

RFQ 14-0119-4

REQUEST FOR PRE-QUALIFICATION FOR J. TOM COLEMAN JUDICIAL
COURTHOUSE RENOVATIONS

PRE-QUALIFICATION CONFERENCE: 10:00AM, JANUARY 21, 2015

REQUEST FOR PRE-QUALIFICATION DUE: 5:00 PM, FEBRUARY 4, 2015

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER JAMES J. HOLMES

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

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

GENERAL INFORMATION AND INSTRUCTIONS WITH ATTACHMENTS

SURETY REQUIREMENTS (A Bid Bond of 5% will be required in Step Two)

PROPOSAL, Pre-Qualification Questionnaire-Step One

BID SCHEDULE (Step Two - Only Pre-Qualified firms will be allowed to receive Bid Documents / Plans)

PERFORMANCE BOND - UPON AWARD OF CONTRACT

PAYMENT BOND - UPON AWARD OF CONTRACT

CONTRACT

LEGAL NOTICE

ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT C. CONTRACTOR AFFIDAVIT

DOCUMENTATION PERTAINING TO QUALIFICATIONS OF A TWO-STEP BID PROCESS. TO BE AWARDED UNDER THIS PROCUREMENT CONCEPT. POTENTIAL BIDDERS MUST SUCCESSFULLY COMPLETE STEP ONE.

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

CURRENT TAX CERTIFICATE NUMBER

CITY _____

COUNTY _____

OTHER _____

The Chatham County Board of Commissioners have established goals to increase participation of minority and female owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or female 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 _____

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

BY: _____

DATE: _____

SIGNATURE: _____

TITLE: _____

COMPANY: _____

CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AGENT
1117 Eisenhower Drive, Suite C, Citizens Service Center
SAVANNAH, GEORGIA 31406
(912) 790-1622

Date: January 5, 2015

RFQ 14-0119-4

GENERAL INFORMATION FOR REQUEST FOR PRE- QUALIFICATION

Using a Two-Step Bidding Process and Evaluation Criteria, Chatham County is soliciting for Construction Services for the J. Tom Coleman Judicial Courthouse Renovations Project. Step One of this process will consist of meeting mandatory requirements in the "Responsibility Criteria", followed by the scoring of the "**Pre-Qualification Criteria**". Step Two consists of submitting a bid **only if your firm has successfully pre-qualified BY SCORING A MINIMUM OF 85% of points possible**. Your Request for Qualification proposals will be received at the Office of the Purchasing Agent, **Suite C, "Citizens Service Center", 1117 EISENHOWER DRIVE, Savannah, Georgia, 31406 up to 5:00 PM, FEBRUARY 4, 2015** at which time they will be opened and scored. The Purchasing Agent reserves the right to reject any and all bids and to waive formalities.

A PRE-QUALIFICATION CONFERENCE will be held at **10:00PM, JANUARY 21, 2015** at the **Live Oak Library – Southwest Branch, 14097 Abercorn Extension (next to the Savannah Mall) Savannah, Georgia.**

Instructions for preparation and submission of a proposal are contained in this Request for Qualification package. Please note that specific forms are required. All information must be typed or printed in ink. **Robert Marshall, Senior Procurement Specialist, is the assigned Purchasing & Contracting point of contact. He can be reached at 912-790-1622; fax 912-790-1627 or email, rmarshall@chathamcounty.org**

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 local business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of local disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for 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.

This project is a Special Purpose Local Option Sales Tax (SPLOST) Project. On July 25, 2004, the Board of Commissioners passed a Resolution that set a 30% goal for minority and women business enterprises (M/WBE) for SPLOST funded projects.

INSTRUCTIONS TO PROPOSERS

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a pre-qualification proposal to supply Chatham County with construction, equipment, supplies, and/or services for the construction project described above. 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:**

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

Contractors are encouraged to carefully review all provisions and attachments of this document and the Pre-Qualification Questionnaire prior to submission.

Where this document refers to the bid process, Step Two will be the actual bid after the pre-qualification process. Some of the information herein will also appear in the actual bid document in Step Two.

