

INVITATION TO SUBMIT
PROPOSAL

RFP NO. 18-0049-3

**ANNUAL CONTRACT FOR TEMPORARY SUPPORT FACILITY FOR DISASTER
OPERATIONS**

PRE-PROPOSAL CONFERENCE: 2:00 P.M., August 8 2018

PROPOSAL RECEIPT DUE BY: 5:00 P.M., August 29, 2018

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER BOBBY LOCKETT

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER TABITHA ODELL

COMMISSIONER JAMES "JAY" JONES

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER CHESTER A. ELLIS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

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

X GENERAL INFORMATION

X PROPOSAL

N/A BONDS

X PROPOSAL SCHEDULE

X LEGAL NOTICE

X ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT;
C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR AFFIDAVIT/AGREEMENT;
E. SAVE FORM; F. DEBARMENT FORM; G. M/WBE PARTICIPATION FORM; 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 proposal.

BY: _____
SIGNATURE:

DATE:

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

African-American _____ Asian American _____ Hispanic _____
Native American or Alaskan Indian _____ Woman _____

For additional information concerning Chatham County's M/WBE Program, please contact Connell Heyward, at (912) 652-7860.

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1624**

DATE: July 24, 2018

RFP NO. 18-0049-3

ANNUAL CONTRACT FOR TEMPORARY SUPPORT FACILITY FOR DISASTER OPERATIONS

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Director, **1117 EISENHOWER DRIVE, SUITE C, Savannah, Georgia** up to **5:00 P.M., August 29, 2018.** The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

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

A ***PRE-PROPOSAL CONFERENCE*** has been scheduled to be conducted at the **Chatham County Purchasing Office 1117 Eisenhower Drive Suite C, Savannah, Georgia 31406** **at 2:00 P.M. on August 8, 2018** to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Proposers are encouraged to attend.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document approved changes. Generally when addenda are required, the bid opening date may be changed.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees.

SECTION I INTRODUCTION AND INFORMATION

- 1.1 PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a proposal to supply Chatham County with services as described herein. All proposals are governed by the Purchasing Ordinance of Chatham County, and the laws of the State of Georgia.
- 1.2 INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this solicitation, contact Johnnie Coker, Purchasing at (912) 790-1624. Such contact shall be for clarification purposes only. Material change, if any to the scope of services or bidding procedures will be only transmitted by written addendum. It is the proposer's responsibility to check the website to determine if any addenda have been issued.
- All questions must be submitted in writing to the Purchasing & Contracting Division, 1117 Eisenhower Drive, Citizen Service Center, Suite C, Savannah, GA. Attn: Johnnie Coker. To facilitate prompt receipt of questions, they may be sent via FAX to (912) 790-1627 or email to jlccoker@chathamcounty.org. Questions of a material nature must be received prior to the cut-off date specified in the Solicitation Schedule. If no cut-off date is listed, the deadline for questions shall be 5:00 p.m. one week prior to the deadline for receipt of proposals. If a bid or proposal is faxed, it is the responsibility of the proposer to insure that the proposal is received in its entirety prior to the deadline for bid submittal.
- 1.3 ELIGIBILITY:** To be eligible for a resulting contract (s) in responding to this Solicitation, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section similar in size and complexity to the County's project.

1.4 HOW TO PREPARE REQUEST FOR PROPOSAL: All proposals shall be:

- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- B. Typewritten or completed with pen black or blue ink, signed by the business owner or authorized representative, with all 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.

1.5 HOW TO SUBMIT PROPOSAL: All proposals shall be:

- A. Proposers shall submit an **original and three copies** in a sealed opaque enveloped, plainly marked with the proposal number and title, date and time of bid proposal opening, and company name.
- B. Mailed or delivered as follows in a sufficient time to ensure receipt by the Purchasing Director on

or before time and date specified above.

Purchasing Director
1117 Eisenhower Drive, Suite C
Savannah, Georgia, 31406.

Proposer shall state the Company name, bid number and bid name on the outside of their submittal.

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

- 1.6** **FORMAT FOR RESPONSES:** To be considered, contractors must submit a complete response to the Request for Proposal. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

Signature Page
Proposal Contents as listed in Scope of Work
Cost Information
Required Attachments

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

Johnnie L Coker
Procurement Specialist
Chatham County Purchasing Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1624

SECTION II GENERAL CONDITIONS

- 2.1 MINORITY- WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of local, minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm.

