

INVITATION TO BID

**BID NO. 14-0048-6**

**LOW VOLTAGE CABLING SERVICES FOR CHATHAM COUNTY SHERIFF'S OFFICE**

**MANDATORY PRE-BID CONFERENCE: 10:00 A.M., MAY 20, 2014**  
**ON-SITE**

**BID OPENING: 2:00 PM, JUNE 3, 2014**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER JAMES J. HOLMES

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK K. FARELL

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 Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.

X GENERAL INFORMATION AND INSTRUCTIONS TO BID

     SURETY REQUIREMENTS

X PROPOSAL

     BID SCHEDULE

     PLANS/DRAWINGS - Plans and drawings are including within this solicitation

X LEGAL NOTICE

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

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

CURRENT TAX CERTIFICATE NUMBER \_\_\_\_\_

CITY \_\_\_\_\_

COUNTY \_\_\_\_\_

OTHER \_\_\_\_\_

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS

\_\_\_\_\_

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

BY: \_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

**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 business is defined as a business with 51% or greater minority or female ownership or general management. Please check ownership status as applicable:**

African-American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_

Native American or Alaskan Indian \_\_\_\_\_ Female \_\_\_\_\_

**In the award of "Competitive Sealed Bids", minority/female participation may be one of several evaluation criteria used in the award process.**

CHATHAM COUNTY, GEORGIA  
OFFICE OF THE PURCHASING AGENT  
1117 EISENHOWER DRIVE, SUITE C  
SAVANNAH, GEORGIA 31406  
(912) 790-1621

**Date: May 7, 2014**

**BID NO. 14-0048-6**

**GENERAL INFORMATION FOR INVITATION FOR BID/PROPOSAL**

This is an invitation to submit a bid or proposal to provide Chatham County with construction, goods and/or services as indicated herein. Sealed bids or 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 3, 2014** at which time they will be opened and publicly read. The Purchasing Agent reserves the right to reject any and all bids and to waive formalities.

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

**A MANDATORY PREBID CONFERENCE:** has been scheduled to be conducted and held **at 10:00AM on MAY 20, 2014 at the Chatham County Sheriff's Office, 1050 Carl Griffin Drive, Savannah, Georgia,** to discuss the Specifications or Scope of Services and resolve any questions and/or misunderstanding that may arise. A walkthrough will be conducted during the pre-bid conference. ***Attendance is Mandatory.*** Firms which are not represented at the conference will not be permitted to compete further for this project.

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 each approved change. Generally when addenda are required, the bid opening date will be changed.

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

**SECTION I**  
**INSTRUCTIONS TO BIDDERS/PROPOSERS**

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

- A.     Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be completed and submitted or your proposal may be declared non-responsive and rejected.**
- B.     Typewritten or completed with pen and black or blue 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.**

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

**1.3     HOW TO SUBMIT BID PROPOSALS:** All bid proposals shall be:

- A.     Submitted in sealed opaque envelopes, plainly marked with the bid number and title, date and time of bid opening, and company name. **(One (1) original and two (2) copies)**
- B.     Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.

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

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

**1.4     HOW TO SUBMIT AN OBJECTION:** Objections from bidders to this invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

- A.     When a pre-bid conference is scheduled, bidders shall either present their oral objections at that time or submit their written objections at least two (2) days prior to the scheduled pre-bid conference.
- B.     When a pre-bid conference is not scheduled, the bidder shall submit any objections he may have in writing not less than five (5) days prior to the opening of the bid.
- C.     The objections contemplated may pertain to form and/or substance of the invitation to bid documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this invitation to bid.

**1.5     FAILURE TO BID:** If a bid is not submitted, the business should return this invitation to bid document, stating reason therefore, and indicate whether the business should be retained or removed from the

- 1.6 **ERRORS IN BIDS:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.
- 1.7 **STANDARDS FOR ACCEPTANCE OF BID FOR CONTRACT AWARD:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.8 **BID TABULATION:** Tabulations for all bids will be posted for thirty (30) days following the bid opening in the Office of Purchasing and Contracting, 1117 Eisenhower Drive Suite C, Savannah, Georgia 31406 or can be reviewed on the Purchasing web site 24/48 hours after opening at <http://purchasing.chathamcounty.org>
- 1.9 **BIDDER:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.10 **COMPLIANCE WITH LAWS:** The bidder and/or contractor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.
- 1.11 **CONTRACTOR:** Contractor or subcontractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents. Any subcontracting must be specified in the bid/proposal. All subcontractors must be approved by the County!
- 1.12 **LOCAL PREFERENCE:** On 27 March, 1998, the Chatham County Board of Commissioners adopted a *"Local Vendor" Preference Ordinance* that gives the lowest Chatham County vendor submitting a responsible bid/quote the opportunity to match the lowest price offered by an out-of-County vendor. If the County vendor confirms in writing to match within 24 hours, the award will be made to the Chatham County vendor. The lowest Chatham County responsive bidder will be afforded the "right to first refusal". "Local Vendor" is defined as a business or supplier which operates and maintains a regular place of business within the geographical boundaries of Chatham County or one of the local Municipalities of the County *AND* all real and personal property taxes are paid prior to award of a contract or purchase.
- 1.13 **MINORITY/FEMALE BUSINESS DEVELOPMENT PROGRAM:** Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and female owned businesses, through MBE/FBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A minority or female business is defined as a business with 51% or greater minority or female ownership or general management.

A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications.

Bidders that intend to engage in joint ventures or utilize sub-consultants must submit to the County Contract Administrator, a report on Minority/Female Business Enterprise participation. If available and utilized, the goals for this Contract is 12% Minority and 5% Female participation.. The required information and format can be obtained by person, mail or fax from the Purchasing Office.

## SECTION II GENERAL TERMS, CONDITIONS AND EXCEPTIONS

- 2.1 **CONTRACT COMMITMENT:** This Bid/RFP does not commit Chatham County to award a contract, to issue a purchase order, or to pay any costs incurred in the preparation of a bid/proposal in response to this request.
- 2.2 **GEORGIA OPEN RECORDS ACT:** The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law.

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

The vendor and their bid price in response to Bids will be read aloud at public bid openings. After Board approval, all solicitations shall be available for public viewing.

