

INVITATION TO SUBMIT
PROPOSAL

REQUEST FOR PROPOSAL NO. P11-8-5

FINANCIAL ADVISOR SERVICES FOR THE CHATHAM COUNTY, GEORGIA

PRE-PROPOSAL CONFERENCE: N/A

PROPOSAL RECEIPT DUE BY: 2:00 P.M. JANUARY 19, 2011

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

Important Message to All Bidders

All Bidders/Contractors/Sub-Contractors/Suppliers/Vendors or any individual(s) desiring to do business with Chatham County Purchasing and Contracting Division **MUST** be registered on the Purchasing website at <http://purchasing.chathamcounty.org>. Those previously registered should update their business and contact information.

Successfully registered businesses will be emailed when the County has a solicitation for the product (s) or service (s) you listed under your particular 6-digit NAICS Code. Ensure you have the correct code (s) for your products or services. Here is an example:

56 Code: Administrative & Support & Waste Management & Remediation Services:
561720 Janitorial Services **561730** Landscaping Services

* If your service is not listed, you would go with the closes **561990** All Other Support Services. Finding the best fit NAICS Code will ensure you receive an email and not those you don't want or need.

Beginning 2 January 2011, Purchasing and Contracting will no longer mail routine or recurring solicitations directly. You must download or print from the website above or pick up from our office. Your business must be registered in VIMS. This procedure will help reduce cost of advertising and postage for taxpayers. General/Prime Construction Contractors, Trades and Sub-Contractors must also register for Public Works Construction Projects.

**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

X PROPOSAL SCHEDULE

X LEGAL NOTICE

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS _____

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

BY: _____
SIGNATURE:

DATE:

TITLE:

COMPANY:

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

African-American _____ Asian American _____ Hispanic _____

Native American or Alaskan Indian _____ Female _____

In the award of "Competitive Sealed Proposals", minority/female 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 31416
(912) 790-1619**

DATE: DECEMBER 13, 2010

RFP NO. P11-8-5

GENERAL INFORMATION FOR REQUEST FOR PROPOSAL

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA 31406** up to **2:00 P.M., JANUARY 19, 2011**. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

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

A PRE-PROPOSAL CONFERENCE has been scheduled for N/A, and will be conducted in the 3rd Floor "Conference Room" of the "OLD" CHATHAM COUNTY ADMINISTRATIVE/LEGISLATIVE COURTHOUSE, 124 BULL STREET, SAVANNAH, GEORGIA, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firm's are encouraged to attend. Proposals will be accepted from any firm that is not represented at the Pre-Proposal Conference.

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 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 REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County’s best interest.
- 1.13 COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 1.14 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.

- 1.15 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 woman.

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 912-652-7860, 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 (1) 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 ninety (90) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a ninety (90) 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 **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.

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 Board contract.

- 2.6 **VENDOR PERFORMANCE EVALUATION:** On 11 April 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.

- 2.7 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.
- 2.8 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.
- 2.9 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.
- 2.10 TERM OF THE CONTRACT:** The initial term of the contract will be for one (1) year with the option to automatically renew for four (4) additional one (1) year terms UNLESS OTHERWISE DIRECTED BY THE CHATHAM COUNTY BOARD OF COMMISSIONERS.
- 2.11 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.
- 2.12 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 nonresponsive or Non-responsible 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 LICENSES, PERMITS, TAXES:** The price or prices for the service shall include full compensation for all fees that the proponent is or may be required to pay. Chatham County is Tax Exempt. A Tax Exemption Certificate will be provided by the Purchasing & Contracting Office upon request (912)-790-1619 or fax (912)-790-1627.

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

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. With the exception of automobile liability, Chatham County is *not* to be included as a named insured on Contractor's policies, However, effective **January 1, 2005**, it is requested that Chatham County be included as an additional insured under the selected Contractor's automobile liability policy.

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

- A. *Worker's Compensation:* Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability:* \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile:* \$1,000,000 Combined Single limit written on an "Any Auto" basis.
- D. *Professional Liability:* \$2,000,000.

2.16 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.

2.17 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.

2.18 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.

2.19 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.

2.20 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 at 912-652-7900.
- 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.

2.21 VENDOR DEFAULT: Chatham County reserves the right, in case of Service Provider default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should Service Provider 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.

2.22 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.

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.

2.23 MERGERS: If a selected firm is sold or merged with another banking/financial organization, the County will consider the contract binding regardless of any name

changes. If there is a conflict of interest, the County reserves the right to terminate said contract.