If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's M/WBE Coordinator, please contact Connell Heyward at (912) 652-7860.
cheyward@chathamcounty.org

- 2.2 LOBBYING ACTIVITIES:** ALL BIDDERS/PROPOSERS PLEASE NOTE: A bidder/proposer submitted a response to this solicitation must comply, if applicable, with the County Purchasing ordinance and Procedures Manual. No discussions are allowed with Board members, other elected officials, county management staff and employees. The only discussions must be through the Purchasing & Contracting Office.
- 2.3 PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity.
- 2.4 BID/PROPOSAL COSTS:** The County shall not be liable for any costs incurred by bidder/proposer in responding to this Solicitation.
- 2.5 CONFIDENTIAL INFORMATION:** Information and material received by County in connection with all bidders/proposer's shall be deemed to be public records subject to public inspection upon award or recommendation for award. However, certain exemptions to public records law are statutorily provided for in Title 50-18-70., O.C.G.A. Therefore, if the Bidder/Proposer believes any of the information contain in his or her response is exempt from the Open Records Act, the Bidder/proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise the County will treat all materials received as public records.
- 2.6 CONTRACT COST ADJUSTMENTS:** Prices quoted shall be firm for the initial contract terms.
- 2.7 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:** Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.

- 2.8 DELETION OR MODIFICATION OF SERVICES:** The County reserves the right to delete any portion of this Contract at any time without cause. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.
- If the Contractor and the County agree on modifications or revisions to the task elements, after the County has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised quote to the County for approval prior proceeding with the work. Written change orders or amendments to the contract must be forwarded through the Purchasing Director who will obtain required approvals.
- 2.9 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be employees of the Contractor and subject to supervision by the Contractor, and not as officers, employee, or agents of the County.
- 2.10 SECURITY AND IMMIGRATION COMPLIANCE ACT:** On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>, to find the E-Verify information.
- 2.11 ASSIGNMENT:** The successful bidder/proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or of any rights, title, interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the County.
- 2.12 CANCELLATION:** The County may cancel this contract for convenience with a sixty (60) day written notice to the other party. The County may terminate this contract immediately for cause based on non-performance.
- 2.13 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.14 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.15 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a ninety day period.
- 2.16 I-24 Title VI Provisions:** During the performance of this contract, the contractor, for itself, its assignees,

and successors in interest (hereinafter referred to as the "Contractor"), agree as follows:

2.16.1 Compliance with Regulations: The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2.16.2 Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

2.16.3 Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

2.16.4 Information and Reports: The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Chatham County or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to Chatham County, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

2.16.5 Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Chatham County shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

2.16.6 Incorporation of Provisions: The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as Chatham County

or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request Chatham County enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- 2.17 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.18 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.
- 2.19 PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Ordinance shall govern the review and resolution of all protests.
- 2.20 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested. Chatham County has the right to disqualify the proposal of any Proposer as being non-responsive or non-responsible whenever such Proposer cannot document the ability to deliver the requested service.
- 2.21 COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business tax certificate (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business Tax Certificate prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information. 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 and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's fee proposal.

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. Chatham County is *not* to be included as a named insured on Contractor's policies.

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

- A. *Worker's Compensation*: Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability*: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile*: \$1,000,000 Combined Single limit written on an "Any Auto" basis.
- D. *Fidelity Bond/Professional Liability*: \$3,000,000 Covers lost due to crime or dishonesty by employee of/or the CONTRACTOR.

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

The contractor shall provide the County with an insurance certificate outlining the coverage's provided and 30 day written notification to the County when the coverage's are terminated or expired.

2.24 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS: The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part of a resulting contract.

2.25 SIGNED RESPONSE CONSIDERED AN OFFER: The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Director or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

- 2.26 **NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed or Purchase Order is issued by the Purchasing Director or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.27 **WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.
- 2.28 **CONFLICT OF INTEREST:** Through a statement of disclosure, your firm/organization/ joint venture shall provide sufficient detail of any relationship, especially financial, between members of your firm and any county employees or their family members. This will allow the County to evaluate possible conflicts of interest. However, it will remain at the county's discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.
- 2.29 **REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 2.30 **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONTRACTOR agrees as follows: The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.
- 2.31 **PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance.