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

- 2.3 **GEORGIA TRADE SECRET ACT OF 1990:** In the event a Bidder/Proposer submits trade secret information to the County, the information must be clearly labeled as a "Trade Secret". The County will maintain the confidentiality of such trade secrets to the extent provided by law.
- 2.4 **CONTRACTOR RECORDS:** The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed for up to three (3) years following completion. Again, this is contract specific to the County contracts only.
- 2.5 **INTERPRETING SPECIFICATIONS:** The specifications or scope of services contained herein are intended to be descriptive rather than restrictive. The County is soliciting a bid/proposal to provide a complete product or service package which meets its overall requirements. Specific equipment and system references may be included in this IFB/RFP for guidance, but they are not intended to preclude bidders/proposers from recommending alternative solutions offering comparable or better performance or value to the County. Unless specifically stated otherwise with regard to a specific item of equipment, it should be assumed that the County requires all equipment proposed for this project to be supported by a manufacturer's warranty which is equal or better than the prevailing standard in the industry.

Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever herein mention is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, ASTM regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements.

Changes in the scope of services or specifications, terms and conditions of this IFB/RFP will be made in writing by the County prior to the bid/proposal due date. Results of informal meetings or discussions between a potential bidder/proposer and a County official or employee may not be used as a basis for deviations from the requirements contained in this solicitation.

- 2.6 **MULTIPLE BIDS:** No vendor will be allowed to submit more than one bid. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-bid Conference or submitted in writing at least five (5) days preceding the bid opening date.
- 2.7 **BID FOR ALL OR PART:** Unless otherwise specified by Chatham County or the bidder, CHATHAM COUNTY RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS WHICH WILL BE IN THE BEST INTEREST OF CHATHAM COUNTY. Bidder may restrict his bid to consideration in the aggregate by so stating, but must name a unit price on each item bid upon.
- 2.8 **PRICES TO BE FIRM:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from bid opening date, unless otherwise stated in the bid.
- 2.9 **COMPLETENESS:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.10 **QUALITY:** All materials, or supplies used for the construction necessary to comply with this proposal shall be of the best quality, and of the highest standard of workmanship.
- Workmanship employed in any construction, repair, or installation required by this proposal shall be of the highest quality and meet recognized standards within the respective trades, crafts and of the skills employed.
- 2.11 **GUARANTEE:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period any defects occur which are due to faulty material and or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacement or adjustments shall be made only at such time as will be designed by the County as being least detrimental to the operation of County business.
- 2.12 **LIABILITY PROVISIONS:** Where bidders are required to enter or go onto Chatham County property to take measurements or gather other information in order to prepare the bid or proposal as requested by the County, the bidder shall be liable for any injury, damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to prepare the bid and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful bidder in order to be awarded a contract with Chatham County.
- 2.13 **DEBARRED FIRMS, INDICTMENTS 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.

- 2.14 CANCELLATION OF CONTRACT:** The contract may be canceled or suspended by Chatham County in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and the defaulting Contractor (or his surety) shall be liable to Chatham County for costs to the County in excess of the defaulted contract prices. See the contract documents for complete requirements.
- 2.15 PATENT INDEMNITY:** Except as otherwise provided, the successful bidder agrees to indemnify Chatham County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of this Contract or out of the use or disposal for the account of the County of supplies furnished or construction work performed hereunder.
- 2.16 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:
1. The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and;
  3. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose or restricting competition.
- 2.17 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible bidder whose bid/proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which bid or proposal best serves the interest of Chatham County. Appeal of an award can only be made after the Board of Commissioners make the award!
- 2.18 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.
- 2.19 QUALIFICATION OF BUSINESS (RESPONSIBLE BIDDER OR PROPOSER):** Defined as a person or firm who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faithful performance. **(Responsive Bidder or Proposer):** Defined as a person or firm who has submitted a bid or proposal which conforms in all material respects to the requirements set forth in the invitation for bids or request for proposal, such as submission by the date of the bid acceptance is stated and can meet all requirements for licensing, insurance, and service contained within this Invitation for Bid or Proposal.



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

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

- 2.20 COUNTY TAX CERTIFICATE REQUIREMENT:** Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the Chatham County Department of Building and Regulatory Services at (912) 201-4300 for additional information.
- 2.21 DELINQUENT REAL AND PERSONAL PROPERTY TAXES:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.
- 2.22 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 Bid. **Contract work will not proceed without a current Insurance Certificate being in the possession of Chatham County.**
- 2.20.1 General Information that shall appear on a Certificate of Insurance:
- I. Name of the Producer (Contractor's insurance Broker/Agent).
  - II. Companies affording coverage (there may be several).
  - III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
  - IV. A Summary of all current insurance for the insured (includes effective dates of coverage).
  - V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
  - VI. Certificate Holder (This is to always include Chatham County).
- 2.20.2 Minimum Limits of Insurance to be maintained for the duration of the contract:
- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
  - B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.

- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.

2.20.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- B. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- D. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- E. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance is updated for the entire term of the County.
- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Aggregate Liability Limits:** Prior to commencement of services, the Contractor must provide a statement from all liability carriers indicating the currently available limits of liability for all policies requested herein.
- I. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.23 **COMPLIANCE WITH SOLICITATION - TERMS, CONDITIONS, AND EXCEPTIONS:**

This Invitation for Bid, and related responses of the selected Bidder/Proposer will by reference (within either a Contract or Purchase Order) become part of any formal agreement between the selected

Bidder/Proposer and the County. The County and the selected Bidder/Proposer may negotiate a contract or contracts for submission to the Board of Commissioners for consideration and approval. In the event an agreement cannot be reached with the selected bidder/proposer, the County reserves the right to select an alternate bidder/proposer. The County reserves the right to negotiate with the Contractor the exact terms and conditions of the contract.

- 2.24 **SIGNED BID CONSIDERED OFFER:** The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the bidder after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.25 **NOTICE TO PROCEED:** The successful bidder or proposer shall not commence work under this Invitation to Bid until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful bidder does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.26 **PAYMENT TO CONTRACTORS:** Instructions for invoicing the County for products delivered to the County are specified in the contract document.
- A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
- B. Contractors will be paid the agreed upon compensation upon satisfactory completion of the work as more fully described in the contract document.
- C. **Upon completion of the work, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full. Affidavit will accompany each monthly invoice(s) submitted to the County for payment.**
- 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.

### SECTION III SPECIAL TERMS, CONDITIONS AND EXCEPTIONS

- 3.1 **CONTRACT PERIOD:** \*\*\*N/A\*\*\*The contract period will be for a period of one (1) year annual with automatic renewal options for four (4) additional one year terms upon agreement of all parties.
- 3.2 **INDEPENDENT CONTRACTOR:** The successful contractor will provide services under this contract as an independent Contractor and not as an agent of Chatham County. Joint ventures and sub-consultant arrangements are not prohibited; however, successful contractor shall secure written permission for the County before subcontracting any part of this contract.
- 3.3 **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.

