, the ITB shall be available for public viewing.

Chatham County shall not be held accountable if material from responses is obtained without the written consent of the vendor by parties other than the County, at any time during the solicitation evaluation process.

- 2.25 **GEORGIA TRADE SECRET ACT of 1990** - In the event a Bidder/Proposer submits trade 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.
- 2.26 **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 for up to three (3) years following completion. Again, this is contract specific to the County contracts only.
- 2.27 **EXCEPTIONS**-All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Georgia Open Records Act except as provided below:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
 - b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to rebid the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offer or, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
 - c. Trade secrets or proprietary information submitted by a bidder, offer or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Georgia Open Records Act; however, the bidder, offer or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

- d. Nothing contained in this section shall be construed to require the County, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the County.

2.28 Not Used

SECTION III ADDITIONAL CONDITIONS

3.1 **METHOD OF COMPENSATION.** The compensation provided for herein shall include all claims by the CONTRACTOR for all costs incurred by the CONTRACTOR in the conduct of the Project as authorized by the approved Project Compensation Schedule and this amount shall be paid to the CONTRACTOR after receipt of the invoice and approval of the amount by the COUNTY. The COUNTY shall make payments to the CONTRACTOR within thirty (30) days from the date of receipt of the CONTRACTOR's acceptable statement on forms prepared by the CONTRACTOR and approved by the COUNTY.

3.2 **SURETY REQUIREMENTS and Bonds: (check where applicable)**

- A. Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.**
- B. Contractor(s) shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.**
- C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.**
- D. Bidder acknowledges Chatham County's right to require a Performance and Payment Bond of a specific kind and origin. Performance Bond means a bond with good and sufficient surety or sprites for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done. Payment Bond means a bond with good and sufficient surety or sureties payable to the**

governmental entity for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the public works construction contract.

- E. Forfeit the amount of the Bid Bond if he/she fails to enter into a contract with Chatham County to do and/or furnish everything necessary to provide service and/or accomplish the work stated and/or specified in this bid proposal for the bid amount.**

3.3 AUDITS AND INSPECTIONS:

At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

3.4 WARRANTY REQUIREMENTS:

- a. Provisions of item 2.7 apply.
 - b. Warranty required.
- X
- 1. Standard warranty shall be offered with bid.
 - 2. Extended warranty shall be offered with bid. The cost of the extended warranty will be listed separately on the bid sheet.

3.5 TERMS OF CONTRACT: (check where applicable):

- X
- a. Annual Contract (With renewal options for four (4) additional one (1) year terms if all parties agree)
 - b. One-time Purchase
 - c. Other **ONE TIME CONTRACT**

CONVERSATIONS OR CORRESPONDENCE REGARDING THIS SOLICITATION OR REPORT BETWEEN PROSPECTIVE OFFERORS AND PERSONS OUTSIDE THE CHATHAM COUNTY PURCHASING OFFICE WILL NOT BE CONSIDERED OFFICIAL OR BINDING UNLESS OTHERWISE SPECIFICALLY AUTHORIZED WITHIN THIS DOCUMENT.

The undersigned bidder or proposer certifies that he/she has carefully read the preceding list of

instructions to bidders and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Invitation for Bids/ Proposals package, and that any exception taken thereto may disqualify his/her bid/proposal.

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

This _____ day of _____ 20 ____.

BY _____
SIGNATURE

TITLE

COMPANY

Phone / Fax No.

CHATHAM COUNTY, GEORGIA
SURETY REQUIREMENTS

A Bid Bond for five percent (5%) of the amount of the bid **is not** required to be submitted with each bid.

A Performance Bond for one hundred percent (100%) of the bid **shall not** be required of the successful bidder.

The Bidder certifies that he/she has examined all documents contained in this bid package, and is familiar with all aspects of the proposal and understands fully all that is required of the successful bidder. The Bidder further certifies that his/her bid shall not be withdrawn for thirty (30) days from the date on which his bid is publicly opened and read.

