

Chatham County Purchasing and Contracting

1117 Eisenhower Drive - Suite C. - Savannah, Georgia 31406

P.O. Box 15180 Savannah, Georgia 31416

www.chathamcounty.org

May 18, 2010

RE: RFP #P10-19-5 BOND ALTERNATIVE RISK MANAGEMENT AND LOCAL MWBE/SBE SUPPORT SERVICES

Dear Sir or Madam:

Chatham County, Georgia is seeking proposals from qualified firms interested in providing Bond Alternative Risk Management and Local MWBE/SBE Support Services for Chatham County.

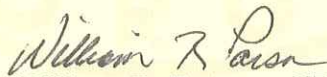
The intent behind this selection process is to select the firm (or firms) who best understand the County's needs: can provide the required services within their organization or make arrangements for cost effective services by professionals or individuals and has a minimum of five (5) years of experience providing Bond Alternative Risk Management and Local MWBE/SBE Support Services.

The attached document outlines the functional requirements as well as complete instructions for submitting a proposal. Proposals will initially be evaluated and scored by a committee based on a review of the written proposals. Further evaluation will include an oral interview with prospective service providers who are selected as finalists. Fee proposals will also be separately requested from finalist providers. The contract will be awarded by the Chatham County Board of Commissioners to the provider which is evaluated as best able to provide the required services, fees and other relevant factors considered.

Proposals are due **NO LATER THAN 2:00 P.M. JUNE 16, 2010**. Responses must be either mailed or delivered to the Chatham County Office of Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

The Officials and Staff of Chatham County appreciate your considering this Request for Proposals and look forward to receiving your response.

Sincerely,



William R. Parson, CPPO, Purchasing Agent

Encl/

INVITATION FOR REQUEST

FOR PROPOSAL

REQUEST FOR PROPOSAL NO. P10-19-5

BOND ALTERNATIVE RISK MANAGEMENT AND LOCAL MWBE/SBE SUPPORT SERVICES

CHATHAM COUNTY, GEORGIA

PRE-PROPOSAL CONFERENCE: 10:00 A.M., JUNE 1, 2010

PROPOSAL RECEIPT BY: 2:00 P.M., JUNE 16, 2010

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER PATRICK O. SHAY

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER HARRIS ODELL, JR.

COMMISSIONER DAVID M. GELLATLY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

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

X GENERAL INFORMATION

X PROPOSAL

PROPOSAL SCHEDULE

X LEGAL NOTICE

X ATTACHMENTS:

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: _____
SIGNATURE:

DATE:

TITLE:

COMPANY

Chatham County has established goals to increase participation of minority and women 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 that is at least 51% owned, managed and directed by one or more minority or women. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic _____

Native American or Alaskan Indian _____ Women _____

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

CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
POST OFFICE BOX 15180
SAVANNAH, GEORGIA 31406
(912) 790-1619

DATE: MAY 18, 2010

RFP NO. P10-19-5

GENERAL INFORMATION FOR REQUEST FOR PROPOSALS

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA** up to **2:00 P.M. JUNE 16, 2010**. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

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

A pre-proposal conference has been scheduled for **10:00 A.M., JUNE 1, 2010**, in the "Old" Courthouse, Engineering Department, 4th Floor Conference Room, 124 Bull Street, Savannah, Georgia, 31401, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. This conference is not mandatory, however, 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 **HOW TO PREPARE PROPOSALS:** All proposals shall be typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

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

- 1.3 **HOW TO SUBMIT PROPOSALS:** All proposals shall be:
- A. Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.
 - B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.
 - Mailing Address: Purchasing Agent, Post Office Box 15180, Savannah, Georgia 31416.
 - Hand Delivery: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

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

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

- 1.4 **HOW TO SUBMIT AN OBJECTION:** Objections from Offerors to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:
- A. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
 - B. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.
- 1.5 **FAILURE TO OFFER:** If a Proposal is not submitted, the business should return this Request for Proposal, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.