- 3.4 **PRICE CHANGE:** Preference shall be given to the bidder submitting the lowest and best firm price as his bid. Should it be found that due to unusual market conditions it is to the best interest of the County to accept a price with an escalation clause, the following shall apply:

The contract price shall be fixed for the first year. Cost data to support any proposed increase must be submitted to the Purchasing Agent not less than twenty (20) days prior to the effective date of any such requested price change.

No adjustment shall be made to compensate a contractor for inefficiency in operation, or for decreases in profits. Bids indicating "price in effect at time of shipment" will be considered invalid.

3.5 **CASH DISCOUNTS/LATE CHARGES:**

- A. Bid/Proposal Evaluation- Any cash discounts offered to the County must be clearly shown in the space provided. Cash discounts offered from one (1) percent or more for payment in thirty (30) days or more, will be considered for the purposes of evaluation. Any other cash discounts will not be considered in the evaluation.
- B. Prompt Payment- All discounts offered will be taken if earned. In the event that the County is entitled to a cash discount, the period of computation will commence on the date of delivery, or receipt of a correctly completed invoice indicating the discount, whichever occurs later. If the County is entitled to a discount under the contract, but the invoice does not reflect the existence of a cash discount, and the County pays the invoice, it shall be entitled, upon demand, to credit in the amount of such discount. Payment of invoices owed by the County shall be made whenever possible within 30 days of the receipt of a correct invoice or goods, whichever is later, unless otherwise provided for in the solicitation document or resulting contract.
- C. Late Charges- Bids/proposals containing provisions for late charges, whether designated as interest charges or otherwise, will not be considered for an award. Bidders/Offerors are instructed to remove strike through, or otherwise withdraw any such provision contained in Vendor printed forms. The Vendor must initial such changes prior to submitting an offer the Chatham County.

3.6 **BONDS:** \*\*\**NOT APPLICABLE*\*\*\*

- A. Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.
- B. Contractor(s) shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.

3.7 **AUDITS AND INSPECTIONS:**

At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this

Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

**3.8 WARRANTY REQUIREMENTS:** (Check where applicable):

A. Provisions of item 2.11 apply.

B. Warranty required.

  X   1. Standard warranty shall be offered with bid.

       2. Extended warranty shall be offered with bid. The cost of the extended warranty will be listed separately on the bid sheet.

**3.9 TERMS OF CONTRACT:**

A. Annual Contract- WITH FOUR (4) ANNUAL RENEWALS OPTION UNLESS DIRECTED OTHERWISE BY THE BOARD OF COMMISSIONERS.

**X    B.    One-time Purchase**

C. Other

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

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

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

This \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

BY : \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

# CHATHAM COUNTY, GEORGIA

## PROPOSAL

SPECIFICATIONS FOR:

BID NO. 14-0048-6

### LOW VOLTAGE CABLING SERVICES FOR CHATHAM COUNTY SHERIFF'S OFFICE

#### GENERAL INFORMATION:

The intent of this Invitation for Bid is to provide firm fixed pricing to hire one contractor to provide all labor, equipment, vehicles/transportation, permits and fees, and associated insurance required to upgrade cabling at the Chatham County sheriff's Office Units 1-4 in accordance with all specifications, terms and conditions herein.. For additional information concerning these specifications, please contact **ONLY** Mr. Alton T Peterson, Jr., Procurement Specialist, at (912) 790-1621. Bidders are not to contact any County Department directly. Detailed specifications are as follows:

#### 4.0 GENERAL REQUIREMENTS:

- 4.0.1 Contractor must be licensed by the State of Georgia and meet or exceed all BICSI, IEEE, TIA/EIA, NFPA, and ISO/IEC standards for low voltage cabling.
- 4.0.2 The Contractor is required to follow all guidelines, rules, and regulations as set forth in the most recent National Electrical Codes. Contractor is subject to any future Chatham County electrical codes.
- 4.0.3 Contractor must be qualified and familiar with low voltage cabling and must have demonstrated a past history of responsiveness, technical expertise and professionalism.
- 4.0.4 Completion time for each installation will be negotiated for each job by the Contractor and the Chatham County Representative as required to determine a reasonable time for service completion.
- 4.0.5 All bids received will be evaluated based on the criteria as stated herein. Contract award will be made to the firm who meets and/or exceeds all specifications and is found to be in the best interest of the County.

#### 4.1 SCOPE OF SERVICE

- 4.1.1 The County seeks ***lump sum pricing*** for the project including all of the parts listed as well as required accessories such as cable support, labels, ground wire, all labor and equipment to complete the installation of the materials at Chatham County Sheriff's Office. There are (4) four units that will be receiving cabling upgrades. Each unit will be priced.

##### Fiber Optic Cabling:

Install 1 – 24 Strand, 50 micron OM4 – 10GB (MM) fiber between the Server Room, (B143) and IDF B165 (compliant with current EIA/TIA and NFPA standards). The fiber run will include a ten foot service loop at both ends.

All strands of the fiber will be terminated with SC connectors in 1RU rack mounted fiber enclosures with adapter plates (provided by the vendor) in Server Room (B143) core switch cabinet (existing) and B165 fiber rack (Existing).

All fiber will be properly labeled and tested.

#### **Horizontal/Cat 6 Cabling:**

Cat 6 plenum cabling will be installed per unit diagrams for units 1 - 4 (compliant with current EIA/TIA and NFPA standards).

All cabling will be installed to newly established Data IDF closets in their corresponding units. Each cable pull will include a ten foot service loop in the IDF.

Data cables will be blue in color, terminated with blue Cat 6 key-stone jacks in the field, and terminated on a 48 port Cat 6 patch panel specified for data in the corresponding IDF.

VOIP cables will be green terminated with Cat 6 green keystone jacks in the field, and terminated on a 24 port patch panel specified for VOIP in the corresponding IDF.

Face plates will be four (4) port ivory with ID window. Open ports on face plates will have "blanks" inserted in them.

Unit 2 will have 2 additional Data cables installed for Video Visitation. These cables will be orange in color, terminated on orange keystone jacks in the field, and terminated on a specified existing rack and patch panel separate from the Data/VOIP rack.

Cabling distribution racks and patch panels will be supplied and installed by CCSO Network Services. Cabling pathways, conduit, and boxes will be established and install by CCSO Network Services and Engineering.

The vendor will be responsible "fire stopping" pathways as required using moldable fire putty. All cables will be properly labeled at the panel and on the field plate, and tested.

The project manager during the course of the installation is to provide coordination of work for specifications and shall possess current **RCDD®** (Registered Communications Distribution Designer) registration and be responsible for quality control during installation, equipment set-up, and testing. The project manager will work closely with on- site I.T. staff during the course of the installation.