The Bidder agrees, if awarded this bid, he/she will:

- A. Furnish, upon receipt of an authorized Chatham County Purchase Order, all items indicated thereon as specified in this bid proposal for the bid amount, or;
- B. Enter a contract with Chatham County to do and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this bid proposal for the bid amount, and;
- C. Furnish, if required, a Performance Bond, and acknowledges Chatham County's right to require a Performance Bond of a specific kind and origin, and;
- D. Forfeit the amount of the Bid Bond if he/she fails to enter a contract with Chatham County as stated in (B) above, within fifteen (15) days of the date on which he/she is awarded the bid, and/or;
- E. Forfeit the amount of the Performance Bond if he/she fails to execute and fulfill the terms of the contract entered. The amount of forfeiture shall be:
 - 1. The difference between his/her bid and the next lowest, responsible bid that has not expired or been withdrawn, or;
 - 2. The difference between his/her bid and the amount of the lowest, responsible bid received as a result of rebidding, including all costs related to rebidding.

COMPANY

DATE

SIGNATURE

TITLE

TELEPHONE NUMBER

SECTION IV

ANNUAL CONTRACT TO PROVIDE TEMPORARY ADMINISTRATIVE/CLERICAL STAFFING SERVICES

BID NO. 18-0102-7

SPECIFICATIONS

GENERAL INFORMATION:

The purpose of this proposal is to establish specifications and solicit bids for temporary administrative/clerical positions at various County Departments. Temporary positions will be utilized as funding allows. The County has the right to award to a primary and secondary contractor to make sure all requests are filled in a timely manner. Chatham County estimates that 100 positions will be required per year. The duration of assignments range from a couple of hours to several months.

Bidders will supply three (3) references for contracts in which they have supplied administrative/clerical positions. Reference sheets are provided with bid package. Reference contact should be familiar with the services performed.

4.1 SCOPE OF SERVICE:

- 4.1.1 The County reserves the right to cancel any commitment for personnel services if and when services by individuals provided to the County are determined to be unsatisfactory. The County shall not pay the contractor when the County reports to vendor within eight (8) hours that personnel provided for the job are not completely satisfactory. The County shall be the sole judge in this matter.
- 4.1.2 The Human Resources Project Manager will endeavor to determine the longevity of assignments and report this information to the contractor when requesting personnel. Considering the time involved for orientation and department specific training on longer term assignments, it is imperative that the contractor provide in good faith temporary personnel able to meet longevity requirements. Consistent failure to provide prompt, dependable personnel on a regular basis, shall be grounds for termination of contract.
- 4.1.3 The County will pay only for the level of skill required. Unless otherwise requested, the lowest skill level per category will be provided by the contractor.

- 4.1.4 Along with bid documents the bidder shall state permanent placement policy and the minimum hour requirement policy of your company.
- 4.1.5 Contractor must be able to furnish progress reports as to status of job placed for same day order within thirty (30) minutes, and confirmation within one (1) hour.
- 4.1.6 The County wishes to obtain and maintain a given employee quality level. Therefore, we have established minimum hourly rates to be paid to temporary personnel. The bid will consist of these minimum rates plus contractor mark-up. The County reserves the right to request proof of compliance with required minimum hourly rates.
- 4.1.7 Payment of tax obligations: Under no circumstances shall the County be held responsible for handling any tax obligation, including, but not limited to Federal Income Tax withholding, FICA, or unemployment compensation. The County shall be responsible solely for its contractual obligation to the temporary service company. Personnel furnished by the contractor are not entitled to participate in any plans or benefits offered to County employees. Temporary personnel are not entitled to payment for County holidays. When the contractor's temporary personnel has indicated that they worked on a County holiday, the agency must verify before processing for payment.
- 4.1.8 All temporary personnel shall observe the graces of personal grooming and should dress appropriately for the type of job assigned.
- 4.1.9 The County and the administrators authorized to hire, reserve the right to locate personnel from other temporary service agencies in the event that the contractor cannot supply suitable personnel in the allotted time frame. Repeated failures to provide suitable personnel may be cause to terminate this contract.
- 4.1.10 The contractor shall reimburse the County for any improper charges which may result from fraudulent time cards prepared by temporary personnel which are discovered within one (1) year of payment by the County. This includes, but is not limited to, unauthorized long-distance phone calls, incorrect time cards, etc.
- 4.1.11 Temporary personnel for County assignments must have tested "non-positive" for illegal substances using a 5-panel, NIDA approved drug screen. It shall be the responsibility of the providers to have on file the results of the drug screen for any personnel sent on County jobs.
- 4.1.12 Under no circumstances should an individual be retested on a drug screen for County assignments if the individual tested non-negative on the first drug screen