- 1.6 **ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.7 **STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.8 **PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 **COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.10 **CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.11 **LOCAL PREFERENCE:** The contractor agrees to follow the local preference guidelines as specified in the contract documents, which state "The CONTRACTOR hereby agrees, as part of the consideration to Chatham County for making this Contract, that the CONTRACTOR in the carrying out of this contract will give the citizens of Chatham County preference for employment to perform all labor required by this contract; that the rate of wages to be paid shall not be less than legally required; and that in the purchase of materials to be used in the Work of the Project, preference shall be given to sources from within Chatham County to the maximum extent possible. The CONTRACTOR will cause the forgoing provisions to be inserted in all subcontracts so that provisions will be binding upon each subcontractor."
- 1.12 **MINORITY/WOMEN BUSINESS DEVELOPMENT PROGRAM:** The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and women owned businesses. In order to accurately document participation, businesses submitting bids, quotes, or proposals are encouraged to report ownership status. A minority or women business is defined as a business that is at least 51% owned and managed by minority or women.

GA DOT Disadvantage Business Listing

http://tomcat2.dot.state.ga.us/ContractsAdministration/uploade/rptDBE_Directory.CA.New.pdf

CHATHAM COUNTY Vendor Listing

<http://purchasing.chathamcounty.org>

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 or proposal as proof of qualifications. Bidders that intend to engage in joint ventures or utilize sub-consultants must submit a report of Minority/Women Business Enterprise participation to Ms. Arneja Riley, Chatham County M/WBE Coordinator, (Minority and Women Business Enterprise) 124 Bull Street, Suite 310, Savannah, GA 31401, Phone 912-652-7849, email: alriley@chathamcounty.org

SECTION II GENERAL CONDITIONS

- 2.1 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.
- 2.2 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.
- 2.4 COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 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.
- 2.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:
- A. Prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
 - B. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and;
 - C. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

- 2.7 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.
- 2.8 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.
- 2.9 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.
- 2.10 CONTRACT COST ADJUSTMENTS:** Prices quoted shall be firm for the initial contract term. Thereafter, any extensions which may be approved by the County shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the last yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor. Price increases that exceed five percent (5%) may be subject to rebidding.

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month one year prior.

Any requested adjustment shall be fully documented and submitted to the County at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

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

- 2.11 DEBARRED FIRMS AND PENDING LITIGATION:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred for doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending lawsuits, criminal violations and/or convictions, etc., and shall not have conflicts of interest. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered. A Statement of Disclosure **must** be provided with response.

****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.**

Bidders 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 Board contract.

- 2.12 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 non-responsive whenever such Proposer cannot document the ability to deliver the requested service.

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

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

2.14.1 LIMITS OF INSURANCE. Effective coverage shall have the following limits:

- A. *Commercial General Liability:* Minimum limits of \$1,000,000 combined single limit per occurrence and annual aggregate for bodily injury and property damage.
- B. *Business Auto Liability:* \$1,000,000 Combined Single Limit per accident for bodily injury and property damage, including Code 1- "Any Auto"
- C. *Worker's Compensation* covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws. The coverage must include Employer's Liability with a minimum limit of \$500,000 for each accident, disease policy limit, disease each employee.

2.14.2 SPECIAL REQUIREMENTS:

- A. *Severability of Interest:* Where applicable, any insurance coverage provided by any party other than Chatham County, and which may indemnify Chatham County, the limits stated under such coverage shall apply separately to Chatham County. General Contractor is responsible for obtaining certificates of insurance from subcontractors.
- B. *Reporting Provisions:* Any failure to comply with reporting provisions of any applicable policy shall not affect coverage, if any, afforded on behalf of Chatham County, it's officials, officers, employees, or volunteers.

- C. *Cancellation/Non-Renewal Notification:* Each applicable insurance policy shall be endorsed to state the coverage shall not be suspended, voided, or cancelled, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Chatham County.
- D. *Proof of Insurance:* The Contractor is required to carry insurance under this contract and shall furnish Chatham County with Certificates of Insurance with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- E. *Insurer Acceptability:* Insurance is to be placed with insurers with a Best's rating of no less than A:V.
- F. *Lapse of Coverage:* A lapse of insurance coverage shall constitute ground for termination of this contract by the Chatham County Board of Commissioners.

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

2.16 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 hereof.

2.17 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.