1.3 **How to Submit Proposals: All proposals shall be:**

- A. **Submitted in sealed opaque envelopes, plainly marked with the RFQ number and project title, date and time of opening, 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.
 - a. **Mailing Address: Chatham County Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**
 - b. **Hand Delivery: Purchasing Agent, Suite C, "Citizens Service Center", 1117 Eisenhower Drive, Savannah, Georgia 31406.**

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

1.4 **How to Submit an Objection:** Objections from contractors to this pre-qualification questionnaire must be brought to the attention of the County Purchasing Agent in the following manner:

- A. When a pre-qualifying conference is not scheduled, the bidder shall submit any objections in writing not less than five (5) days prior to the opening date.
 - B. The objections contemplated may pertain to form and/or substance of the Pre-Qualifying documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest.
- 1.5 **Failure to Submit:** Bidders will only be removed from the County's bid list upon their request.
- 1.6 **Errors:** Contractors 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.
- 1.7 **Standards for Acceptance:** The County reserves the right to reject any or all responses and to waive any irregularities or technicalities in responses received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the questionnaire response of a contractor 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 **Bidder:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 **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.
- 1.10 **Contractor:** Contractor 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 an awarded contract as more fully specified in the contract documents.
- 1.11 **Local Preference:** On March 27, 1998, the Board of Commissioners adopted a Local Vendor Preference Ordinance. Contractors are encouraged to apply the same method when awarding bids to local and local M/WBE businesses when ever possible in order to promote growth in Chatham County's economy.

GENERAL CONDITIONS

- 2.1 **Specifications:** Any obvious error or omission in Pre-Qualification Questionnaire 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.
- 2.2 **Completeness:** All information required by Pre-Qualification Questionnaire and subsequent Invitation for Bids/Proposals must be completed and submitted to constitute a proper response or proposal.
- 2.3 **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.
- 2.4 **Procurement Protests:** 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. The same provisions applies to Pre-Qualification of Contractors.

Protests may be submitted if your company is NOT pre-qualified as follows:

1. Within three (3) business days, notify the Purchasing Agent of your intent to Protest.
2. Within four (4) business days, submit your Protest in writing to the Purchasing Agent or your Protest is lost. (Total of seven (7) days to submit in writing). The Purchasing Agent will respond to your Protest within three (3) business days.

Appeal of Purchasing Agent's decision:

1. Within three (3) business days of Purchasing Agent's decision, submit your appeal through the Purchasing Agent to the County Manager. You will be notified within three (3) business days of his decision. His decision or the decision of Board of Commissioners will be final.
 2. Final appeal will be vested with the Board of Commissioners in their next available open public meeting. The Board's decision will be final.
- 2.5 **Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or can meet, by the date of the bid acceptance all requirements for bonding, 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 their 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 or service.

- 2.6 **Chatham County Tax Certificate Requirement:** A current Chatham County Tax Certificate is required unless otherwise specified.

Please contact the Building Safety and Regulatory Services (912) 201-4300 for additional information.

- 2.7 **Insurance Provisions, General:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid. Provided as information at this time, will be in bid document.

It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. Failure to do so may be cause for termination of contract or stop work notice with liquidated damages.

2.7.1 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).

Chatham County as an Additional Insured: Chatham County invokes the defense of sovereign immunity. In order not to jeopardize the use of this defense, the County **is not** to be included as an Additional Insured on insurance contracts.

2.7.2 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 \$3,000,000 annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto Basis".

2.7.3 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 are updated for the entire term of the County contract.
- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.7.4 Additional Coverage for Specific Procurement Projects:

- A. **Builder's Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.
Minimum Limits: All-Risk coverage equal 100% of contract value
Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

- 2.8 **Compliance - Terms and Conditions:** The response to the Pre-Qualification Questionnaire, Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidder's proposal/bid and by reference are made a part of any ensuing contract.
- 2.9 **Signed Bid Considered Offer:** The signed bid in Step Two 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 will take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.10 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for local minority/female, small and disadvantaged business participation in construction, professional services, and general procurement.
- A. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise "Good Faith Effort" in obtaining the goal established for M/WBE participation.
- B. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of local minority and female owned businesses, through MBE/WBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals must report ownership status. A bidder or vendor that is certified by any agency of the Federal Government, the State of Georgia, or any other local government agency must submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the Purchasing Agent, a report on local Minority/Female Business Enterprise participation.
- 2.11 Bidders or proposers are required to make a **Good Faith Effort**, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified local M/WBEs. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. Each bidder or proposer is required to maintain records of such efforts in detail, adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract. Form will be included in Step Two, Invitation for Bids.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect Good Faith Efforts and reporting requirements for the term of the contract. The county particularly urges general contractors to give emphasis to subcontracting with local area firms. **For information on the program or M/WBE contractors/vendors please contact Connell C. Heyward, Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 110, Savannah, Georgia, 30401, (912) 652-7828 phone, or (912) 652-7951 fax. Email: cheyward@chathamcounty.org**

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

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.