and one (1) year from date of non-negative drug screen before consideration for assignment to any County Department.

- 4.1.13 It will be the responsibility of the contractor to pre-screen all temporary personnel by obtaining background information including MVR records (ONLY IF DRIVING IS REQUIRED) for the past 7 years, employment history, and past 10 year criminal background checks to ensure that they are legally qualified to provide the required service. The contractor must notify the County prior to placement of any person with any/all convictions and moving violations reported on MVR.
- 4.1.14 If an agency is unable to conduct a background check and drug screen prior to an individual being assigned (in cases where a County department calls the day before or same day and cannot wait), the checks must be initiated within 24 hours of temporary personnel being assigned.
- 4.1.15 The agency will be responsible for faxing questionable background checks to the Human Resources Department for review, The Human Resources Department will be solely responsible for determining an employee's suitability for County assignments.
- 4.1.16 Contractors are responsible for inquiring if the individual assigned to a County department will be required to drive as part of the temporary assignment. It will be the responsibility of the contractor to pre-screen all temporary personnel by obtaining appropriate background information. Motor vehicle records must be checked and found to be satisfactory for agency employees who will drive County vehicles.
- 4.1.17 The contractor will be responsible for getting approval for all positions requested by the departments that are outside the normal categorized positions (Clerical Assistant, Administrative Support, and Administrative Assistant) and within the percentage markup category. Requests may be faxed to the Human Resources Project Manager).
- 4.1.18 There will be no pay deviation from the specified contracted pay rates.

4.2 POSITIONS

4.2.1 **POSITION TITLE:** ADMINISTRATIVE SUPPORT - BASIC

4.2.2 **RATE OF PAY:** \$15.14

Under general direction, performs advanced technical secretarial and administrative work in the form of difficult and varied duties assisting the administrator of a large or complex County department. Work includes coordinating activity within a work unit or department, analyzing and evaluating

information, researching and preparing reports, and initiating action within limits of authority; may act as a legal secretary. The work requires comprehensive knowledge of all functions and activities of the assigned department, initiative, independent judgement, and discretion in various clerical/administrative duties. Work is reviewed by results obtained. Performs other work as requested.

4.2.3 **EXAMPLES OF DUTIES**

1. Relieves an administrative superior of routine administrative duties such as preparing and monitoring budgets and payroll, checking operating reports for accuracy and conformance to policies and standards, and updating publications for the administrator's final approval.
2. Types correspondence, invoices, statements, reports, and other materials from dictating machine, copy or shorthand notes; composes and types letters, memoranda, minutes, notices, and other material.
3. Enters information on computer and/or word processor; composes and edits on screen and prepares final copy of reports and correspondence.
4. Maintains specialized manual or automated files and records; reviews monthly budget reports; prepares bills; orders supplies and equipment; develops and maintains overall departmental record-keeping system.
5. Interviews, screens, and refers callers; answers various inquiries personally; provides information on departmental services and functions; maintains appointment schedules.
6. Performs detailed and complex research; collects and compiles data for administrative and annual reports, agendas, bulletins, questionnaires, agreements, deeds, ordinances, resolutions, contracts, proclamations, briefs, summons, subpoenas, and other County documents.
7. Gathers, summarizes, and analyzes information in order to make recommendation to superior.
8. Maintains financial records and other technical records within the department.
9. May act as office supervisor; may plan clerical or routine administrative workflow; may conduct interviews, performance appraisals and performance counseling sessions.
10. Completes special projects of a technical or advanced nature, as requested.
11. May coordinate maintenance of facilities and equipment; may negotiate with other parties for performance of maintenance work; may interview and negotiate with vendors.