- 2.18 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.19 PAYMENT TO CONTRACTORS:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.
- A. Questions regarding payment may be directed to the Finance Department @ 912-652-7900 or the County's Project Manager as specified in contract documents.
 - B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
 - C. Upon completion of the work, the Contractor will provide the County or contractor with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
 - D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.
- 2.20 VENDOR DEFAULT:** Chatham County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default due to a failure to perform or because a request for price increase, Chatham County reserves the right to remove the vendor from the County's bid/proposal listing for twenty-four months.
- 2.21 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS OR REQUIREMENTS:** It is the responsibility of the prospective proposer to review the entire request for proposal (RFP) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Purchasing Division not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements apply to specifications that are ambiguous.
- 2.22 VENDOR PERFORMANCE EVALUATION:** On April 11, 2008, the Board of County Commissioners approved a change to the County Purchasing Ordinance requiring Vendor Performance Evaluations, as a minimum, annually, prior to the contract anniversary date.
- Should vendor performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Vendor Complaint Form or a Performance Evaluation to the Purchasing Agent.

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

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

This _____ day of _____ 20 _____.

BY: _____

SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE NO.

**SECTION III
REQUEST FOR PROPOSAL
CHATHAM COUNTY, GOVERNMENT**

3.1 DESCRIPTION AND OBJECTIVES Chatham County seeks proposals from potential service providers (“Suppliers”) for:

- a Bond Alternative Program for Local, Minority, Women and Small Businesses;
- Project Funds Control Services;
- local MWBE/SBE participation monitoring and Support Services; and
- Project Oversight Services (“Services”).

Chatham County is seeking an innovative and complete proposal from Suppliers who can demonstrate that they possess the organizational and technical capabilities to perform the Services and meet or exceed the Service levels.

Chatham County has also asked potential general contractors that are seeking pre-qualification to bid on the Project to provide their recommendations for subcontractor bonding alternative programs. The County reserves the right to select one of these recommended programs over a program outlined in response to this RFP, and therefore not to procure services proposed in response to this RFP.

Suppliers may be a single firm or a joint venture or other combination of individuals or businesses that meet the mandatory criteria set forth below. Qualified local MWBE and SBE firms are strongly encouraged to submit proposals.

3.2 METHODOLOGY: The procurement described herein is being conducted as a Request for Proposal through Competitive Sealed Proposals, a method of selecting professional services as provided in The Chatham County Purchasing Ordinance and Procedures Manual. The procurement described herein is being conducted on a three-step process. The Evaluation will be performed by County staff. At the County’s request, proposers may be asked to present oral presentations regarding their qualifications.

Proposals should be prepared simply and economically, providing straight forward, concise description of provider capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

3.3 SELECTION CRITERIA:

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" consisting of the highest ranked firms based on established technical criteria provided herein. **DO NOT DISCLOSE ANY FEES AS PART OF STEP ONE.**

STEP TWO-INTERVIEWS: The technical review panel *may* decide to conduct interviews with the finalist firms. If interviews are conducted, each of the 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. **DO NOT DISCLOSE ANY FEES AS PART OF STEP TWO.**

STEP THREE-FEE SCHEDULE: Sealed fee proposals from those firms that have been "short-listed" will be evaluated and ranked accordingly. **FEE PROPOSAL WILL BE SUBMITTED ON THE FORM PROVIDED, IN A SEPARATE #10 ENVELOPE, CLEARLY MARKED WITH THE RFP TITLE AND NUMBER. ONLY THE ORIGINAL FEE PROPOSAL IS REQUIRED. FEE PROPOSALS WILL ONLY BE CONSIDERED FROM THE "SHORT-LISTED" FIRMS.**

3.4 PROPOSAL DEADLINE: The response to the Request for Proposals must be received by the Chatham County Office of Purchasing and Contracting no later than **2:00 P.M., JUNE 16, 2010.** 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.

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

3.5 WITHDRAWAL OF PROPOSAL: Your proposal may be withdrawn by written request Received by the County before the time fixed for receipt of proposals. Withdrawal of your proposal will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.

3.6 CONFIDENTIALITY OF DOCUMENTS: Upon receipt of a proposal by the County the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion. The particulars of the proposal documents will remain confidential until final award of the contract. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners.

3.7 FORMAT OF RESPONSES: To be considered, proponents must submit a complete response to the Request for Proposals. 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.