2.13 **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.

2.14 **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 th three (3) years following completion. Again, this is contract specific to the County contracts only.

2.15 **EXCEPTIONS-**All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Georgia Open Records Act except as provided below:

A. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

B. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to rebid the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

C. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Georgia Open Records Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must

identify the data or other materials to be protected and state the reasons why protection is necessary.

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

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 proposer certifies that he/she has carefully read the preceding list of instructions to potential 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 Pre-Qualification 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 and agree to be bound by the provisions of the same.

This _____ day of _____ 2014.

BY _____
SIGNATURE

TITLE

COMPANY

TELEPHONE _____

FAX _____

EMAIL _____

SPECIAL CONDITIONS

3.1 Commission Resolution

On April 16, 2004, the Commission voted to use SPLOST funds on "Best Value Contracting" and required a "Best Value Scorecard" bid procedure to be used on select projects.

3.2 Pre-Qualification Questionnaire

Project Scope
Name of Contractor
Instructions
General Information

3.3 Permissible Best Value Contracting Criteria

Pursuant to O.C.G.A. §36-91-20, the following items are permitted to be included in the County's Pre-Qualification Contracting Scorecard:

- Qualifications/Past Performance
- Bonding Capability *
- Utilization of Local Labor
- Utilization of local, minority and woman owned business.

* Contractors must provide a signed statement from their insurer that the bidder is either currently bonded or insured or, satisfies requirements to become bonded.

3.4 Pre-Qualification Contracting Scoring Process

The process for evaluating potential general contractors using the best value contracting criteria outlined above. The process is as follows:

First Part: Pass/Fail Criteria for Responsibility

In order to be judged "responsible", a bidder must achieve all of the following criteria..

☞ Bidder must submit:

- I. Georgia Prime/General Contractor's license issued from Secretary of State
- II. Bonding Capacity and Subcontractor Bond Alternative Programs
- III. Contractor's Insurance Coverage
- IV. Local Economic Impact
- V. Drug Free Workplace Certification
- VI. Promise of Non-Discrimination in Employment

☞ Failure to meet or provide any of the above may result in disqualification of bid

Second Part: Scored Criteria

Financial:	(10 points)
General References:	(10 points)
Experience:	(40 points)
Proposed Project Personnel:	(15 points)
Local and Minority Participation:	<u>(25 points)</u>
Total Points =	100 points
Note: Must score 85 points or 85%	

DOCUMENTATION TO BE SUBMITTED FOR PRE-QUALIFICATION

The following documentation must be submitted for Pre-Qualification scoring /approval:

1. **Completed Chatham County Bidder Questionnaire**
2. **Letter from Surety Company as documentation of contractor's ability to bond up to a \$10 million dollar project**
3. **State of Georgia's General Contractor's license**
4. **General Contractor's Insurance Certificate**
5. **Detailed local impact plan**
6. **Financial status documentation**
7. **References**
8. **Related Project Experience**
9. **Proposed Project personnel**
10. **Detailed local impact plan as outlined in Section 31**
11. **Drug Free workplace form**
12. **EEV affidavit**
13. **Non-discrimination statement**

Enforcement

The winning bidder will be required to agree to meet the standards set forth in their bid during the contract period. Enforcement mechanisms will be a combination of:

- County Job-Site Audits & Worker Surveys
- Citizen/Subcontractor Reports & Tips

After contract award, if contractor deviates from Pre-Qualification Questionnaire responses or scores:

- Additional 10% retainage
- Possible contract termination

STEP TWO (2)

Invitation for Bid sent to all prime/general contractors deemed qualified. If your firm desires to participate in this construction project as a **Sub-Contractor you do not need to pre-qualify** to the County and therefore do not need to prepare this Pre-Qualification Questionnaire.



CHATHAM COUNTY

PRE-QUALIFICATION QUESTIONNAIRE

NAME OF PROJECT: CHATHAM COUNTY JUDICIAL COURTHOUSE RENOVATION

PROJECT SCOPE: This project addresses the immediate needs for additional courtroom space in the existing court building as specified in the Courts Master Planning Study. This phase of the renovations (28,280 SF) requires the relocation of some court administrative functions to accommodate construction of needed courtroom space. As such space in the parking deck (18,930 SF) is being renovated to accommodate campus security, mail, package deliveries and pickup as well as the maintenance staff. In addition, the renovations plan identifies space on the third, fourth and fifth floors that will be renovated to house functions moving to free up space for construction of new courtrooms and chambers on the first floor. The project is seeking LEED (Leadership in Energy and Environmental Design) certification with Enhanced Energy Commissioning.