4.2.4 **REQUIREMENTS**

A. Training and Experience

High School diploma supplemented by courses in business education, and three years' experience in progressively responsible or technical secretarial work, or an equivalent combination of training and experience.

B. Special Requirements

Typing is required for identified positions.

C. Knowledge, Ability and Skills

1. Knowledge of general secretarial practices, methods, and procedures.
2. Knowledge of business English, spelling, and arithmetic.
3. Ability to learn about the overall function, procedures, duties, and responsibilities of the unit of operation.
4. Ability to compose and prepare effective correspondence and reports.
5. Ability to supervise a subordinate clerical staff on a permanent or intermittent basis if required.
6. Ability to understand and communicate the policies, procedures, and services of the department, division, or program, and to exercise sound judgment in applying and interpreting these procedures.
7. Ability to establish and maintain effective working relationships.
8. Ability to assimilate and analyze information and to recommend courses of action based on the information.
9. Ability to negotiate with others in order to accomplish goals dependent upon other individuals at various hierarchical levels.
10. Ability to maintain confidentiality.
11. Ability to perform multiple tasks concurrently.
12. Ability to make effective use of computers and automated systems in performance of duties.

4.2.5 **POSITION TITLE:** ADMINISTRATIVE SUPPORT - ADVANCED

4.2.6 **RATE OF PAY:** \$17.68

Under general direction, performs complex and/or sensitive professional secretarial/administrative work in the form of difficult and varied duties assisting the administrator of a large or complex County department. Work includes coordinating multiple activities involving several work units or departments, assimilating information from various sources, researching and preparing special reports, and supervising or managing work flow in a given area. May serve as an executive secretary. Work requires comprehensive knowledge of all functions and activities of the assigned department, requires initiative, independent judgement, and discretion in various clerical/administrative duties. Work is reviewed by results obtained. Performs other work as requested.

4.2.7 **EXAMPLES OF DUTIES**

1. Relieves an administrative superior of routine administrative duties such as

- preparing and monitoring budgets and payroll, checking operating reports for accuracy and conformance to policies and standards, and updating publications for the administrators' final approval.
2. Types correspondence, invoices, statements, reports, and other materials from dictating machine, copy or shorthand notes; composes and types letters, memoranda, minutes, notices, and other material.
 3. Enters information on word processor; composes and edits on screen and prepares final copy of reports and correspondence.
 4. Maintains specialized manual or automated files and records; reviews monthly budget reports; prepares bills; orders supplies and equipment; develops and maintains overall departmental record-keeping system.
 5. Interviews, screens, and refers callers; answers various inquiries personally; provides information on departmental services and functions; maintains appointment schedules and calendars; makes travel and other arrangements for meetings and events.
 6. Performs detailed and complex research; collects and compiles data for administrative and annual reports, agendas, bulletins, questionnaires, agreements, deeds, ordinances, resolutions, contracts, proclamations, briefs, summons, subpoenas, and other County documents.
 7. May act as office supervisor; may plan clerical or administrative work flow; may conduct interviews, performance appraisals and performance counseling sessions.
 8. Performs specialized secretarial and administrative tasks as necessary.
 9. Coordinates various activities between departments and divisions.

4.2.8 **REQUIREMENTS**

A. Training and Experience

High School diploma supplemented by courses in business education, and five years progressively responsible experience as an Executive Secretary or Administrative Assistant; or an equivalent combination of training and experience.

B. Special Requirements

Typing is required for identified positions.