- 4.1.2 The parts list below is not all-inclusive, but should be used a baseline for the major components that the proposal shall include. Please remember the proposal

is for a complete solution and pricing should include accessories such as cable support, labels, grounding wire, etc.

**Preferred Product manufacturers**

*Data and VOIP Keystone Jacks:*

Leviton  
Hubble  
Ortrinsics  
Panduit

*Cat 6 Plenum Cable:*

Commscope  
Mohawk  
General Cable

*Fiber Optic Cable:*

Corning

*Fiber Connectors:*

Corning Unicam  
Ortronics

- 4.1.3 Contractor will be responsible for firewall installation and resealing of firewall if required. All firewall penetrations must be inspected by Chatham County after resealing. Contractor will be responsible for obtaining all permits; however, there will be no charges for inspections.
- 4.1.4 Contractor will be responsible for the removal of all trash and debris from job site. All tools and supplies shall be removed at the end of each work day, and site shall be left in an acceptable condition for the following work day.
- 4.1.5 Contractor shall coordinate all requirements with Chatham County Representative before beginning any installation.

**4.2 WARRANTY REQUIREMENT:**

- 4.2.1 Contractor must provide a written warranty satisfactory to the County covering all parts and labor.
- 4.2.2 All parts installed under this contract must conform to the manufacturer's specifications when applicable.

**4.3 INSURANCE:**

- 4.3.1 The Contractor shall procure and maintain, for the duration of the contract, insurance as stated in section 2.22 of this bid document.

**4.4 BILLING/INVOICES:**

- 4.4.1 Invoices will contain details of services performed. The County reserves the right to conduct periodic audits to insure compliance with the contract terms.



4.4.2 Original Invoices are to be mailed to:

Chatham County Finance Department  
Attn: Accounts Payable  
P.O. Box 9297  
Savannah, GA 31412  
(912) 652-7900  
(912) 652-7920 (Fax)

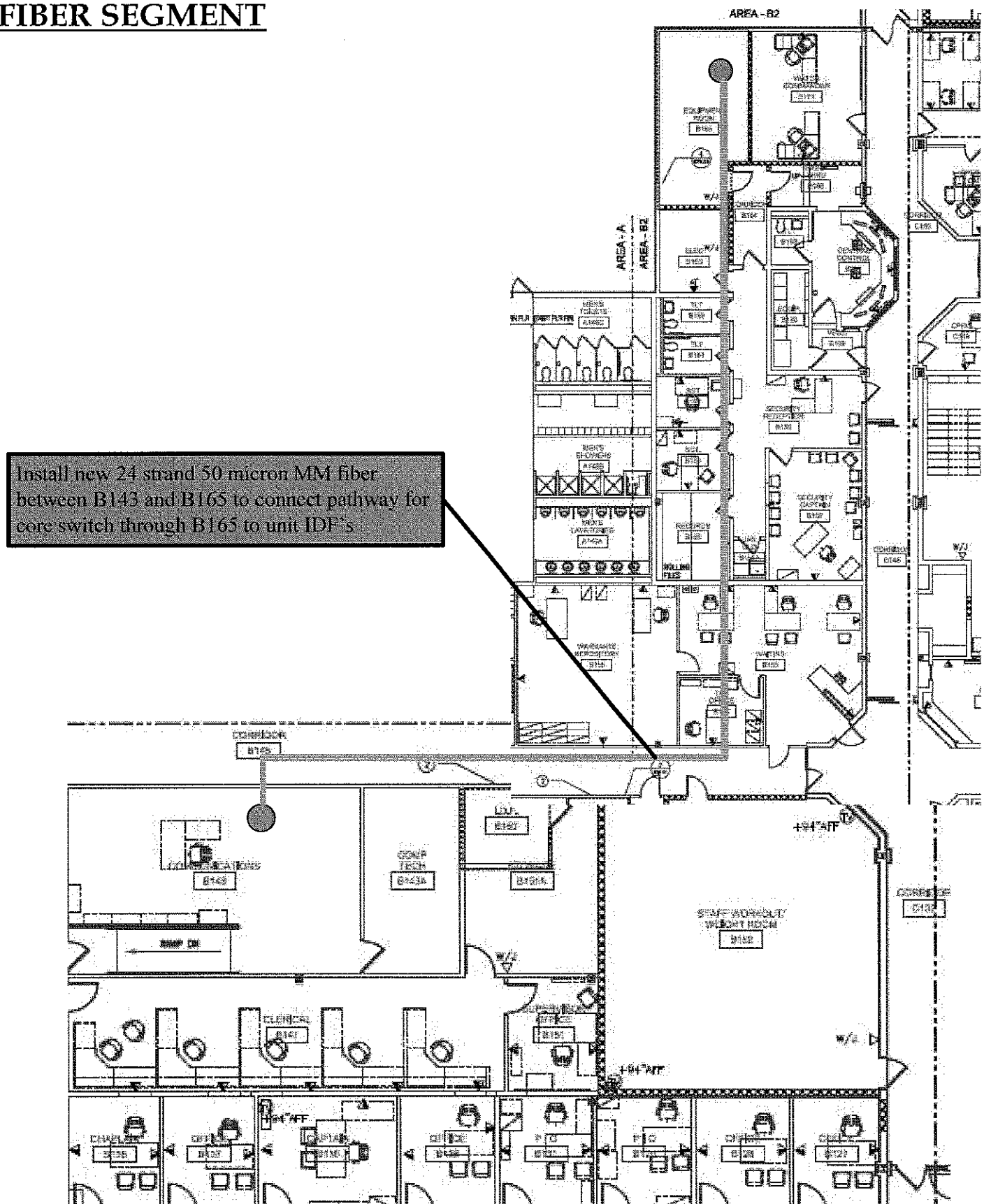
4.4.3 Invoices not paid within thirty (30) days shall be brought to the attention of the user department contract representative.

**4.5 REFERENCES:**

4.5.1 Four (4) references are required of related work completed within the last 24 months, and are to be submitted with this bid.

4.5.2 References are to consist of Company Name, Address, Phone Number, Contact Person, and Date work was completed, as per attachment "References".