SECTION III EVALUATION PROCESS

- 3.1 **DESCRIPTION AND OBJECTIVES:** Chatham County is soliciting proposals for the provision of Emergency Logistical and Staff Support (turn-key support facility).
- 3.2 **PROPOSAL CONTENTS:** In responding to this proposal, each proposer shall include within a 30 page limit (total for the entire submission) their understanding of the County's needs for Emergency Logistical and Staff Support (turn-key support facility) and their overall approach to those needs. Do not use font sizes below 10 point.

To be considered for award, all proposals must include, as a minimum the following information:

- a. **Understanding the Scope of Service:** The proposer fully understands the scope of services required for emergency disaster assistance; understands how these services effect a County and the economic impact; understanding the need to work with County

Officials and other Municipalities, the community; and the willingness to design the best response plan to meet the County needs in the event of disaster.

- b. **Expertise of Staff:** Describe the qualifications and experience of key personnel that will provide these services including demonstrated knowledge and understanding of the types of services to be performed; previous experience in similar or related work, and local codes, laws and regulations governing the work, especially any business relationships with FEMA representatives, past or present. Also list the positions titles and the number of support personnel available that will work on this contract.

List all executive or senior management by title and responsibilities and site or field managers or supervisors by title and responsibilities. A summary of experience and qualifications must accompany your proposal.

- c. **Performance:** The proposer shall provide any information that documents successful and reliable experience in past performance with the last 5 years, as it related to this proposal. Proposer shall submit a current list of clients for reference to demonstrate the company's long term commitment and investment in the emergency disaster services field. Include type of contract and dollar amount of the contract. Include events in proposer provided services and the type of service provided. Proposer shall provide a listing of alliance or affiliations which will be used for the contract.
- d. **Managerial Capabilities:** Show evidence of the company's ability to manage task simultaneously and expeditiously, especially if the company has additional contracts for service in other states or countries; approach to the problem, task resolution and teamwork.
- e. **Services to be provided:** The proposer shall provide a detailed list of all the services that the company is able to provide and briefly outline how these services will be accomplished. Please include a guaranteed response time in this portion of the submittal.
- f. **References:** Proposer shall include a minimum of three (3) references, for similar projects within the last five (5) years, who can attest to the company's knowledge, quality of work, timeliness, diligence, working relationships, and flexibility. Include the organization's name, contact persons, phone numbers, and date and type of service performed. If services provided differs from the one presented in you proposal, please delineate such differences.
- g. After the contract has been awarded, the selected Contractor may be required to prepare an overview presentation and briefing to the Chatham County Emergency Management Agency and other staff deemed necessary. Contractor shall provide electronic and hard copies of the presentations to Chatham County Emergency Management including all handout materials. The Contractor will be prepared to make their presentation within sixty (60) days upon the award of this contract. The Contractor shall coordinate contact information with appropriate representatives of the Chatham County Emergency Management staff. Contact

information will include names, telephone numbers, and email addresses for the agency and the contractor.

3.3 PRICE PROPOSAL AND COST INFORMATION:

The proposer shall provide a complete, all-inclusive cost for all services to be provided as outlined in this solicitation. Please include all hourly rate charges for personnel, equipment and vehicles, including any travel time and deployment fees. Indicate the number of personnel, equipment and vehicles that are employed or owned by the company. Please include details about the company's invoicing policy. Include a separate cost schedule for Optional services to be considered. Attach a list of the number of personnel and equipment per hour.

Cost of Mobilization/Deployment, Operations (if charged separately) and Demobilization/Deactivation for each of the eight types; please quote total fixed fee or itemized each service. All facilities must meet ADA guidelines. All quotes should be per-day and per-week, and per-person where applicable.