C. Knowledge, Ability and Skills

1. Knowledge of general secretarial/office administration practices, methods, and procedures.
2. Knowledge of business English, spelling, and arithmetic.
3. Knowledge of the overall function, structure, procedures, duties, and responsibilities of the department.
4. Ability to compose and prepare effective correspondence and reports.
5. Ability to supervise a subordinate clerical staff on a permanent or intermittent basis if required.

6. Ability to understand and communicate the policies, procedures, and services of the department, division, or program, and to exercise sound judgment in applying and interpreting these procedures.
7. Ability to establish and maintain effective working relationships.
8. Ability to perform multiple tasks concurrently.
9. Ability to communicate effectively both orally and in writing.
10. Ability to respond to sensitive inquiries and in high pressure situations in an effective and tactful manner; ability to meet deadlines.
11. Ability to negotiate for the completion of tasks outside the line of supervision and at various hierarchical levels.
12. Ability to maintain confidentiality.

4.2.9 **POSITION TITLE:** ADMINISTRATIVE SUPPORT - EXECUTIVE

4.2.10 **RATE OF PAY:** \$19.25

Under general direction, performs the highest level of complex and/or sensitive professional secretarial/administrative work assisting the chief administrator of a large or complex department. Performs difficult, varied, and sensitive duties including coordinating a broad scope of multiple activities involving several work units or departments, assimilating information from many varied sources, researching and preparing special reports, and supervising or managing work flow in a given area. Serves as an executive secretary. Work requires comprehensive knowledge of all functions and activities of the assigned department, requires considerable initiative, independent judgement, and discretion in various clerical/administrative duties. Work is reviewed by results obtained. Performs other work as requested.

4.2.11 **EXAMPLES OF DUTIES**

1. Manages office functions in a large or highly sensitive department; plans clerical or administrative work flow; relieves the chief administrator of routine administrative duties such as preparing and monitoring budgets, assuring that operating reports are accurate and that they conform to policies and standards, and updating publications for the administrators' final approval.
2. Anticipates departmental administrative needs and takes action to assure that needs are met; negotiates with other parties to accomplish work; coordinates various activities between departments and divisions.
3. Types and edits correspondence, invoices, statements, reports, and other materials from dictation, copy or shorthand notes; composes and types letters, memoranda, minutes, notices, and other material; enters information on word processor; composes and edits on screen and prepares final copy of reports and correspondence.
4. Serves as custodian of specialized, sensitive, and complex manual or automated files and records; establishes, maintains, and updates files; releases information as

appropriate based on requestor's "need to know" and on knowledge of policy or law and proper procedure; develops and maintains overall departmental record-keeping system.

5. Reviews departmental budget reports and takes appropriate action to resolve problems or meet needs; prepares specialized or complex financial documents and/or reports.
6. Interviews, screens, and refers callers; answers various inquiries personally; provides information on departmental services and functions; maintains appointment schedules and calendars; makes travel and other arrangements for meetings and events.
7. Performs detailed, complex, and sensitive research; collects and compiles data for administrative and annual reports, agendas, bulletins, questionnaires, agreements, deeds, ordinances, resolutions, contracts, proclamations, briefs, summons, subpoenas, and other County documents.
8. May conduct interviews, performance appraisals and performance counseling sessions.
9. Performs specialized secretarial and administrative tasks as necessary.
10. May coordinate maintenance of facilities and equipment; may negotiate with other parties for performance of maintenance work; may interview and negotiate with vendors.

4.2.12 **REQUIREMENTS**

A. Training and Experience

High School diploma supplemented by courses in business education, and six years progressively responsible experience as an Executive Secretary or Administrative Assistant including office management; or an equivalent combination of training and experience.

B. Special Requirements

Typing is required for identified positions.

C. Knowledge, Ability and Skills

1. Comprehensive knowledge of general secretarial/office administration practices, methods, and procedures.
2. Ability to manage the administrative support function in a large or highly sensitive department and to plan clerical or administrative work flow.
3. Ability to respond to sensitive inquiries and in high pressure situations in an effective and tactful manner; ability to meet deadlines.
4. Ability to negotiate for the completion of tasks outside the line of supervision and at various hierarchical levels.
5. Ability to quickly learn about the overall function, structure, procedures, duties, and responsibilities of the department.
6. Ability to monitor departmental operating budget documents and information.