Each proposal must be submitted in one (1) original and five (5) copies bound to:

Ms. Kathleen Watson-Scott, C.P.P.B.
Procurement Specialist
Chatham County Purchasing Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1619

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

- 3.8 COMPENSATION:** Fee proposals will be submitted in a separate envelope, clearly marked with the RFP number and title and submitted with proposal. The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure the most cost effective offer.
- 3.9** 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.
- 3.10** 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.
- 3.11 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** 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** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/FBE firms, consultants and employees will also be considered in the evaluation of proposals.

4.3 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 which will be scheduled after receipt of the written proposal.

4.4 **TERM OF CONTRACT:** The term of the contract will be for one (1) year with automatic renewal options for four (4) additional one year terms.

4.5 **PROPOSALS MUST BE RESPONSIVE TO:**

4.5.1 ***EXECUTIVE SUMMARY:*** The Executive Summary shall be limited to three (3) single-spaced typewritten pages with the intent to summarize the contractors' ability to meet the requirements of this Request.

4.5.2 ***BUSINESS PROFILE:*** In addition to the full name, address, and contact information , please provide the following:

- A. The name, title, address, telephone, fax and e-mail address for the primary contact person assigned to Chatham County.
- B. Resumes/credentials of the person(s) whom will perform the services required. For each **key** staff person attach a resume that highlights relevant experience. Credentials may be subject to verification.
- C. Adequate information to fully describe the scope of the contractor's previous experience in providing disaster recovery and restoration services.
- D. List of references with emphasis on governments. Please include contact person, address, and best method of contact.
- E. State if your firm has operated under a different name within the past 10 years and provide the name your firm previously operated under. Please state any mergers or acquisitions during the past 10 years.
- F. Has any contract for any of the services been requested herein terminated within the past 5 years? If yes, provide details.

4.5.3 ***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 Work described below. The statement shall include by not necessarily be limited to the offerors' proposed organizational structure and procedures to provide the required services, software and/or 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 the successful implementation of the contract, and any other information not specifically required elsewhere in this RFP but considered pertinent by the offeror.

4.5.4 **FEE PROPOSAL:** Provide the basis for your fee on the fee proposal form provided as part of Step 2. All fee proposals shall be sealed in a “separate” #10 envelope, clearly marked with the RFP number and title, and submitted prior to the deadline stated in notification to finalist “short listed” firms. Only one (1) copy of fee proposal is required. **DO NOT SUBMIT FEE PROPOSAL UNTIL IT IS REQUESTED.**

4.6 All proposals must remain valid for a period of **not less than sixty (60) days** from due date of proposal.

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

4.8 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 OBJECTIVE:** Chatham County, Georgia intends expand and renovate the Chatham County Detention Center with 333,000 square feet of new construction and renovation, the provision of 852 additional inmate beds, video visitation areas, court holding rooms, and expanded laundry, kitchen and medical facilities among others (the "Project").

The Chatham County Board of Commissioners and taxpayers of Chatham County desire that this project have the strongest possible impact on our local economy. Therefore, Chatham County wishes to maximize the levels of local business participation and local workforce utilization in this project, with an emphasis on the participation of local minority and women-owned business enterprises (MWBEs) and local small business enterprises (SBEs), which employ local residents and otherwise support the local economy.

Lack of ability to procure traditional surety bonding has been widely recognized as a barrier to otherwise qualified MWBE and SBE firms participating in large scale construction projects. In order to minimize or remove this potential barrier to the maximum participation of local MWBE and SBE firms in the Project, the County seeks proposals from professional service providers for a subcontractor bonding alternative program, with complementary services to develop and strengthen local MWBE and SBE firms.

- 5.2 **MANDATORY CRITERIA:** The selected Supplier must meet the following requirements.
- 5.2.1 A proven track record in providing contract surety bonds to minority, women owned, and small businesses in the construction industry, not as agent or managing general agent;
 - 5.2.2 Must be listed in the Department of the Treasury Circular 570 licensed to issue contract surety bonds in the State of Georgia with an A.M. Best rating of B+ or better;
 - 5.2.3 Must possess a project funds control division that meets the following criteria:
 - Extensive experience in providing construction project funds control and project disbursement services in the state of Georgia;
 - Extensive experience in provide funds control services on publicly funded projects at the federal, state and local levels;

- Minimum \$5 million errors and omissions insurance coverage;
- Minimum \$3 million fidelity crime and dishonesty bond;
- Demonstrated experience in providing project funds control on projects in excess of \$80 million;
- Must be able to demonstrate that its funds control operations utilize non-interest bearing, project funds controls accounts, specific to each individual project and that funds are not co-mingled with other projects; and
- Must be able to demonstrate that project funds control accounts under Supplier's control are 100% collateralized.