2.24 SECURITY AND IMMIGRATION COMPLIANCE ACT: On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors with 100 or more employees 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.

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

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

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

This _____ day of _____ 20 ____.

BY: _____
SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE NO.

SECTION III SELECTION CRITERIA

3.1 **DESCRIPTION AND OBJECTIVES:** Chatham County is seeking proposals from firms qualified and interested in functioning as a Financial Advisor. The Financial Advisor will assist the County in developing and implementing financing programs central to the County's capital improvement program and will provide advisory services related to miscellaneous operating and financial issues.

3.2 **METHODOLOGY:** The procurement described herein is being conducted as a Request for Proposals through professional services selection, a method of selecting professional services as provided in The Chatham County Purchasing Ordinance and Procedures Manual. This will be a three-step process, a summary as follows:

STEP ONE- ACCEPTANCE AND EVALUATION OF 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 (1) COPY OF THE FEE PROPOSAL IS REQUIRED. FEE PROPOSALS WILL ONLY BE CONSIDERED FROM THE "SHORT-LISTED" FIRMS.***

3.3 **A PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be conducted at N/A, in the 3rd floor "conference room" of the "OLD" CHATHAM COUNTY ADMINISTRATIVE/LEGISLATIVE COURTHOUSE, 124 BULL STREET, SAVANNAH, GEORGIA, 31401, to discuss specifications and/or any misunderstandings that may

arise. Representatives from Chatham County will be in attendance. Firm's are encouraged to attend.

- 3.4 PROPOSAL DEADLINE:** The response to the Request for Proposal must be received by the Chatham County Office of Purchasing and Contracting no later than **2:00 P.M. JANUARY 19, 2011.** Any proposal received after the time stipulated will be rejected and returned to the proponent. The County may, for good and sufficient reason, extend the response deadline, in which case all potential proponents will receive an addendum setting forth the new date and time.
- 3.5 WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.
- 3.6 CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion. **The particulars of the proposal documents will remain confidential until final award of the contract. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. All open record requests must be submitted in writing to the attention of the Purchasing Agent. Any information contained in proposal that is considered by Proponent as "proprietary" and is to remain confidential shall be clearly identified and justified.**
- 3.7 FORMAT OF RESPONSES:** To be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:
- A. Executive Summary
 - B. Business Profile
 - C. Experience and Capability.
 - D. Project Understanding and Methodology.
 - E. References
 - F. Other Relevant Facts/Information.

FEE PROPOSAL (ONE COPY WILL BE SUBMITTED ON THE FORM PROVIDED HEREIN AND SEALED IN A SEPARATE #10 ENVELOPE). FEE PROPOSAL WILL BE REQUESTED FROM "SHORT-LISTED" FIRMS ONLY.

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

Ms. Kathleen Watson-Scott, CPPB,
Procurement Specialist
Chatham County Purchasing and Contracting
1117 Eisenhower Drive, Suite C,
Savannah, GA 31406
912-790-1619 Phone, 912-790-1627 Fax

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, Purchasing and Contracting at (912) 790-1619.

- 3.8 REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 3.9 COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 3.10 EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONTRACTOR agrees as follows:

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

SECTION IV SPECIAL CONDITIONS

- 4.1 PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- 4.2 EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, 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 the proposals.

- 4.3 SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation **may include** an oral presentation/interview which will be scheduled after receipt of the written proposal. Selection of the winning firm will take into account both qualitative excellence of the team and firm to accomplish the specified work, as determined by the technical proposals and interviews and the fees for services. It is emphasized that the firm offering the lowest fee will not necessarily be the firm selected.
- 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 (1) year terms.
- 4.5 MINIMUM QUALIFICATIONS:** Applicants must be able to demonstrate that they serve at least two clients within the State of Georgia who require a similar scope of services.
- 4.6 PROPOSALS MUST BE RESPONSIVE TO:**
- 4.6.1 **INTRODUCTION/EXECUTIVE SUMMARY (SECTION A):** The Executive Summary of the Proposal shall be limited to three (3) single-spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the offeror's ability to meet the requirements of the RFP.
- 4.6.2 **BUSINESS PROFILE (SECTION B):** Describe in this section, the business organization, who will serve as major participants, and their respective roles. Include:
- A. **Business Organization:** Provide a brief description of the firm, it's history, and a statement which describes the firms experience in providing Financial Advisor Services. State if the firm operates as an independent operator. If not, state the full name, address, telephone number and fax number of the management or subordinate firm that will perform or assist in performing the services described herein. State if the firm has operated under a different name within the past 10 years. If so, state the that name that the firm previously operated under. Attach an organizational chart.
- B. **Resumes of Key Personnel/Management Team:** Identify who will serve as the County's contract representative and the name, address and phone number for whom all contract related correspondence shall be forwarded. For each key staff person that will be dedicated to the contract, attach a resume. State how long they have been with your firm, their current position, a brief summary of their job description. Highlight key and relevant experience. Credentials may be subject to verification.
- C. **Organizational Changes:** State what changes have occurred in the firm over the past six months in regard to staff, capitol, organizational structure,