7. Ability to compose and prepare effective correspondence and reports.
8. Thorough knowledge of business English, spelling, and arithmetic.
9. Ability to supervise subordinate clerical staff on a permanent or intermittent basis as required.
10. Ability to understand and communicate the policies, procedures, and services of the department, division, or program, and to exercise sound judgment in applying and interpreting these procedures.
11. Ability to establish and maintain effective working relationships.
12. Ability to perform multiple tasks concurrently.
13. Ability to communicate effectively both orally and in writing.
14. Ability to maintain confidentiality.
15. Ability to make effective use of computers and automated systems in performance of duties.

4.2.13 **POSITION TITLE:** CLERICAL SUPPORT

4.2.14 **RATE OF PAY:** \$13.13

Under supervision performs varied and responsible clerical, typist, and secretarial work including typing, verifying data, routine scheduling, receiving complaints, maintaining files and records, searching records, calculating simple totals, processing forms and assisting customers. Work is reviewed by observation of results obtained. Performs other work as requested.

4.2.15 **EXAMPLES OF DUTIES**

1. Answers telephone and responds to inquiries; acts as receptionist; opens and distributes mail, performs filing.
2. Types correspondence, memoranda, reports, records, orders, subpoenas, schedules, and other documents; prepares materials for distribution.
3. Makes travel arrangements and appointments.
4. Maintains files and records; checks and tabulates statistical and financial data; classifies and posts information; searches for and retrieves information.
5. Performs data entry.
6. Receives cash and writes receipts.
7. Performs other duties unique to the department, division, or program.

4.2.16 **REQUIREMENTS**

A. Training and Experience

High school diploma and one year of typing and/or general clerical experience, or an equivalent combination of training and experience.

B. Special Requirements

Typing is required for identified positions.

C. Knowledge, Ability and Skills

1. Knowledge of and ability to apply business English, spelling, and arithmetic.
2. Ability to operate a variety of modern office equipment.
3. Ability to become familiar with departmental practices, methods, and procedures, and to perform increasingly responsible work as on-the-job training is received.
4. Ability to establish and maintain effective working relationships with fellow employees and the general public.
5. Ability to classify, code, compare, verify and identify errors in alphanumeric data.
6. Ability to maintain records.
7. Ability to attend to detail.
8. Ability to maintain confidentiality in sensitive positions.
9. Ability to lift 15 - 20 pounds, use hand truck and/or step ladder in identified positions.
10. Ability to reach, bend, stoop, kneel and lift arm above shoulder level in identified positions.

4.3 Billing Procedures:

- 4.3.1 Invoices to the County must include County Department, names of temporary personnel, classification, personnel rate of pay, billing rate to the County, and number of hours worked. Invoices must be submitted to the County with signed time cards attached. Authorized signers must initial each day of time card as well as signing approval section. Any overtime, if authorized shall be at 1 ½ times the hourly bill rate and will only be paid after 40 hours physically worked during a work week.
- 4.3.2 Human Resources Project Manager will give departmental accounts numbers when requesting temporary labor. These accounts numbers must appear on the invoice to correlate with each employee. Weekly billing will be totaled and sorted in accordance with the account number.
- 4.3.3 All invoices shall be sent to:
Chatham County Human Resources & Services
Attn: Van Johnson
123 Abercorn Street
Savannah, GA 31401
- 4.3.4 Contractor should offer a benefits package for its temporary personnel. Documentation of these benefits must be included with the bid package. The bidder shall be judged as to whether the benefits package would enhance the agency's ability to provide quality temporary employees.