3.4 SELECTION METHODOLOGY: Proposals will be evaluated according to the following criteria at minimum:

Evaluating Factor:

Qualifications: *Qualifications:* Previous experience with similar contracts. Previous experience in similar or related work, local codes, laws, and regulations governing the work, especially any business relationships with FEMA representative, past or present. (25 points)

Expertise of Staff: Describe the qualifications and experience of key personnel that will provide services, demonstrated knowledge and understanding of the types of services to be performed; financial Stability, and additional information relevant to the firm's capacity. (25 points)

Understanding Scope of Service: Fully understand the scope of services required for emergency disaster assistance; understand how these services effect a County and the economic; understanding the need to work with County officials and other Municipalities in the community; Provide a detailed list of all the services that company is able to provide and briefly outline these services to be accomplished. (20 points)

References: Provides a minimum of three (3) references, for similar projects within the last five (5) years, who can attest to the company's knowledge, quality of work, timeliness, diligence, working relationships, and flexibility. Provide the organization's name contact persons, phone numbers and the date and type of service performed. (5 points)

Cost Proposal: as outlined on cost proposal page (25 points)

Interviews/Demos (if required) (TOTAL POSSIBLE POINTS: 25)

Any or all proposers may be requested to provide a demo or interview. If conducted, interviews will be scored.

3.5 PAYMENT TO CONTRACTORS: Instructions for invoicing the County for service delivered to the County are specified in the contract document.

- A. Questions regarding payment may be directed to Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
- B. 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.

3.6 BONDS: (Check where applicable) 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. Proposer(s) shall post a performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.
- D. Liquidated damages and penalties will be associated with the Bidder's agreed upon delivery date.

3.7 AUDITS AND INSPECTIONS:

At any time during normal business hours and as often as the County may deem necessary, the Proposer 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.

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 _____ PRINT NAME _____

TITLE _____

COMPANY _____

Phone / Fax No. _____

SECTION IV
SCOPE OF SERVICES
Temporary Support Facility for Disaster Operations
BEST VALUE SOLICITATION

General Statement: The Chatham Emergency Management Agency (CEMA) is desirous of securing services to provide an emergency stand by for base camps during emergencies and/or large scale events. Additional information may be obtained by written request from, Johnnie Coker, Procurement Specialist, 1117 Eisenhower Dr. Savannah, GA. 31406, jlccoker@chathamcounty.org

Purpose: A significant event in Chatham County, regardless of cause (natural,man-made, or technological), will require a large response to mitigate the effects on lives and property, to assist the affected population, and to ensure essential necessities of life are delivered in a timely and effective manner with a guaranteed response within 72 hours. CEMA seeks to contract the services of a qualified contractor to provide services associated with “Temporary facilities to support disaster operations.”

Detailed Minimum Specifications: The scope of this contract calls for a contractor to be selected as the primary source for CEMA to establish specified emergency crisis base camps providing total turn-key base camp support services inclusive of; 1) camp and subcontractor mobilization, 2) camp site preparation, 3) installation, 4) camp management and operation, and 5) camp demobilization as set forth herein. The contractor shall provide all authorized camp occupants with temporary billeting structures, pole tents or frame tents, and other facilities with air conditioning and/or heating, and leveled hard floors, and providing for; 1) bedding & linens, 2) kitchens/meal services, 3) shower units, 4) laundries/service, 5) restrooms (toilets), 6) hand wash units, 7) “certificated” potable (drinking) water, 7) on-site removal of black and gray water and associated on-site sanitation systems, 8) power generation and camp lighting. The primary contractor will be responsible for all requisite equipment and commodity reordering necessary to support the camp including, but not limited to; 1) Kitchen/Food Services, 2) showers, 3) laundries, and 4) restrooms. The primary contractor will be responsible for providing single standalone items that may be required for use at locations other than base camps including, but not limited to; 1) Kitchen/Food Services, 2) showers, 3) laundries, and 4) restrooms. The contractor shall provide services in compliance with the American with Disabilities Act.

CEMA reserves the right to estimate base camp populations at the time of release order award and throughout the duration of the release order for billing purposes scaled on a daily average basis as follows:

Services Provided	
Type I Support	(2001 + persons)
Type II Support	(1501-2000 persons)
Type III Support	(1001 - 1500 persons)
Type IV Support	(751 - 1000 persons)
Type V Support	(501-750 persons)
Type VI Support	(251-500 persons)
Type VII Support	(101-250 persons)
Type VIII Support	(0-100 persons)

SCHEDULE A - FACILITIES

I. SITE LAYOUT

The contractor shall provide campsite layout in accordance with spacing and implement erosion controls in accordance with local, state and national regulations, protocols, polices, directives, and guidelines (such as EPA Protocol 883-91-100). The contractor shall perform all necessary site excavation to establish positive drainage and make site ready for placement of contractor provided equipment and assets. The contractor shall maintain campgrounds on a periodic basis to include brush clearing, grass and brush cutting.