NAME OF CONTRACTOR: _____

INSTRUCTIONS: All questions must be fully answered and typewritten or handwritten in ink. If additional space is needed, additional pages should be attached and clearly labeled. Copies of other documents that will answer a question may be attached if clearly labeled. Chatham County may contact each and every reference provided, as well as any entity referenced in response to any question. The contractor, by completing this questionnaire, expressly agrees that any information concerning its qualifications, which is in the possession of other entities and references, may be made available to the County.

The contractor warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that Chatham County is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question provided by the contractor is false, it shall constitute grounds for immediate termination or rescission by the County of any subsequent agreement between the County and the contractor. A contractor discovered providing false material information in this questionnaire shall also be disqualified from submitting a bid or proposal on any Chatham County project for a period of four (4) years.

If there are any questions concerning the completion of this form, the contractor is encouraged to contact the Chatham County Purchasing Agent.

If the contractor is a corporation, this questionnaire must be signed by either the president or vice-president of the corporation and attested to by either the secretary or assistant secretary. If the contractor is a partnership, then at least one (1) of the partners must provide a notarized signature. If the contractor is an individual, then he or she must have his or her signature notarized.

The pre qualification application packet, which shall consist of a completed pre qualification questionnaire and any necessary attachments, must be completed and returned in a sealed envelope with the project name, contractor name and "Pre Qualification Application Packet" clearly labeled on the outside, no later than **2:00 P.M. on , 2014** to Chatham County Purchasing Agent, 1117 Eisenhower Drive, Suite C, Citizens

Service Center, Savannah, Georgia 31406-1890.

This form, its completion by the contractor and its use by the County, shall not give rise to any liability on the part of Chatham County to the contractor or any third party or person.

No guarantee is made or implied that the project will be constructed in whole or in part or that a contract will be awarded.

The contractor accepts all risk and costs associated with the completion of the pre-qualification packet.

Potential bidders submitting pre-qualification packets shall be notified whether they are pre qualified. The decision of the Purchasing Agent shall be final. Only pre-qualified bidders may submit bids on the project. Disqualified bidders may respond to their disqualification by a letter to the Purchasing Agent within ten (10) days of notice of disqualification. The opportunity for a disqualified potential bidder or offer or to provide a letter is for name-clearing purposes only; it shall not be construed as a right to appeal, to be reinstated, or to protest the process or the award of the project. The Purchasing Agent shall include a copy of the letter in the contract file and provide copies to any party requesting such information.

After completing the "GENERAL INFORMATION" section of the questionnaire, potential bidders must complete the remainder of the questionnaire. **POTENTIAL BIDDERS WHO FAIL TO MEET ALL OF THE "PASS/FAIL" CRITERIA WILL BE DISQUALIFIED.** For potential bidders who meet ALL of the "PASS/FAIL" criteria, a minimum score of **85 points or 85% on the scored section is required to be prequalified.** It is estimated that the project will be out to bid on or about _____. **Only prequalified contractors will be eligible to bid on the project. Award of the construction contract shall be made to the lowest responsive prequalified bidder.**

If the contractor deviates from the commitment provided, penalty would be an additional 10% retainage, or possible contract termination. The County's enforcement mechanism shall include but not be limited to County project audits, Worker Surveys, Citizen/Subcontractor reports and tips.

GENERAL INFORMATION:

1. Current name and address of contractor:

1a. Number of Years Company has been in business, state year: _____

1b. If a joint venture, list names and addresses of the participants: _____

1c. Number of years each company of the joint venture has been in business: _____

2. Previous name(s) or address(es) of contractor, if any: _____

3. (a) Current president or chief executive officer: _____

(b) Years in that position: _____

4. Number of permanent employees: _____

5. Name and addresses of current affiliated companies (parent, subsidiary, divisions):

6. Other lines of business with whom your firm has an affiliation or financial interest:

PASS/FAIL CRITERIA:

7. General Contractor's License: Contractor and or each member of contractor team must be a Georgia licensed General Contractor. Please provide copies of General Contractor's Licenses issued by the Georgia State Licensing Board for Residential and General Contractors – for each member of the prime-level Contractor team.