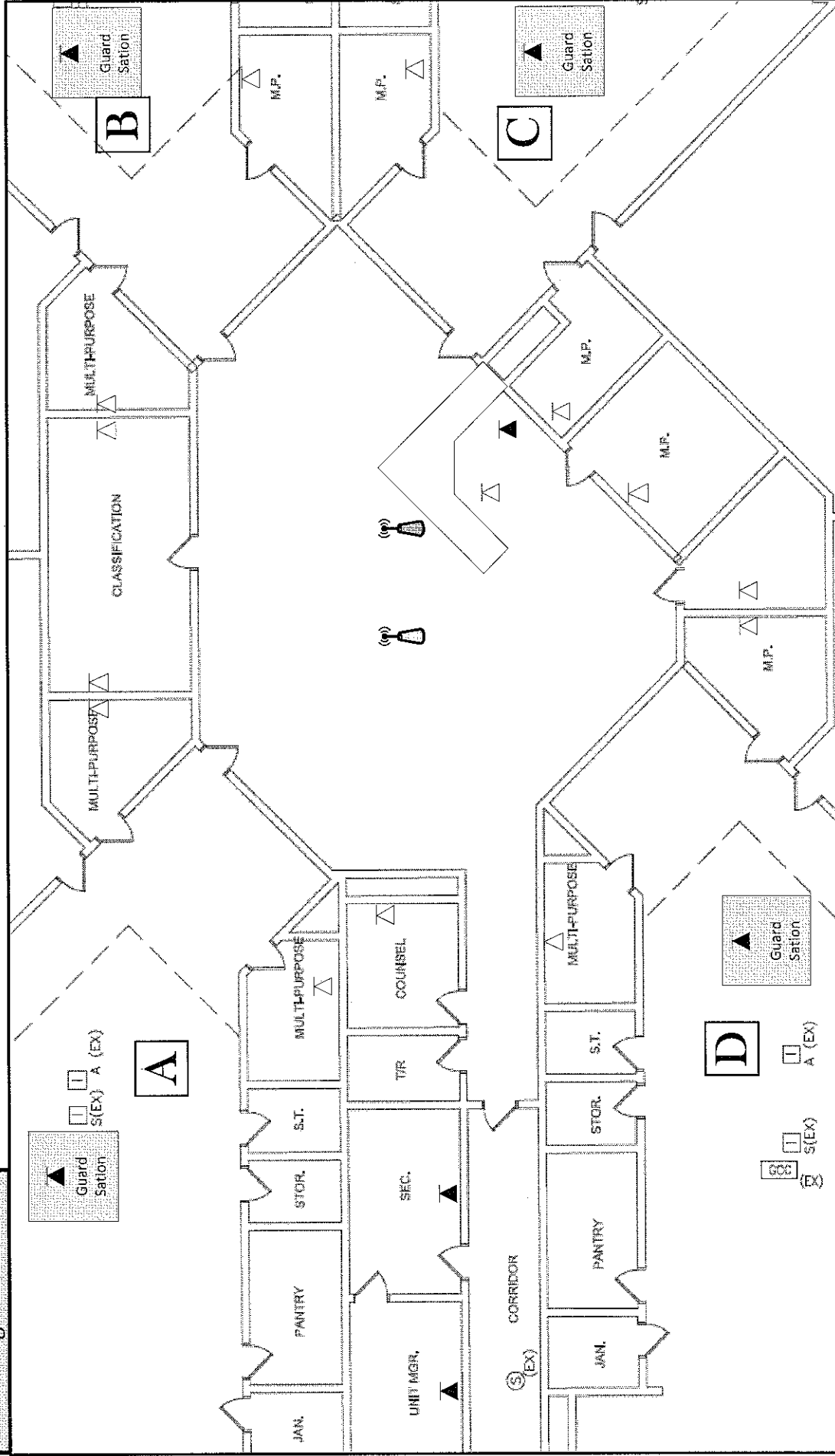
## FIBER SEGMENT



# Chatham County Sheriff's Office

## Cabling Infrastructure Upgrade for Units 1 - 4

### UNIT 1 Cabling Floor Plan



8 Additional data drops for Kiosk not shown.

#### TOTAL CABLE COUNTS:

Drop Locations - 31

Data - 37

VOIP - 20

1 Data - WiFi CCSO - 1

1 Data - WiFi Corizon - 1

1 Data, 1 VOIP - 13

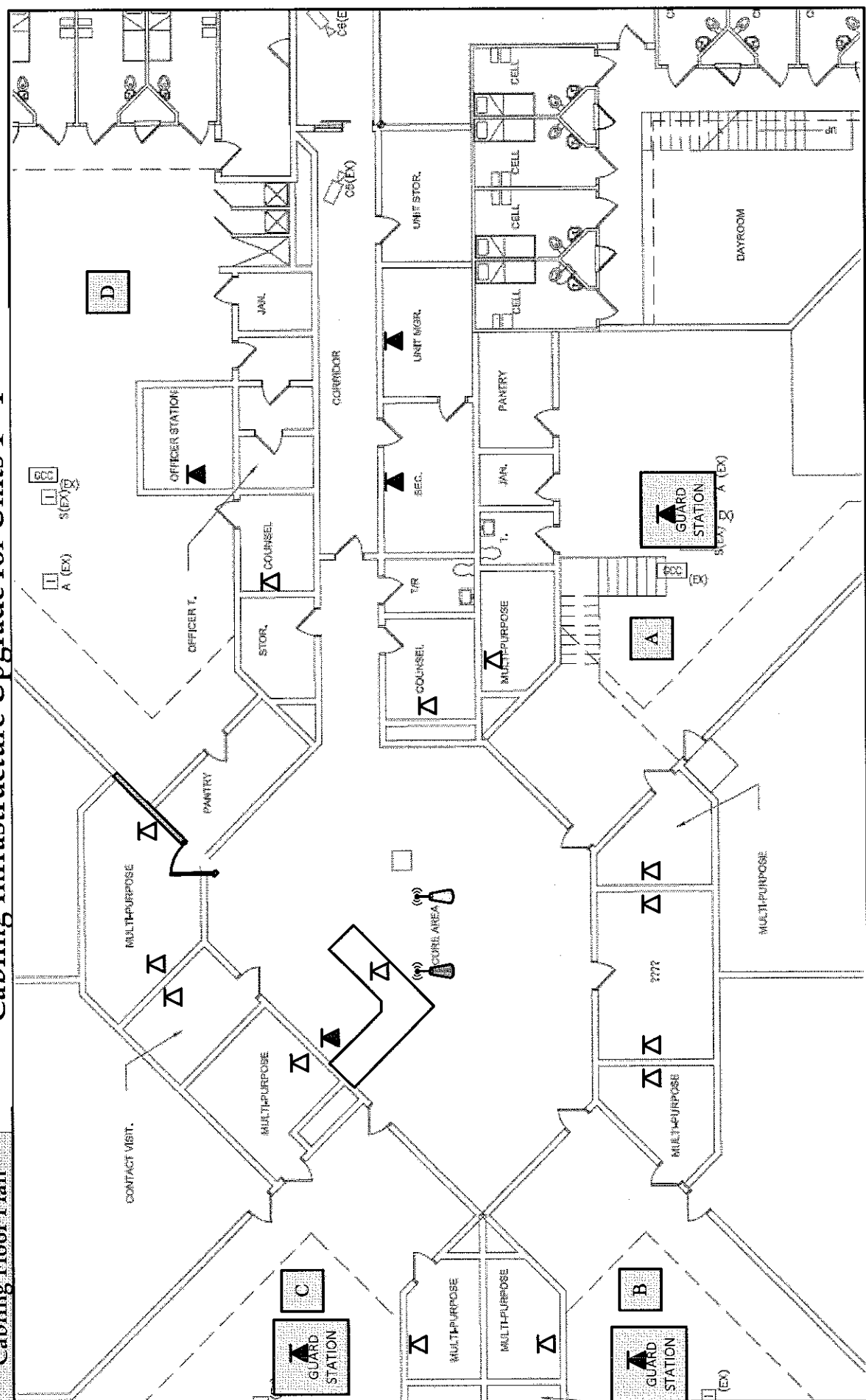
2 Data, 1 VOIP - 7

# UNIT 2

## Cabling Floor Plan

# Chatham County Sheriff's Office

## Cabling Infrastructure Upgrade for Units 1 - 4



8 Additional data drops for Kiosk not pictured  
**TOTAL CABLE COUNTS:**  
 Drop Locations - 31  
 Data - 37  
 VOIP - 20  
 Video Visitation - 2

- △ 1 Data, 1 VOIP - 14
- 2 Data, 1 VOIP - 7
- 2 Video Visitation Drop (pictured on next page)
- 1 Data - WiFi CCSO - 1
- 1 Data - WiFi Corizon - 1