5.2.4 Must be able to demonstrate minimum five (5) years experience in formally evaluating contractor capability as a service offering to third party clients;

5.2.5 Must show history of formally training MWBE/SBE construction businesses, specifically with respect to obtaining surety bond credit and experience in designing and implementing such programs for local, state or federal governmental agencies;

5.2.6 Must be part of an organization with extensive experience in project controls and owner's representative services;

5.2.7 Demonstrated experience in evaluating and drafting construction contracts to protect owner interests on projects in excess of \$80 million; and

5.2.8 Must be able to provide online access to client reports, project accounting and project funds control disbursement information.

5.3 **SCOPE OF WORK:** Chatham County seeks Supplier to provide subcontractor bond alternative services, support participation of local and minority businesses on the Project and, at the County's option, provide Project Oversight Services to the Owner with respect to the overall Project work through the below services. The Supplier shall perform the following services:

5.3.1 Design, draft and implement a proactive construction performance and payment risk management plan for MWBE/SBE participants on the Project including:

- Project funds and disbursement controls:
 - Subcontractor line item costs oversight;
 - Subcontractor cost verification and monitoring;
 - Lien waiver and release tracking;
 - Contractor and subcontract contract and purchase order management;
 - Where funds control is utilized maintain separate, segregated non-interest bearing account for each subcontract in the program;
- Subcontract capability analysis;
- Real time subcontractor mentorship and support;
- Obtain copies of construction contracts, subcontracts, budgets, plans, specifications and schedules; and

- Evaluate subcontractor capabilities and financial analysis, including analysis of contractor and subcontractor work history, financial statements, State license board and Better Business Bureau search and major sub-contractor reference check.
- 5.3.2 Support Chatham County in overseeing performance of the performing General Contractor with respect to MWBE/SBE participation on the project;
- 5.3.3 Oversee the performing contractor's compliance with MWBE/SBE participation goals and provide written report to Chatham County;
- 5.3.4 Design, implement and oversee Subcontractor – Contractor dispute resolution plan;
- 5.3.5 Provide site inspections and report performance by the General Contractor and subcontractors to Chatham County on a monthly basis;
- 5.3.6 Design and implement an MWBE/SBE surety bond training program for local contractors in Chatham County;
- 5.3.7 Design and implement plan to support local and small businesses working for the selected General Contractor to maximize opportunity for these businesses to complete their respective scope's of work;
- 5.3.8 Support Chatham County in defining possible pool of MWBE/SBE contractors;
- 5.3.9 Work with Chatham County and the selected General Contractor to execute a plan to maximize MWBE/SBE participation on the Project;
- 5.3.10 To the extent necessary to prequalify contractors and subcontractors to participate in the bond alternative program, establish a team of advisors and service providers (CPAs, insurance brokers, etc.) to assist contractors and subcontractors in the qualification process;
- 5.3.11 Refer contractors and subcontractors to qualified resources such as bankers, accountants, insurance brokers, business consultants, economic development advisors, attorneys and Chatham County resources;
- 5.3.12 Utilize existing Chatham County resources that aid in the development of the contractors' and subcontractors' ability to participate on the Project; and
- 5.3.13 At the conclusion of the Program, prepare a closeout report documenting performing contractor's MWBE/SBE performance.