8. Bonding Capacity and Subcontractor Bond Alternative Programs: The prime-level Contractor team must have capacity to provide Chatham County with a performance and payment bond in excess of \$10 million from a surety company licensed to do business in Georgia and having an A.M. Best's rating of B+ or better. To ensure maximum opportunity of qualified local and MWBE subcontractors to compete for work on the project, the County requires prime-level Contractor teams to submit a written plan for bonding alternatives that will not require subcontractors to be able to secure traditional surety bonding as a pre-condition to bidding on a project subcontract. Bonding may be provided by one member of the prime-level Contractor team or cumulatively by team members.

a. Please identify Contractor's surety company (must be licensed to do business in the State of Georgia): _____

b. Please give name, address and telephone number of Contractor's surety agent and Underwriter.

c. Please provide a letter from Contractor's surety company dated no more than 30 days prior to this submission stating that Contractor has required bonding capacity available to this project.

9. Insurance Coverage:

Contractor must maintain the following types of insurance coverage procured from insurance companies authorized to do business in Georgia and having an A.M. Best's rating of B+ or better:

- I. General liability insurance of at least One Million (1,000,000) Dollars (Combined Single Limit per occurrence) and Three Million (3,000,000) Dollars aggregate. Please give the name and contract number of insurance company.
- II. Automobile liability insurance of at least One Million (1,000,000) Dollars (Combined Single limit per accident for bodily injury or property damage)
- III. Workers' Compensation insurance as will protect contractor from workmen's compensation acts? If yes, please give the name and contact number of such insurance company (minimum for state of Georgia is \$500,000).
 - a. Please identify Contractor's insurance company (must be licensed to do business in the state of Georgia). _____
 - b. Please give name, address and telephone number of Contractor's insurance agent.

 - c. Please provide an insurance certificate or letter from Contractor's insurance company dated no more than 30 days prior to this submission stating that Contractor has in-force insurance coverage as stated above.
- 10. Local Economic Impact Plan: Prime-level Contractor team must submit a detailed written plan for maximizing the local economic impact (outreach and inclusion of local small, minority and women-owned subcontractors/suppliers and local workers) of this project. See questions 31 b, c & e below. (Substance of plan will be evaluated if Contractor passes all pass/fail criteria).
- 11. Drug Free Workplace Certification: Contractor must submit fully executed Drug-Free Workplace Certification form (attached).
- 12. EEV verification: Contractor must provide their EEV number. _____

FINANCIAL STATUS:

- 13. Contractor's Dun and Bradstreet number:
 - a. Provide a copy of the firm's Dun and Bradstreet report:
 - b. Provide firm's Debt to worth ratio of previous completed fiscal year: _____
- 14. Has the contractor, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? If so, please specify the date, circumstances and resolution.

15. Is contractor currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify details, circumstances and prospects for resolution.

16. Have performance or payment bond claims ever been made to a surety for this contractor on any project, past or present? If so, please state the approximate date of each claim and identify whether the surety paid anything.

17. In the past five (5) years, has any surety company refused to bond the contractor on any project? If so, please specify the reasons given for that refusal, the name and address of the surety company, a contact name and number at the surety company, and the date and name of the project.

18. Please identify any claims, administrative proceedings, or hearings initiated by the Internal Revenue Service or any state revenue department or other taxing authority concerning the tax liability of the contractor (other than audits) in the past seven (7) years. Identify the nature of any proceeding and its ultimate resolution.

19. Have any criminal proceedings or investigations been brought against the Contractor or principals in the past ten (10) years? If the answer is yes, please attach a complete and detailed report with your responses to this questionnaire.

GENERAL REFERENCES:

20. Please provide at least one (1) bank reference. (Please provide additional bank references, if any, on additional sheets)

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

21. Please provide at least two (2) major subcontractors as references with at least one (1) being M/WBE or DBE.

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

22. Please provide at least three (3) major suppliers as references with at least one (1) being M/WBE or DBE.

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

PROJECT EXPERIENCE:

23. Provide information on at least three (3) projects similar in type (Courthouse renovation or other similar renovation), size and scope together with references, for which contractor was the prime contractor. Include governmental owners if possible.

Project Name: _____

Location: _____

Delivery Method: _____

Contract Amount (Bid/GMP): _____

Final Construction Cost (including Change Orders): _____

Final Construction Cost expressed as % of Contract Amount: _____

Provide dollar amounts of Change Orders grouping them into:

Owner requested: _____

Design Error and Omission: _____

Unknown Conditions: _____

Other: _____

If Unknown Conditions and Other Change Orders together exceeded the contract amount by more than 5%, explain circumstances.