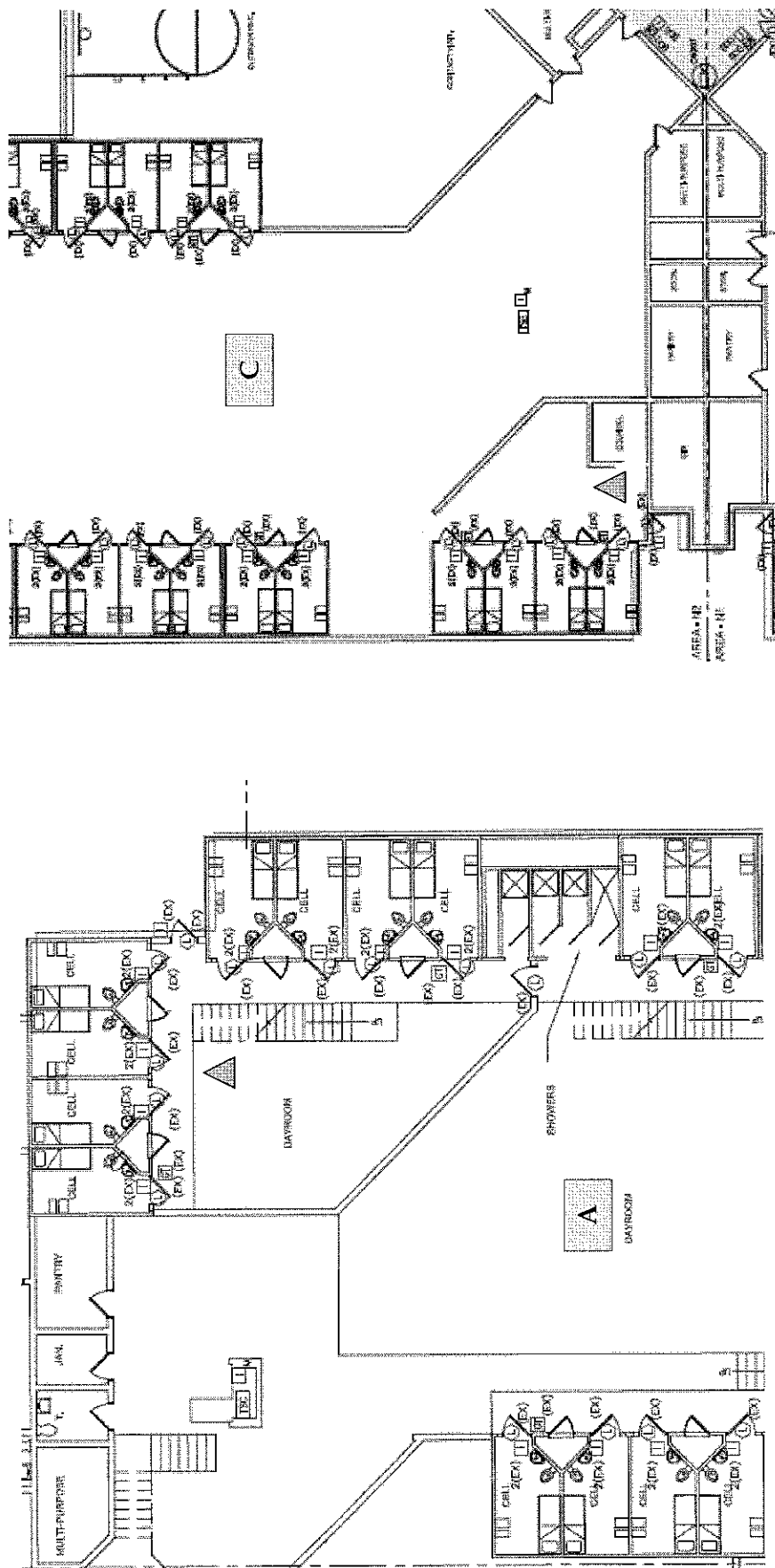
# UNIT 2

2A-Bubble

2C-Bubble

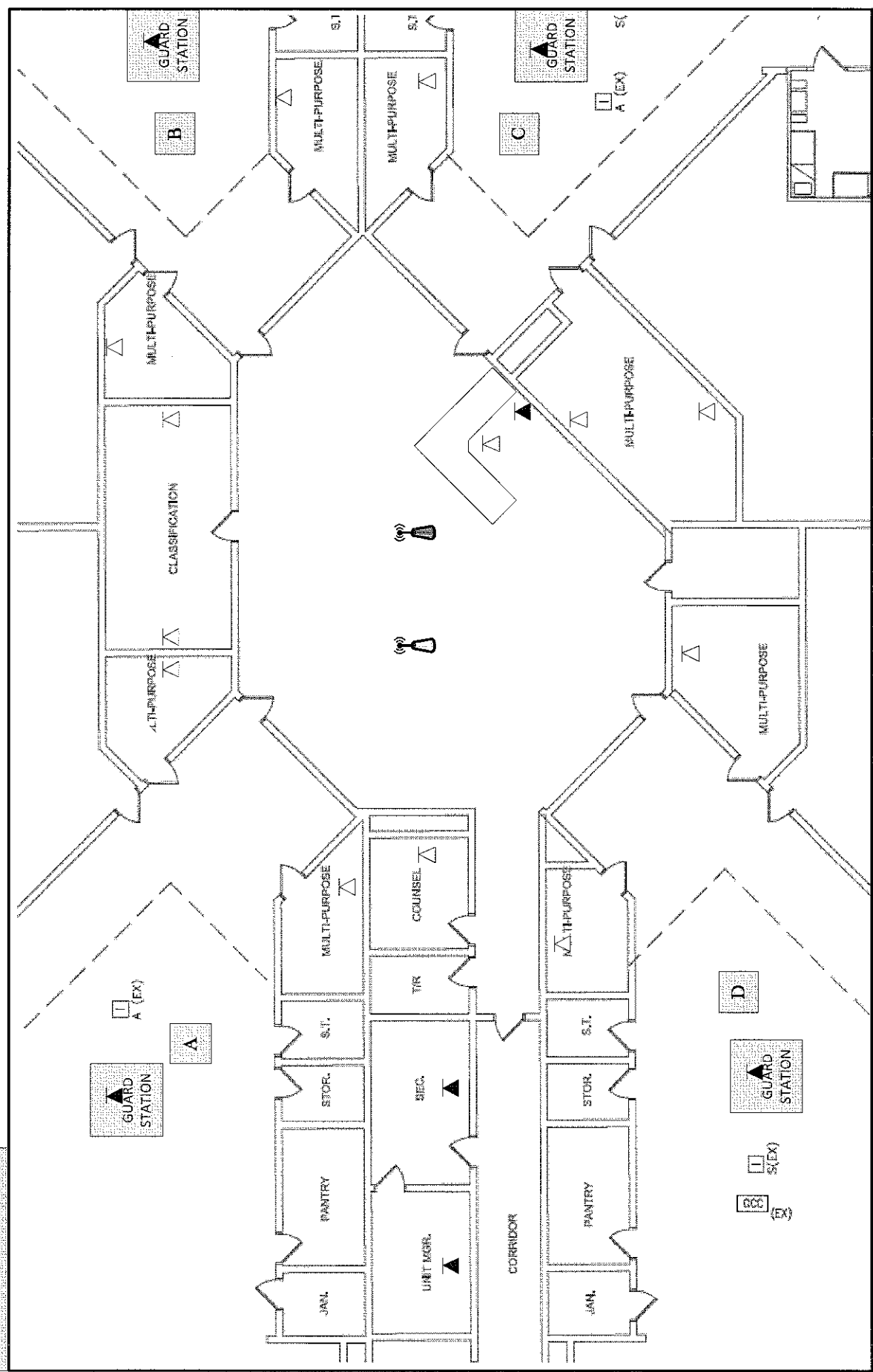
## Chatham County Sheriff's Office Cabling Infrastructure Upgrade for Units 1 - 4

Video Visitation Drops - Unit 2 - A Bubble, and C Bubble.