etc., and the reasons for any of the changes. Also state any additional changes that the firm plans to implement over the next six months and the reason for the changes.

- D. M/WBE Commitment: Describe the firm's commitment to MBE/FBE employees.

4.6.3 **EXPERIENCE AND CAPABILITY (SECTION C)**: In this section, describe the firm's prior experience providing Financial Advisor Services and its capability to provide and meet the County's service requirements. Include:

- A. Financial Capability: Provide copies of the firm's Annual (Audited) Financial Reports for the past two (2) fiscal years. The object of this requirement is to review the auditors opinion, notes to the financial, management's discussion of the past year and prospects for the future, and to establish the financial strength of the firm.
- B. Prior Experience/References: Provide a list of all prior and current Financial Advisor Services references (transport or other) that your firm has provided services to over the past three (3) years. Include a brief description of the services provided, and the name, address and phone number of the contract representative. Chatham County reserves the right to contact any reference provided.
- C. Litigation History: Provide details of any federal, state, or local government regulatory investigations, findings, actions, or complaints, that your firm and/or any organization affiliated with your firm, has received within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken.

4.6.4 **PROJECT UNDERSTANDING AND METHODOLOGY (SECTION D)**: In this section, discuss (in summary form) the firm's understanding of the Scope of Services requested; any special techniques, procedures, software, or equipment that will be used or applied; expectations regarding the County's responsibilities and contributions; limitations in delivering the required services; etc. Include:

- A. Project Understanding – Provide a narrative that demonstrates your understanding of the County strategy and goals.
- B. Methodology – Discuss the approach to rendering the required services. Any special techniques, strategies and capabilities should be discussed here. A detailed narrative statement to demonstrate the offerors' understanding of the Scope of Services described below. The statement shall include but not necessarily be limited to the offerors' proposed

organizational structure and procedures to provide the required services, 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, special services and techniques that your firm will offer that differentiates your proposal from any other, Minority and Local outreach, and any other information not specifically required elsewhere in this RFP but considered pertinent by the offeror.

- 4.6.5 **REFERENCES:** Please provide five (5) references, to be contacted, and a recent list of government entities which you are currently providing Financial Advisor services.
- 4.6.6 **OTHER RELEVANT FACTS/INFORMATION(SECTION E):** In this Section, Enclose copies of any and all required solicitation signature pages and attachments, a statement of disclosure which will allow the County to evaluate any possible conflicts of interest, firm references (if applicable), and any other information not specified elsewhere that is considered pertinent by the firm.
- 4.6.7 **FEE SCHEDULE:** Provide for your fee on the fee proposal form provided as part of Step 3. **ONLY ONE COPY OF FEE PROPOSAL IS REQUIRED.** All fee proposals shall be sealed in a "separate" #10 envelope, clearly marked with the RFP number and title. Fee proposals will only be considered from the "short-listed" firms.
- 4.7 **VALIDITY OF PROPOSAL:** All proposals must remain valid for a period of ***not less than ninety (90) days*** from due date of proposal.
- 4.8 **CONFLICT OF INTEREST:** All respondents must provide a "statement of disclosure" which will allow the County to evaluate possible conflicts of interest. This statement shall include a list of all current clients which the respondent represents.
- 4.9 **SOURCE SELECTION:** The County shall have sole discretion in evaluating both the responses and qualifications of the respondents.
- 4.10 **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.
- 4.11 **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.

- 4.12 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.
- 4.13 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.
- 4.14 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.
- 4.15 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:** Chatham County is requesting proposals to provide professional financial advisory services to Chatham County for capital financing and general operational purposes. Chatham County has historically needed financial advisory services when issuing long-term debt; however, on occasion the Financial Advisor has been asked to review financial policies, lease proposals, short-term financings (such as tax anticipation notes) and investment allocations.