Contractual duration, start and completion dates: _____

Actual completion: _____

If more than contract duration, reason for extension: _____

Was there any litigation(s), arbitration or other dispute resolution proceeding? _____

If yes, describe and indicate resolution: _____

Contractor's Project Manager: _____

Contractor's Job Superintendent: _____

Owner: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Architect: _____

Contact: _____

Phone: _____

Project Name: _____

Location: _____

Delivery Method: _____

Contract Amount (Bid/GMP): _____

Final Construction Cost (including Change Orders): _____

Final Construction Cost expressed as % of Contract Amount: _____

Provide dollar amounts of Change Orders grouping them into:

Owner requested: _____

Design Error and Omission: _____

Unknown Conditions: _____

Other: _____

If Unknown Conditions and Other Change Orders together exceeded the contract amount by more than 5%, explain circumstances.

Contractual duration, start and completion dates: _____

Actual completion: _____

If more than contract duration, reason for extension: _____

Was there any litigation(s), arbitration or other dispute resolution proceeding? _____

If yes, describe and indicate resolution: _____

Contractor's Project Manager: _____

Contractor's Job Superintendent: _____

Owner: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Architect: _____

Contact: _____

Phone: _____

Project Name: _____

Location: _____

Delivery Method: _____

Contract Amount (Bid/GMP): _____

Final Construction Cost (including Change Orders): _____

Final Construction Cost expressed as % of Contract Amount: _____

Provide dollar amounts of Change Orders grouping them into:

Owner requested: _____

Design Error and Omission: _____

Unknown Conditions: _____

Other: _____

If Unknown Conditions and Other Change Orders together exceeded the contract amount by more than 5%, explain circumstances.

Contractual duration, start and completion dates: _____

Actual completion: _____

If more than contract duration, reason for extension: _____

Was there any litigation(s), arbitration or other dispute resolution proceeding? _____

If yes, describe and indicate resolution: _____

Contractor's Project Manager: _____

Contractor's Job Superintendent: _____

Owner: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Architect: _____

Contact: _____

Phone: _____

24. LEED project experience (including similar renovations)

List project(s), valued over \$5 million, dollar value, LEED level, energy commissioning (yes/no)

1. _____

2. _____

3. _____

4. _____

25. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor (besides those mentioned in 22) in the past 7 years? If yes, please identify the nature of such claim(s) or lawsuit(s), the court in which the case was filed and the details of its resolution.

26. Has contractor ever failed to complete a project? If so, please provide explanation. _____

PROPOSED PROJECT PERSONNEL

27. List the name, qualifications, and experience of the contractor's proposed Project Manager for this project. Include the names and addresses of companies with which he/she has been affiliated in the past five (5) years. Indicate whether the contractor commits to making the proposed project manager available for the duration of the project. _____

28. List three (3) projects (with dollar value) that the proposed Project Manager has managed for the contractor or for any other company within the past seven (7) years. Such Project Manager must have been on each project for a least seventy percent (70%) of the total project term.

29. List the name, qualifications and experience of contractor's proposed Job Superintendent. Include the names and addresses of any companies with which he/she has been affiliated in the past five (5) years. Indicate whether the proposed Job Superintendent will be made available for the duration of the project. _____

30. List three (3) projects (with dollar value) that the proposed Job Superintendent has supervised for the contractor or for any other company within the past three (3) years. Such Job Superintendent must have been on each project for a least seventy percent (70%) of the total project term.

31. Local Economic Impact:

The Chatham County Board of Commissioners and taxpayers of Chatham County desire that this project have the strongest possible impact on our local economy. Therefore, Chatham County wishes to maximize the levels of local business participation and local workforce utilization in this project, with an emphasis on the participation of local minority and women-owned business enterprises (MWBEs) and local small business enterprises (SBEs), which employ local residents and otherwise support the local economy. Local MWBE firms that have a current certification as such or as a disadvantaged business enterprise by a government body or non-profit certifying agency deemed acceptable to Chatham County are preferred. The successful bidder will embrace this goal and demonstrate meaningful local MWBE and local SBE participation in the project at all levels as follows:

- I. Subcontractor Level
- II. Supplier Level
- III. Workforce Level

Subcontractor Level Local MWBE/SBE Participation - NOTE: Chatham County prohibits any agreement between a prime bidder and an MWBE or SBE preventing that MWBE or SBE from providing subcontracting quotations to other bidders or potential bidders.