II. FACILITIES OVERVIEW

Contractor provided billeting shall be provided in commercially available climate controlled facilities which include floors, doors, lights, sleeping cots and fire extinguishers in accordance with local, state and national regulations, protocols, polices, directives, and guidelines (such as ANSI Z.4.4, NFPA 102, CH 7,8 and 9 and NFPA 101). Such billeting shall be fully installed and ready for occupancy within 72 hours after release order. Changes to accommodate increases or decreases in camp population shall be completed within 24 days after notice.

Tents provided shall typically be one or two type pole tents or frame tents. Alternate structures, which meet or exceed these specifications, may be substituted with approval of CEMA. All billet facilities shall be installed in accordance with referenced codes and manufacturers approved engineering data. All structure engineering data shall be maintained on file in the project site office. Air movement within structures shall be in accordance with local, state and national regulations, protocols, polices, directives, and guidelines (such as ANSI Z.4.1.4). Pole tents shall be supported with large center poles and side poles. Pole tents shall be anchored via double ropes and pins. The pins shall be driven into the earth 48" and the 5/8" diameter ropes have a tensile strength of 5000 pounds. The double anchor points shall be spaced 7'6" on center around the perimeter of the tent. Pole tents shall comply with Georgia Fire Codes and the NFPA for Flame Retardancy and NFPA 701 Flame Retarding Fabric Requirements. Frame tents shall be membrane structures

engineered by the manufacturer providing a clear and open span from side to side. These tents shall be supported via aluminum frame members and shall be anchored to the ground with 48" stakes or with ¾" X 8" wedge bolts for concrete pavement locations. The contractor shall issue a certificate of compliance with the proposal to demonstrate that frame tents shall be rated for a minimum Class C wind loads (70 mph) in accordance with local, state and national regulations, protocols, policies, directives, and guidelines (such as ANSI/ASCE 7-93). Structures shall be in compliance with the following building code standards in the US: Uniform Building Code (UBC), Building Officials and Code Administrators (BOCA), Southern Building Code Congress International: Standard Building Code (SBCCI-SBC), and applicable Georgia Building Codes. Frame tents shall meet or exceed Georgia Code for Flame Retardancy and NFPA 701 Requirements. For privacy and to accommodate 24/7 work schedules, windows are not be required for membrane structures.

Flooring shall be comprised of ¾" plywood or equivalent placed transversely on 4" X 6" stringers laid flat on the ground. Plywood shall be anchored via screws to prevent trip hazards. Alternate structures, which meet or exceed these specifications, may be substituted with approval of CEMA.

Flooring shall be placed within all interior portions of the tents to provide a firm level working or living area. Prior to placing floors on the ground, an entomology service shall be utilized to eliminate potential bug or insect hazards. Periodic screenings and repeat applications shall be provided as need to ensure inactivity.

Tent lighting shall be provided at a rate of 20-foot candles and will be placed on timers for blackout times to accommodate sleep schedules. All lights shall be NEC and UL listed for outdoor and wet conditions. Cell phone charging areas shall be provided throughout the tents.

Fire Extinguishers shall be provided for each individual structure (tent) and sized appropriately for its occupancy and rated for Type ABC fires. Special areas such as kitchens may require other rated type extinguishers appropriate for the specific location. All applicable Georgia and NFPA codes and regulations will be strictly enforced throughout the base camp.

Sleeping cots shall be constructed of nylon and aluminum or equivalent and have a minimum 300 lb capacity. Pillow, blanket, sheets and pillowcases shall be provided with each cot. Cots shall be placed so each occupant has approximately 4 sq. ft. of personal space within the tent. This accommodates areas to store personal belongings. Steel bunk beds with mattresses may be provided at higher occupancy sites that have a limited amount of floor space. Storage boxes, lockers or shelving for personnel effects will be provided to ensure a neat, orderly environment.