- 5.2 SCHEDULE:** The County has no predetermined work schedule for these services. The selected financial advisor would be required to work with the County as needs arise for professional financial advisory services.
- 5.3 TYPE OF FINANCING:** The Financial Advisor is expected to examine all possible options to finance the County's capital project needs and operating cash flow requirements. In the past the County has relied heavily on special purpose local option sales tax to fund significant capital expenditures. The County as specified in this request for proposal includes all component units identified in the County's comprehensive annual financial report.
- 5.4 SCOPE OF SERVICES:** The Financial Advisor must be able to provide a full scope of applicable services including, but not limited to, the following:
- 5.4.1 Provide advisory services to Chatham County staff and elected officials to enhance the County's financial strength.
 - 5.4.2 Review existing debt structure, financial policies, financial resources, and overall fiscal posture of the County to determine available borrowing capacity and credit worthiness.
 - 5.4.3 Review the annual capital budgeting process and its outcomes, and develop related financing strategies.
 - 5.4.4 Review financing options and recommend the most appropriate financing structure for various projects.
 - 5.4.5 Advise on provision, terms, marketing and other features of proposed bonds and any needed short-term financing strategies related to cash flow.
 - 5.4.6 Assist in preparing cash flow forecasts for bond issues, addressing debt service requirements and funding sources.
 - 5.4.7 Assist in preparing operational cash flow forecasts to assess any need for short-term financing options.
 - 5.4.8 Review the County's operating fund investment portfolio and recommend investment strategies to enhance investment income within the boundaries of the County's adopted investment policy.
 - 5.4.9 Assist in the selection of bond underwriter(s).
 - 5.4.10 Provide advice regarding type of bond sale – negotiated private sale, advertised competitive sale, etc.

- 5.4.11 Prepare and distribute official bond issue statements in conjunction with bond counsel, underwriter, County Attorney and County staff. Also assist in answering any questions or request information from prospective bidders.
- 5.4.12 Recommend dates and times for financings, taking in account market conditions, trends and conflicts, to provide optimal benefit to the County.
- 5.4.13 Coordinate applications for credit ratings to obtain highest possible credit rating, and assist with rating agency presentations.
- 5.4.14 Advise on changes to federal and state laws and related regulations that would impact County bond issues, including but not limited to arbitrage regulations.
- 5.4.15 Tabulate and compare bids from bond sales, and provide recommendations on acceptance. Confirm closing data and obligations of the County. Coordinate printing and other administrative procedures related to the financing. Provide final annual debt service schedules to the County.
- 5.4.16 Assist in selection of paying agents, trustees, escrow agents and other financial intermediaries as necessary.
- 5.4.17 Provide advice regarding investment of bond proceeds.
- 5.4.18 Promptly reply to telephone calls or emails from County staff or elected officials.
- 5.4.19 If requested, attend meetings with County staff and officials including attendance at Commission meetings and staff meetings.

5.5 CONTRACT AND COMPENSATION: Shortlisted firms will be asked to submit a sample contract. Proposals will become part of the contract after selection (top-ranked firm only).

- 5.5.1 The County will not accept responsibility for work performed prior to the contract's acceptance and execution.
- 5.5.2 Responding firms should provide quotes for their compensation as follows:
 - a. Transaction fee for any issue of non-rated obligations that are privately-placed with sophisticated investors
 - b. Transaction fee for any issue of rated obligations that are publicly offered through either competitive or negotiated underwriting.
 - c. Rates for any other financial advisory services provided, expressed as an hourly rate.

- d. The County would expect to reimburse out-of-pocket expenses as incurred by the selected firm for financial services rendered. These reimbursements would include pre-approved travel expenses such as transportation, meals, and lodging; and miscellaneous expenses related to bond financings such as reproduction charges, document delivery charges, preliminary and final official statement charges, CUSIP number costs, etc.

5.6 METHOD OF EVALUATION:

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

- 5.6.1 Demonstrated understanding of the Scope of Services and responsiveness to the RFP. Comprehensiveness of the proposal, understanding of the project/strategy,
- 5.6.2 Methodology, relevance of approach to the County's intent and needs, and the quality and quantity of personnel committed to perform the services.
- 5.6.3 Firm's specialized experience and technical competence of the organization and each of the project team's representatives. Special emphasis will be placed on the experience, past performance, and reputation of the firm and management or subordinate firm, in providing Financial Advisor at similar governmental agencies for the required scope of services as that requested by Chatham County.
- 5.6.4 Firm's demonstrated ability, capacity, skill, and financial ability to provide the services requested and to produce the required outcomes within the time frame specified.
- 5.6.5 Computer support and reports capability (as applicable).
- 5.6.6 Proximity of firm to Chatham County; business location.
- 5.6.7 Commitment to M/WBE Employees and/or Suppliers.
- 5.6.8 Firm Interview/Oral presentations (if requested).
- 5.6.9 Fees for services are considered to be fair and reasonable. Please Note: Fees will only be considered from the "short-listed" of firms only established as part of Step 1 and Step 2.