- A. Bidder shall provide a written plan for how it will ensure that local MWBE/SBE firms have the maximum possible opportunity to bid on prime and second tier subcontracts that will be available in the completion of this project. The plan shall discuss how the Bidder intends to make a "good faith effort" to provide bidding opportunities to the local MWBE/SBE subcontractor community for all aspects of the project. Bidder should discuss its prior experience with community outreach programs and the success of those programs in meeting local MWBE/SBE objectives on other projects. The plan should include Bidder's best estimate of the percentage of local MWBE/SBE participation it expects to be able to achieve in this project from subcontractors. The plan shall not include estimated dollar amounts of subcontract values that could be used to estimate an overall bid from Bidder. The plan should address whether the Bidder will review MWBE/DBE certification of potential local MWBE subcontractors.
- B. Supplier Level Local MWBE/SBE Participation. NOTE: Chatham County prohibits any agreement between a prime bidder and an MWBE or SBE preventing that MWBE or SBE from providing supply quotations to other bidders or potential bidders.
- C. Bidder must provide a written plan for how it will ensure that local MWBE/SBE firms have the maximum possible opportunity to provide supplies necessary for the completion of this project. The plan shall discuss how the Bidder intends to make a "good faith effort" to provide bidding opportunities to the local MWBE/SBE supplier community for all aspects of the project. Bidder should discuss its prior experience with community outreach programs and the success of those programs in meeting local MWBE/SBE objectives on other projects. The plan should include Bidder's best estimate of the percentage of local MWBE/SBE participation it expects to be able to achieve in this project from suppliers. The plan shall not include estimated dollar amounts of subcontract values that could be used to estimate an overall bid from Bidder. The plan should address whether the Bidder will review MWBE/DBE certification of potential local MWBE suppliers.

- D. Local Labor Utilization – Bidder must provide a written plan to maximize the number of local residents who will be employed by at all levels on the completion of this project. The plan should include the Bidder's best estimate of the percentage of workers who will be local residents. The plan should also include the Bidder's plan for verifying the residence of employees of the prime contractor and subcontractors. In addition, the Bidder should refer to any previous experience it has had in reporting local labor utilization statistics to its clients.
- E. Overall Local Economic Impact – Bidder shall estimate the total local economic impact, in terms of percentage of project dollars that will be expended locally at each of the three identified local MWBE/SBE participation levels. ESTIMATES MUST BE EXPRESSED IN PERCENTAGE TERMS, NOT ACTUAL DOLLAR AMOUNTS, TO AVOID INDICATION OF PRICING IN PRE-QUALIFICATION STAGE.
- F. Economic impact shall be estimated as follows: Overall percentage of project dollars anticipated to be expended with local businesses. Percentage anticipated to be expended with local MBEs. Percentage anticipated to be expended with local WBEs (non-MBE); and Percentage anticipated to be expended with local SBEs (non-MWBE).

DEFINITIONS:

Certified MWBE– a firm that has undergone examination by a government agency or non-profit certifying agency as listed below and has been confirmed by that agency to be:

- 1. An ongoing business enterprise that is:
 - a. 51% or more owned by individuals who are women or members of racial or ethnic minority groups or otherwise disadvantaged groups and is
 - b. Under the day-to-day management and control of individuals who are women or members of racial or ethnic minority groups or otherwise disadvantaged groups.

Acceptable certification of MWBE or DBE status will emanate from:

- 1. United States Small Business Administration (8(a) or DBE Certification):
- 2. State of Georgia Department of Transportation:
- 3. City of Savannah (completed certification, not registration on website):
- 4. Georgia Minority Supplier Development Council; or
- 5. Women's Business Enterprise National Council.

Good Faith Effort – Techniques used by a Bidder/Proponent to seek MWBE participation as a subcontractor or supplier as required to fulfill the bid/proposal requirements. Good Faith Efforts of a Bidder/Proponent include, but are not necessarily limited to, the following actions:

- 1. Including qualified MWBEs on solicitation lists for subcontractors and suppliers.

2. Assuring the MWBEs is solicited whenever they are potential sources.
3. Dividing total contract requirements, when feasible from economic and scheduling perspectives, into smaller tasks or quantities to facilitate maximum participation of MWBEs.
4. Establishing delivery schedules, where the requirement of the work permit, which encourage participation of MWBEs.
5. Using the services and assistance of the MWBE Coordinator and Department of Purchasing in the identification of qualified MWBEs and negotiating subcontracts and supply contracts with such enterprises.
6. Requiring each subcontractor to take affirmative actions to encourage use of MWBEs.
7. Advertising in general circulation media, trade association publications and minority and women business enterprise media to solicit bids from MWBE contractors or suppliers.
8. Designing portions of the work for MWBE subcontracting in trades with adequate availability of MWBE subcontractors to assure competition.
9. Providing minimum of seven days notice to MWBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.
10. Achieving the MWBE goals established by the County.