III. ENVIRONMENTAL CONTROL UNITS (ECU)

The contractor shall insure that all HVAC shall be provided for all structures in sufficient capacities to cool tented areas to approximately 72 degrees Fahrenheit from ambient temperatures of 95 degrees and heat to approximately 72 degrees Fahrenheit from ambient temperatures of 40 degrees. All mobile HVAC units shall be operated on

a digital thermostat control.

IV. CAMP LIGHTING

The contractor should provide sufficient night lighting shall be provided in the most commonly used base camp areas and around dining, shower and restroom areas to permit safe movement of personnel.

V. HAZARDOUS MATERIALS

The contractor shall handle all hazardous substances and dispose of hazardous substances in accordance to governing laws and conditions. Trained and licensed personnel will handle all hazardous materials. Copies of all documents and manifests supporting such actions must be supplied to CEMA.

VI. CODE ADHERENCE

The contractor is responsible for adherence to applicable local state, and federal building regulations and laws. Contractor shall be responsible for acquiring all permits and approvals for construction and installation services provided. The contractor shall be responsible for meeting manufacture recommended installation specifications. The contractor shall perform a local code review of the jurisdictional area where the camp is located and implemented any requirements determined to be more stringent than the National Codes indicated in this statement of work. A written compliance report shall be provided to the Government upon completion of this code review within 15 days of release order.

VII. SAFETY STANDARDS

The base camps shall be kept in compliance with applicable OSHA rules to include CFR 29, Part 1926, and all other local, state, and federal regulatory standards and conditions.

VIII. DAILY LOGS

The contractor shall maintain daily logs with mapping and addresses of all base camps it is operating under the contract. Copies of the logs shall be provided to CEMA and the Logistics Command Base Camp Coordinator.

IX. BADGE SYSTEM

The prime contractor should furnish photo identification badges for all camp occupants and contractor employees requiring entry into the camp. Occupant identification will be used to access lodging, camp facilities and meals. These identification cards shall be displayed on the outer clothing at all times the occupants are within the camp.

X. BILLETING PERSONNEL ACCOUNTABILITY

The prime contractor provides a method for determining personnel sleep locations within the base camp. The contractor shall provide appropriate billeting for the personnel

assigned to the camp including but not limited to beds or cots to accommodate number of personnel assigned to camp. Separate areas for male/female and day/night shifts. HVAC provided in all structures. Each resident shall have access to his or her own individual locker that can accommodate a pad lock. Beds and or cots will be provided within each sleeping structure and include Linens, blankets and pillows. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. The contractor is responsible for accommodating individuals with special needs; this includes as a minimum the Americans with Disabilities Act and any other federal, state and local codes.

Dining Facility - The contractor shall provide a Dining Facility for the personnel assigned to the camp. Food services will be accomplished through contract catering. Three meals per day will be served with a Midnight meal for 24 hour operations. An approved 14-day rotation meal plan will be established. Food service facilities must meet all required State public health code requirements to include a commercial grade (restaurant) approved equipment, sealed floor, HVAC, bug screens and/or air curtain blowers, equipment and utensil sanitation, fire suppression, and hand wash stations in numbers appropriate for the size of camp. Camp catering must be able to feed at least 25% more persons above camp residents.

Administration Facility- The contractor shall provide administrative areas. This area shall be within tented facilities or office trailers. They house the office areas for the contractor's camp management and the State Logistics Command Base Camp coordinator and representatives. This shall also be the location for in-processing and out-processing of camp occupants by the contractor and shall also be used for camp information boards. The contract shall provide separate administrative area for camp management, resident check-in, credentialing, resource ordering, central security, and camp command element, copiers, fax, folding tables, chairs, administrative office supplies, and Credentialing/Badge system.

Medical Clinic – This area will be used for outpatient sick calls and as an ambulance staging area for medical emergencies. Medical equipment and supplies will be provided by EMS or the State Health Agency. Contractor shall provide separate tent facility. Camp operations type's I – VII should include 8 beds w/linen, blankets & pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Contractor shall provide ALS Ambulance with a support tent, tables and chairs and divider walls for sick calls for camp operations type VIII.