# Chatham County Sheriff's Office Cabling Infrastructure Upgrade for Units 1 - 4

## UNIT 3 Cabling Floor Plan



8 Additional data drops for Kiosk not pictured.

**TOTAL CABLE COUNTS:**

Drop Locations - 29  
Data - 36  
VOIP - 19

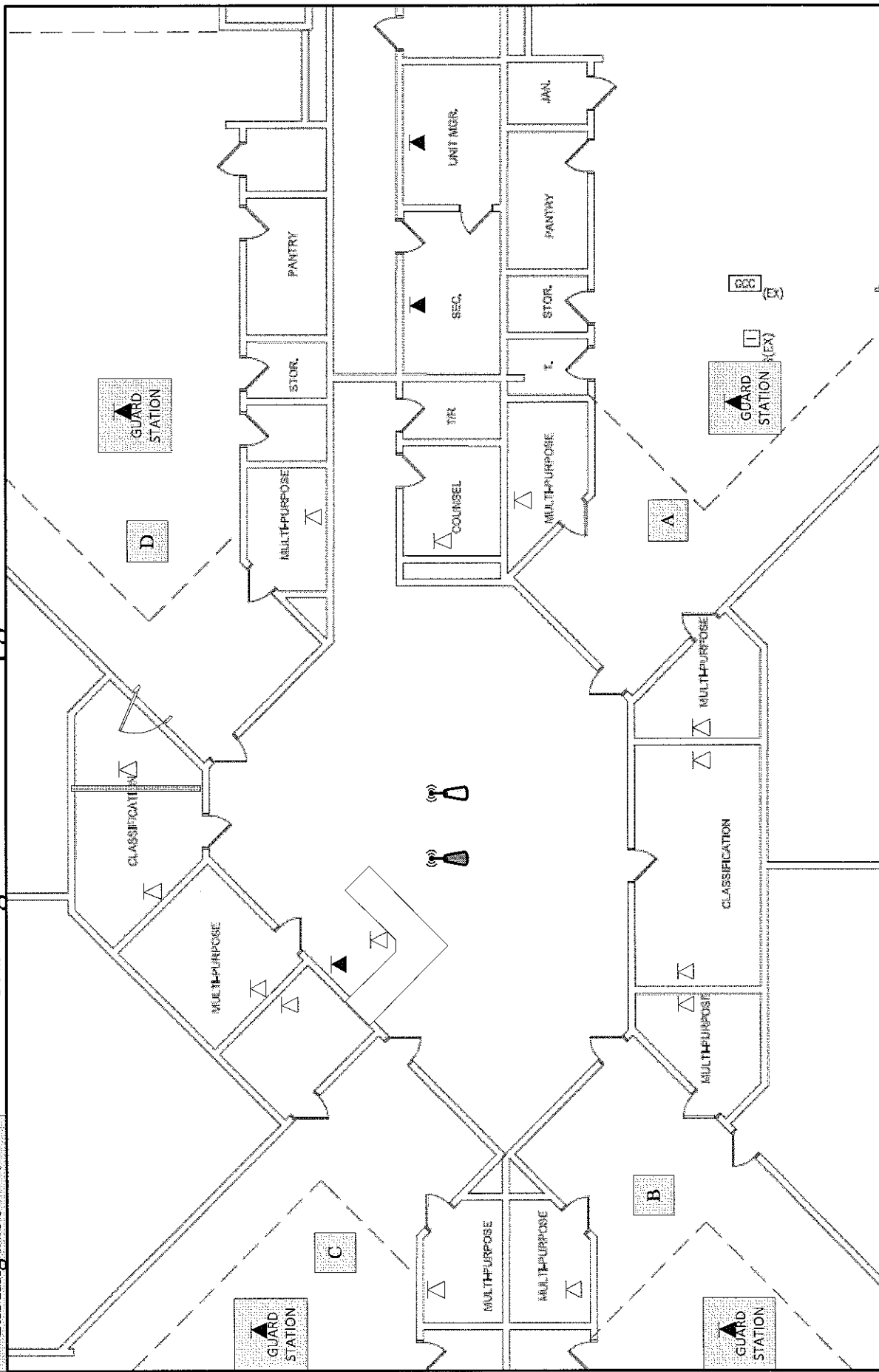
1 Data - WiFi CCSO - 1  
1 Data - WiFi Corizon - 1