CHATHAM COUNTY, GEORGIA

BID BID NO.18-0102-7
**ANNUAL CONTRACT TO PROVIDE TEMPORARY ADMINISTRATIVE/CLERICAL
STAFFING SERVICES**

Item No.	Description	*Estimated Quantity (Hours)	Temporary Personnel Minimum Pay Rate Per hour	Contractor Billing Rate to the County	Estimated Hours X Contracting Billing Rate =
1	Administrative Support – Basic (as per Section 4.2.1)	15,000	\$15-14		
2	Administrative Support – Advanced (as per Section 4.2.5)	10,000	\$17.68		
3	Administrative Support – Executive – (as per Section 4.2.9)	5,000	\$19.25		
4	Clerical Support – as per Section 4.2.13)	20,000	\$13.13		
				Total Bid	\$

***Estimated quantities (hours) are being used for bid evaluation purposes only. The County does not guarantee the number of hours to be utilized.**

NAME/TITLE

COMPANY NAME

MAILING ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

EMAIL ADDRESS

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

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. THE UNDERSIGNED FURTHER CERTIFIES THAT:

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 TO PROVIDE TEMPORARY ADMINISTRATIVE/CLERICAL STAFFING SERVICES** (PROJECT) 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, 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 TO PROVIDE TEMPORARY ADMINISTRATIVE/CLERICAL STAFFING 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

ATTACHMENT 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 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 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 (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such 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

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

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

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 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 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:

REFERENCES

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE OF SERVICE:** _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE OF SERVICE:** _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE OF SERVICE:** _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE OF SERVICE:** _____

CHECKLIST FOR SUBMITTING BID

Sign below and submit this sheet with Bid

NOTE: All of the following items must be submitted with your Bid to be considered “responsive.”

1. ACKNOWLEDGMENT OF ANY/ALL **ADDENDUMS** (Page 3 of ITB).
2. **ORIGINAL SURETY BOND (5% OF BID) ALONG WITH SURETY REQUIREMENTS SHEET FILLED OUT (BONDING IS NOT REQUIRED FOR THIS PROJECT)**
3. **BID SHEET COMPLETELY FILLED OUT AND SIGNED.**
4. **LIST OF SUBCONTRACTORS SHEET FILLED OUT WITH ALL SUBCONTRACTORS AND SUPPLIERS.**
5. **% TO MBE SUBCONTRACTORS/SUPPLIERS SHEET COMPLETELY FILLED OUT SHOWING \$ AMOUNT AS WELL AS % OF PROJECT THAT IS PROJECTED TO GO TO MBE/WBE SUBCONTRACTORS/SUPPLIERS.**
6. **REFERENCES:** Supply ALL the information that is requested for each Reference. *NOTE: Form for Reference Information are attached to this Bid Package.*
7. **ALL FIRMS REQUESTING TO DO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ON-LINE AT [HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG).**
8. **COMPLETE AND SUBMIT ALL ATTACHMENTS TO THE ITB (Attachments A thru G).**
9. **SUBMIT A COPY OF YOUR BUSINESS TAX CERTIFICATE.**

NAME/TITLE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

LEGAL NOTICE

CC NO. 167458

Invitation to Bid

Sealed Bids will be received until **2:00 P.M.** on **March 28, 2019** and publicly opened in **Chatham County Purchasing & Contracting Department, at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406**, for: **BID NO : 18-0102-7-ANNUAL CONTRACT TO PROVIDE TEMPORARY ADMINISTRATIVE/CLERICAL STAFFING.**

Pre-bid Conference has been scheduled to be conducted **at the Chatham County Purchasing and Contracting Department, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, on March 14, 2019 at 10:00 A.M.**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. **You are encouraged to attend.**

The Bid Package can be downloaded and printed from the County Purchasing and Contracting website <http://purchasing.chathamcounty.org>.

All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Robin Maurer at (912) 790-1623.

CHATHAM COUNTY HAS THE AUTHORITY TO REJECT ALL BIDS AND WAIVE MINOR FORMALITIES.

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

MARGARET H. JOYNER, PURCHASING DIRECTOR

SAVANNAH NEWS/PRESS INSERT: March 1, 2019