Local:

A business enterprise that:

- a. Has a headquarters, distribution point, division, office or locally-owned franchise located in or having a street address within the County for at least one year prior to the issuance of the requested competitive quote or bid by the Purchasing Agent (a post office box or temporary office shall not be considered a place of business); and
- b. Has a valid business license issued by Chatham County or any municipality with Chatham County at least one (1) year prior to the particular quote/bid opening in which local status is being considered; and
- c. Has proof of payment of all applicable Chatham County taxes and fees.

Minority Business Enterprise (MBE) – a business that is at least 51% owned, controlled, managed, and directed by one or more minorities and is certified as such by Chatham County.

MWBE – A Minority Business Enterprise (MBE) or a Women-Owned Business Enterprise (WBE).

Small Business Enterprise (SBE) – a business that meets United States Small Business Administration size standards to be considered a small business.

Women Business Enterprise (WBE) – A business that is at least 51% owned, controlled, managed, and directed by one or more women.

Minority and Women Business Enterprise Policy:

It is the policy of the Chatham County to provide MWBEs with the equal opportunity to compete for and participate in selling services or goods to Chatham County as prime contractors, subcontractors or vendors. It is the policy of Chatham County

to utilize race and gender neutral methods, to the greatest degree possible, to achieve the County's goals for MWBE participation. It is the policy of the County to emphasize utilizing local MWBEs as prime contractors, subcontractors and vendors. It is the further policy of Chatham County to insist that prime contractors on County projects make Good Faith Efforts to utilize MWBEs as subcontractors and vendors.

Preference for Local Suppliers, Professional Services and Contractors:

Chatham County encourages the use of local suppliers of goods, services and construction services whenever possible. The County also vigorously supports the advantages of an open competitive marketplace. Nothing in this section shall be interpreted to mean that the County Manager or Purchasing Agent is restricted in any way from seeking formal bids or proposals from outside the County/Savannah market area. Under Georgia law, there are certain commodities produced or manufactured in Georgia that must be purchased in Georgia.

COMMENTS:

Please list any additional information that you believe would assist Chatham County in evaluating the possibility of using the contractor on this project. _____

USE A CONTINUATION PAGE(S) BY NUMBERING EACH QUESTION IF MORE RESPONSES ARE NEEDED.

I certify to Chatham County and to any construction or permanent lender of the project that the information and responses provided on this questionnaire are true, accurate, and complete. Chatham County or any construction or permanent lender or insurer of the project may contact any entity or reference listed in this questionnaire.

Each entity or reference may make available any information concerning the contractor to Chatham County or to any lender of Chatham County.

Dated _____, 2014

CONTRACTOR: _____

By: _____

Title: _____

(SEAL)
Sworn to and subscribed before me this _____ day of 2014

NOTARY PUBLIC
My Commission Expires: _____

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE ****DRUG-FREE WORKPLACE****, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

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

_____ (CONTRACTOR)
certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as

(PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR DATE

NOTARY DATE _____

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____,
Name

_____, _____ (herein after "Company"),
Title Name of Bidder

in consideration of the privilege to bid/or propose on the following Chatham **County project procurement** 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

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

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

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 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:

LEGAL NOTICE

CC NO. 166033

REQUEST FOR PRE-QUALIFICATION

Sealed proposals will be received until **5:00 P.M. on FEBRUARY 4, 2015** in **Chatham County Purchasing and Contracting Department, 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA.** for: **RFQ 14-0119-4 PRE-QUALIFICATION FOR THE J. TOM COLEMAN JUDICIAL COURTHOUSE RENOVATIONS.**

A PRE-QUALIFICATION CONFERENCE will be held at **10:00 A.M. JANUARY 21, 2015, AT THE LIVE OAK LIBRARY – SOUTHWEST BRANCH, 14097 ABERCORN EXTENSION (NEXT TO SAVANNAH MALL) SAVANNAH, GEORGIA.**

Invitation to Submit Pre-Qualification Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, and on the Chatham County Purchasing Web Site <http://purchasing.chathamcounty.org> ,or by calling Robert Marshall, Senior Procurement Specialist, at (912) 790-1622. 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 PROPOSALS AND TO WAIVE ALL FORMALITIES. ONLY THOSE FIRMS RESPONDING TO THE RFP WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

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


MARGARET H. JOYNER, PURCHASING AGENT

SAVANNAH N/P INSERT: Jan. 12, 2015

Please send affidavit to:
Chatham County Purchasing and Contracting Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
912-790-1622