5.4 OPTIONAL PROJECT OVERSIGHT SERVICES: Respondent may propose to provide the County with the following additional Project Oversight services in addition to the above services. The County may, or may not, elect to procure these optional services:

- 5.4.1 Support Owner in drafting contract templates, formats and key clauses to ensure Owner protection and maximize local MWBE/SBE participation.
- 5.4.2 Oversee and report to Owner with respect to schedule and critical path;
- 5.4.3 Evaluate bid process for consistency with project budgets and goals;
- 5.4.5 Support Owner in prequalifying all contractors by performing a detailed prequalification evaluating respective capabilities for project relevant experience, financial stability, business capacity, ability to perform, in house means and methods philosophies, technical ability and small/local business participation plan;
- 5.4.6 Monitor overall project activities & milestones;
- 5.4.7 Monitor productivity and update budget and cost to complete analysis;
- 5.4.8 Assist Owner and Owner's Engineer (OE) in evaluating and respond to all Requests for Information ("RFIs");
- 5.4.9 Support Owner in reviewing change orders and present recommendations regarding change order requests to Owner;
- 5.4.10 Support owner in evaluating and resolving claims and disputes which may arise through the course of construction;
- 5.4.11 Coordinate weekly project meetings;
- 5.4.12 Verify that a Project safety program is in place;
- 5.4.13 Manage and coordinate project punch list in conjunction with OE;
- 5.4.14 Review contractor's monthly reports for compliance;
- 5.4.15 Project funds administration services, including payment application review, lien waiver monitoring and collection, disbursement services, subcontractor cost monitoring if cost plus method is selected, and online access to project cost data;
- 5.4.16 Generate monthly project status report covering procurement, schedule, productivity, a summary tracking all project issues identified and the status of resolution and a full project accounting;
- 5.4.17 Maintain and provide owner access to all project documentation and accounting records online through secure web server;
- 5.4.18 Construction service deliverables include: monthly status reports, a current master project schedule from Construction Project Manager (CPM), detailed current project accounting and budgeting, and updated access to project documents and records via online.

5.5 **METHOD OF EVALUATION:** The following factors will be considered by the Selection Committee in the evaluation of this proposal. The factors to be evaluated will not necessarily be evaluated in the order presented:

5.5.1 Demonstrated understanding of the scope of services.

5.5.2 Experience in administering self-funded, government plans.

5.5.3 Reputation of the firm based on references.

5.5.4 Computer support and reports capability.

5.5.5 Proximity to and availability to claims office.

5.5.6 Oral presentation (if requested).

5.5.7 Proposed fees for services. Please Note: Fee proposals will only be considered from those firm's that are "Short Listed".

5.6 **REFERENCES:**

Please provide at least three (3) current or past clients for who you furnish(ed) Bond Alternative Risk Management and Local MWBE/SBE Support Services with an emphasis on government clients. Please provide the client's name, address, phone number and contact person. Chatham County is interested in the type of service(s) provided and how long that reference has been your client.

**SECTION VI
EVALUATION AND AWARD**

**BOND ALTERNATIVE RISK MANAGEMENT AND
LOCAL MWBE/SBE SUPPORT SERVICES FOR CHATHAM COUNTY**

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

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

| <i>Evaluating Factor:</i> | <i>Points Possible:</i> |
|--|-------------------------|
| <i>Qualifications:</i> Qualifications of the firm, individual, and sub-consultants assigned to the project. Educational background and training of employees assigned to Chatham County; Qualification of the firm with emphasis on quality control; Demonstrated ability to provide requested services. | 20 |
| <i>Experience:</i> Overall experience of the firm in administering self-funded, government plans similar in size to Chatham County. Commitment to M/WBE. | 15 |
| <i>Capabilities:</i> Willingness to work closely with Chatham County departments; Ability and capacity to respond promptly to requests. Methodology and approach to address the needs and requirements of the County. Computer support and report capabilities. Current and projected workload. Location and availability of claims office. Additional information regarding your administration services that distinguishes you from your competition. | 15 |
| <i>Project Understanding and Methodology:</i> Demonstrated understanding of the scope of service. Demonstrate how services will be provided and what support services are required by Chatham County. | 40 |
| <i>References:</i> Provides a minimum of three (3) references of agencies or firms that firm has provided the same or similar services to with the last five years: with at least five (5) years with emphasis on government clients Reputation of firm. | 10 |

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

STEP 3 - FEE PROPOSAL/COST DATA (TOTAL POSSIBLE POINTS: 35)

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 work shall be performed under the contract until a contract has been fully executed by both Parties. A notice to proceed will be issued by Chatham County.