1 Data, 1 VOIP - 12  
2 Data, 1 VOIP - 7

# UNIT 4

## Cabling Floor Plan

### Chatham County Sheriff's Office Cabling Infrastructure Upgrade for Units 1 - 4



8 Additional data drops for Kiosk not pictured

#### TOTAL CABLE COUNTS:

Drop Locations - 29  
Data - 36  
VOIP - 19

1 Data - WiFi CCSO - 1  
1 Data - WiFi Corizon - 1

1 Data, 1 VOIP - 12  
2 Data, 1 VOIP - 7

**BID SHEET**

**LOW VOLTAGE CABLING SERVICES FOR CHATHAM COUNTY SHERIFF'S OFFICE**

**All Labor & Materials for the Installation of Low Voltage  
Cabling at Chatham County Sheriff's Office  
per plans and specifications for Unit 1**

**LUMP SUM \$ \_\_\_\_\_**

**All Labor & Materials for the Installation of Low Voltage  
Cabling at Chatham County Sheriff's Office  
per plans and specifications for Unit 2**

**LUMP SUM \$ \_\_\_\_\_**

**All Labor & Materials for the Installation of Low Voltage  
Cabling at Chatham County Sheriff's Office  
per plans and specifications for Unit 3.**

**LUMP SUM \$ \_\_\_\_\_**

**All Labor & Materials for the Installation of Low Voltage  
Cabling at Chatham County Sheriff's Office  
per plans and specifications for Unit 4.**

**LUMP SUM \$ \_\_\_\_\_**

**All Labor & Materials for the Installation of Fiber Optic  
Cabling at Chatham County Sheriff's Office  
per plans and specifications.**

**LUMP SUM \$ \_\_\_\_\_**

**GRAND TOTAL OF PROJECT \$ \_\_\_\_\_**



NAME/TITLE

COMPANY NAME

MAILING ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

THIS BID WILL REMAIN IN EFFECT FOR \_\_\_\_\_DAYS FROM THE DATE OF THE BID  
OPENING.

DISCOUNT(S)\_\_\_\_\_

TERMS:\_\_\_\_\_

**RECEIPT OF ADDENDUM NOS. \_\_\_\_\_ HEREBY ACKNOWLEDGED.**

BY: \_\_\_\_\_  
VENDOR

**MINORITY VENDOR/CONTRACTOR? \_\_\_\_\_/YES \_\_\_\_\_/NO**

**MINORITY CLASSIFICATION: \_\_\_\_\_**

## REFERENCES

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\*\*\*\*\*

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\*\*\*\*\*

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\*\*\*\*\*

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**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.

- A. A drug-free workplace will be provided for the employees during the performance of the contract; and;
- B. 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

**LOW VOLTAGE CABLING SERVICES FOR CHATHAM COUNTY SHERIFF'S OFFICE**

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 **LOW VOLTAGE CABLING SERVICES FOR CHATHAM  
COUNTY SHERIFF'S OFFICE**

\_\_\_\_\_ hereby consent, covenant and agree as follows:

- a. 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;
- b. 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;
- c. 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;
- d. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- e. 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;
- f. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT C

### DISCLOSURE OF RESPONSIBILITY STATEMENT

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

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

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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.  

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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 \_\_\_\_\_

2013 by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_  
Resident State: \_\_\_\_\_

## ATTACHMENT D

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

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

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

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

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

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_



## ATTACHMENT E

### *Systematic Alien Verification for Entitlements (SAVE) Affidavit Verifying Status for Chatham County Benefit Application*

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name:

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\*\_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public

\_\_\_\_\_  
My Commission Expires:

**ATTACHMENT F**

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

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, Chatham County, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

---

(Printed or typed Name of Signatory)

---

(Signature)

---

(Date)

---

Purchasing Staff Member Verification

Title \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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

**ATTACHMENT G**

**Chatham County  
Minority and Women Business Enterprise Program  
M/WBE Participation Report**

Name of Bidder: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Bid No: \_\_\_\_\_

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total \_\_\_\_\_%      WBE Total \_\_\_\_\_%      M/WBE Combined \_\_\_\_\_%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature \_\_\_\_\_ Print \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

## ATTACHMENT H

### AFFIDAVIT REGARDING LOBBYING

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder/Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 2013

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\_\_\_\_\_  
My Commission expires:

Resident State: \_\_\_\_\_

## LEGAL NOTICE

CC NO. 165782


Sealed bids will be received until **2:00 P.M.** on **JUNE 3, 2014** and publicly opened in Chatham County Purchasing Department, **1117 EISENHOWER DRIVE, SUITE C, Savannah, GA.** for: **Bid No: 14-0048-6 LOW VOLTAGE CABLING SERVICES FOR CHATHAM COUNTY SHERIFF'S OFFICE**

***A MANDATORY PRE-BID CONFERENCE*** has been scheduled for **10:00AM on May 20, 2014 at Chatham County Sheriff's Office, 1050 Carl Griffin Drive, Savannah, Georgia,** to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are required to attend. **Firms which are not represented at the conference will not be permitted to compete further for this project**

Specifications can be downloaded from the County's website at <http://purchasing.chathamcounty.org> and are available in the office of the Chatham County Purchasing Department, at the address listed above. For additional information concerning specifications, please contact only Mr. Alton T Peterson Jr, Procurement Specialist at (912) 790-1621. Bidders are not to contact a department directly. **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 OR ALL BIDS AND TO WAIVE ALL FORMALITIES.

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

  
MARGARET H. JOYNER, PURCHASING AGENT

5/7/14  
\_\_\_\_\_  
-Savannah News -INSERT: May 15, 2014

News only-  
Please send two copies of affidavit to:  
Chatham County Purchasing and Contracting Department  
1117 Eisenhower Drive, Suite C  
Savannah, GA 31406  
(912) 790-1621