SECTION VI

EVALUATION AND AWARD FINANCIAL ADVISOR SERVICES FOR CHATHAM COUNTY, GEORGIA

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 an Evaluation Committee. A description of the factors which will be analyzed, and the relative weight for each factor follows.

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

Evaluating Factor:	Points Possible:
Qualifications: Qualifications of the firm, individual(s) and/or management firm assigned to the contract. Educational background, training, and certifications; Quality Control.	25
Experience and Capability: Recent and past experience in performing Financial Advisor services that are similar to or the same as those requested by Chatham County. Specialized experience of each management team member, staff and equipment capability, current and projected service requirements, Ability and capacity to perform services in a timely manner (Past Performance Measures). Computer support and report capability. Location and availability firm/individual. Commitment to M/WBE. Financial Stability. Additional information relevant to the firm's capacity.	30
Project Understanding & Methodology: Demonstrated understanding of the Scope of Service. Methodology and approach to work. Current knowledge and understanding of Financial Advisor service standards and guidelines. "Best Practices"; Operational Procedures; Additional services to be provided to Chatham County.	35
References: Provide five (5) references, to be contacted, which your firm has provided financial advisor services within the last five (5) years.	10

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

STEP 3- FEE PROPOSAL (**TOTAL POSSIBLE POINTS: 20**)

6.2 **CONTRACT AWARD:**

6.2.1 Successful Service Provider 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
RFP NO. P11-8-5
FINANCIAL ADVISOR SERVICES FOR CHATHAM COUNTY, GEORGIA**

I have read and understand the requirements of this proposal, RFP #P11-8-5, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal.

Year 1 - 2011 _____/Total
Year 2 - 2012 _____/Total
Year 3 - 2013 _____/Total
Year 4 - 2014 _____/Total
Year 5 - 2015 _____/Total

Price is all inclusive (labor, supplies, travel, per diem, insurance, etc.) based on the delivery schedule and services proposed.

PAYMENT FOR SERVICES WILL BE MADE IN ACCORDANCE WITH THE DELIVERY SCHEDULE AS FOLLOWS: _____

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: _____

CITY/COUNTY/STATE: _____

MINORITY BUSINESS ENTERPRISE? _____/YES _____/NO

MINORTIY CLASSIFICATION: _____

ATTACHMENT "A"

DRUG FREE WORKPLACE CERTIFICATION

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

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

_____ (Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as RFP #P11-8-5 FINANCIAL ADVISOR 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 (RFP #P11-8-5 FINANCIAL ADVISOR 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"

THIS PAGE IS RESERVED FOR COMPENSATION PAGE OF CONTRACT

ATTACHMENT "D"

**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 #P11-8-5 FINANCIAL ADVISOR 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 "E"

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 _____

2010 by _____ representing him/herself to be

_____ of the company named

Notary Public

My Commission expires:

Resident State: _____

ATTACHMENT "F"

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 201_

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

ATTACHMENT "G"

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 201__

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

LEGAL NOTICE

CC NO. 164403

Chatham County, Georgia is seeking proposals from firms qualified and interested in providing Financial Advisory Services for Chatham County, Georgia-Request for Proposals No. P11-8-5.

A Pre-Proposal conference will be conducted at N/A in the 3rd floor "conference room" of the "Old" Chatham County Courthouse, 124 Bull Street, Savannah, Georgia, to discuss the specifications and/or misunderstanding that may arise. Firms are required to attend. Proposals will not be accepted from any firm that is not represented at the "Mandatory" Pre-Proposal Conference.

Proposals are due by **2:00 P.M. JANUARY 19, 2011** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

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

A copy of this solicitation is available in the Office of the Chatham County Purchasing Department, at the address listed above or can be downloaded from the website at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact only Mrs. Kathleen Watson-Scott, CPPB, Procurement Specialist at (912) 790-1619.

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: Dec. 16 and Dec. 21, 2010

NEWS ONLY-

Please send two copies of affidavit to:

Chatham County Purchasing Department
P.O. Box 15180
Savannah, GA 31416
(912) 790-1619