**REQUEST FOR PROPOSAL
CHATHAM COUNTY, GEORGIA**

FEE PROPOSAL FORM

RFP NO. P10-19-5

**BOND ALTERNATIVE RISK MANAGEMENT AND LOCAL MWBE/SBE SUPPORT SERVICES
COUNTY, GEORGIA**

I have read and understand the requirements of this proposal, RFP NO. P10-19-5, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I agree to furnish the Services as described in RFP NO. P10-19-5, for the fee listed below. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. In addition, the County reserves the right to accept any part or all of the fee schedule and to negotiate any charges contained herein unless qualified otherwise.

TOTAL ANNUAL FEE:

CONTRACT TERM:

_____ /1ST YEAR
_____ /2ND YEAR
_____ /3RD YEAR
_____ /4TH YEAR
_____ /5TH YEAR

BASIS FOR PRICE INCREASES (PER ADDITIONAL ONE YEAR TERMS): _____

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: _____

CITY/COUNTY/STATE: _____

MINORITY BUSINESS ENTERPRISE? _____ /YES _____ /NO

MINORITY CLASSIFICATION: _____

ATTACHMENT "A"

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (Contractor) certifies to Chatham County that a drug-free

workplace will be provided for the employees during the performance of this contract known as

BOND ALTERNATIVE RISK MANAGEMENT AND LOCAL MWBE/SBE SUPPORT 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 BOND ALTERNATIVE RISK MANAGEMENT AND LOCAL MWBE/SBE

SUPPORT 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"

LETTER OF INTENT TO PERFORM AS A MINORITY/WOMEN BUSINESS ENTERPRISE
SUBCONTRACTOR/JOINT VENTURE PARTNER

THIS FORM MUST BE COMPLETED BY THE SUCCESSFUL SUB-CONTRACTOR AND SUBMITTED BY THE APPARENT SUCCESSFUL BIDDER OR PROPOSER BEFORE APPROVAL OF CONTRACT AWARD IS REQUESTED BY COUNTY STAFF FROM THE BOARD OF COMMISSIONERS.

PROJECT: RFP NO. P10-19-5 BOND ALTERNATIVE RISK MANAGEMENT AND LOCAL
MWBE/SBE SUPPORT SERVICES FOR CHATHAM COUNTY, GEORGIA

PROPOSER: _____

DATE: _____

The undersigned has agreed to perform work in connection with the above project as:

_____ a sole proprietorship (individual) _____ a corporation
_____ a partnership _____ a joint venture

Detailed description of work items to be performed:
at the following price \$ _____.

Type or Print Name of M/WBE Sub-Contractor

By: _____

Title: _____

Printed Name: _____

The undersigned will enter into a written agreement with the above M/WBE Contractor for the work described upon award and execution of a contract with Chatham County.

Typed or Print Name of Firm

Signature: _____

Title: _____

Printed Name: _____

Date: _____

ATTACHMENT "D"

DISCLOSURE OF RESPONSIBILITY STATEMENT

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

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

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.
3. List any convictions or civil judgments under states or federal antitrust statutes.

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

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

6. List any contracts not completed on time.

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

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

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name

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

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

2008 by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

LEGAL NOTICE

CC NO. 164195


Chatham County, Georgia is seeking proposals from firms interested in providing Bond Alternative Risk Management and Local MWBE/SBE Support Services, Request for Qualification Proposal No. P10-19-5.

A pre-qualification proposal conference will be conducted at 10:00 A.M., JUNE 1, 2010, in the "Old" Courthouse, 4th floor Conference Room, 124 Bull Street, Savannah, Georgia, 31401, 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 16, 2010, and must be mailed or hand delivered to the Chatham County Purchasing and Contracting Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

A copy of this Request for Proposal is available in Chatham County Purchasing and Contracting Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia. For additional information concerning specifications, please contact Mrs. Kathleen Watson-Scott, CPPB, Procurement Specialist, at (912) 790-1619, or interested parties can download a copy of this solicitation package off the Chatham County website at www.chathamcounty.org. 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".



WILLIAM R. PARSON, CPPO, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

- Savannah News- INSERT: May 20th; May 27th; June 11th, 2010

NEWS ONLY-

Please send two copies of affidavit to:

Chatham County Purchasing Department
P.O. Box 15180
Savannah, GA 31412
(912) 790-1619