Morale, Welfare & Recreation (MWR) - This area shall be a tented facility with lights, power and HVAC and flooring. This area shall also have tables and chairs for reading and doing personal paperwork (seating capacity 5% of camp occupants). The area shall have television capabilities for inhabitants to relax. The contractor shall provide aerobic and strength training equipment (5% of camp capacity), TV, internet access (5% of camp capacity), cell phone charging stations as well as numerous magazines and newspapers. Contractor shall provide separate tent facility to accommodate tables, chairs, two large screen TVs, recreational equipment, board and card games, and refreshments to accommodate number of residents assigned to camp. Attached to or adjacent to mobile

units vendor should provide tables, chairs, TV, board and card games and refreshments for a minimum of 50 persons.

Billeting Safety Specifications

Fire Safety - All billeting will come with fire extinguisher emergency exit lighting and smoke detectors. Camp residents will be shown fire extinguisher locations all personnel will be shown emergency egress and shown a Billet personnel staging area in the event of an emergency so as to maintain a proper headcount.

Electrical Safety - Power distribution boxes will be placed against the external wall and away from normal foot traffic. All exposed wires will be taped down to prevent tripping and falls.

SCHEDULE B – KITCHENS/FOOD SERVICES

I. KITCHENS/FOOD SERVICES OVERVIEW

The contractor shall provide adequate kitchens and a dining facility at each base camp, which shall comply, with Georgia Department of Health, or the US Food & Drug Administration and/or Food Service Programs like the US Army Technical Bulletin Med 530, Food Service Sanitation (or equivalent). The contractor shall provide food preparation services to accommodate camp population. Camp population should not have to wait in line for meals for more than 20 minutes. All meals shall be prepared in accordance approved menu program or equivalent and may be enhanced based on individual chef specialties and skills. The contractor shall prepare three meals per day (breakfast, lunch, dinner) with a midnight meal as required for 24 hour operation.

II. Kitchen Specifications

The Contractor shall furnish the following:

- a. All necessary labor, including, but not limited to, complete management, control, transport, purchase, receipt, storage, issue, set up, handling, processing, packaging, preparation, food serving and cleanup at the kitchen and eating area site. All food and condiments.
- b. All cooking and serving equipment, serving utensils, eating dishes, and supplies. Eating dishes shall be paper with the exception of cups. All cold drink cups shall be 12-ounce or 16-ounce cups. Cups for hot drinks may be paper or polystyrene foam. If the cups are made of foam, they must be manufactured from FDA sanctioned hydro-chlorofluorocarbons (HCFC) blowing agents.
- c. All appropriate eating utensils (factory sealed in plastic, at least of medium weight) and serving utensils for meals at the Disaster camp.
- d. Disposable eating utensils (factory sealed in plastic, at least of medium weight) and serving utensils (factory sealed in plastic, wrapped in plastic wrap, or put in plastic bags) for hot or cold meals at remote camps.

- e. A small weighing scale for spot-check of minimum weight requirements.
- f. Hot and cold thermometers for monitoring of food temperatures.
- g. Food-grade plastic gloves for food service personnel.
- h. Current test strips for checking dish washing sanitizing solution.
- i. PhDFAhate-free, antibacterial liquid soap and paper towels for hand washing facilities,
- j. Waterproof tent(s) for the eating area(s) that are able to accommodate fifty percent (50%) of the Headcount mobilization.
- k. Separate, sturdy, smooth tables and seating (in good condition) that will not collapse.
- l. Adequate lighting for the serving and eating areas.
- m. Fly-proof/insect protection for all outer openings of the temporary food establishment including tents.
- n. Garbage cans and liners for inside the kitchen unit.
- o. All fuel and electricity for the kitchen, serving area and eating areas.
- p. Refrigeration and freezer units for the storage of meats and other perishables

The Contractor shall ensure the following:

- a. Certificated Potable water initial supply of 1500 gallons of potable water with recurring certificated potable water reorders using an appropriate size tanker.
- b. Gray water storage capacity of a minimum of 500 gallons.
- c. Gray water removal.
- d. Living accommodations and meals for Contractor's personnel.
- e. Adequate fire extinguishers meeting current Occupation Safety and Health Act (OSHA), National Fire Protection Association 10.
- f. Separation and rinsing of kitchen recyclable materials by type (i.e., glass in one container, plastic in another, aluminum in still another, etc.), when recycling is practiced at the Disaster camp.
- g. Maintain all facilities used for meal preparation, serving, and cleanup in a sanitary condition in accordance with the current Food Code issued by the U.S. Department of Health and Human Services, U.S. Public Health Service, Food and Drug Administration. A current copy of the Food Code shall be accessible in each kitchen unit.
- h. Ensure that employees are neat and clean in fact as well as in appearance. All employees shall wear identification that distinguishes the Contractor represented. All food service employees shall wear at all times hair restraints (hair nets, caps or other restraints) (long hair hanging out of caps without some type of restraint is not acceptable), aprons, and other apparel required by the Food Code. Single-use, food-grade gloves shall be worn when serving meals.
- i. Ensure that employees cooking or handling food are free of communicable diseases. The Contractor shall train employees in the importance of hand washing as a means of preventing the spread of infection.
- j. Provide equipment and operate in accordance with all current Federal, State, local laws or standards; OSHA regulation; the National Electrical Code (NEC); the Uniform Plumbing Code (UPC); Federal and State potable water codes; the current Food Code issued by the U.S. Department of Health and Human Services; U.S. Public Health Service, Food and Drug Administration; and other contractual

requirements stated herein.

- k. Ensure that no alcoholic beverage and/or controlled substance are taken to the Services site, used by, or furnished to any person at the Incident. There shall be no use of tobacco products in the immediate area of food preparation or serving.
- l. Ensure that only those Contractor employees essential to the mission remain at the Services site.
- m. Provide employees to maintain all self-service food bars. A minimum of one employee shall monitor and maintain the salad bar during the entire meal period.
- n. All food shall be prepared and cooked inside enclosed systems, which include the kitchen unit(s) and enclosed coffee systems, except food may be cooked and served from approved outdoor barbecues.
- o. All hot food, with the exception of beverages, shall be served from the kitchen unit(s).

Kitchen Unit (Including All Ancillary Equipment)

- a. The kitchen unit shall be fully enclosed except when serving at the serving window (service opening shall not be larger than what is necessary to accommodate efficient serving). All doors and major openings shall be screened using 16 strands to the inch or greater mesh screens, properly designed and installed air curtains, or other effective means in accordance with the current Food Code issued by the U.S. Department of Health and Human Services, U.S. Public Health Service, Food and Drug Administration.
- b. All equipment shall be sealed to the floor to prevent moisture from getting under the equipment or be raised at least 6" off the floor by means of an easily cleanable metal leg(s) and foot (feet).
- c. Equipment, including the interior of cabinet units or compartments, shall be constructed so as to have smooth, easily accessible, and easily cleanable surfaces. Equipment surface shall be free from channels, crevices, flanges, ledges, sharp or jagged edges, and other cleaning obstructions. Unfinished wooden surfaces are not permitted.
- d. Food contact surfaces shall be constructed of metal, high-pressure laminated plastics, wooden cutting boards, or laminated hardwood that are in compliance with the current Food Code issued by the U.S. Department of Health and Human Services, U.S. Public Health Service, Food and Drug Administration. These surfaces must be kept free of cracks, cuts, and other obstructions that would interfere with proper cleaning. (Wooden boards will be washed with hot, soapy water after each use. Plastic boards will be cleaned with a solution of 2 tsp. bleach and 1 quart water).
- e. All pipes, fittings, or hoses shall comply with the appropriate codes. All equipment shall preserve the potable water quality throughout the kitchen unit and peripheral equipment where water is stored and used. No galvanized pipe, fittings, or fixtures are allowed. Space around pipes, conduits, or hoses that extend through cabinets, floors, or outer walls shall be sealed. The seal shall be smooth and easily cleanable.
- f. Light bulbs, tubes, etc., shall be covered with completely enclosed plastic safety shields, approved shatterproof type bulbs or the equivalent. Light fixtures shall be installed so as to not constitute a hazard to personnel or food materials. All electrical receptacles not dedicated will be ground fault protected.

Steam Tables (Electric or Gas)

- a. Steam tables shall be capable of holding at least 4 full sized hotel pans (12" x 20"). The unit shall be able to maintain hot food at a minimum of 140 degrees F. The unit shall be used for serving only (not food preparation or reheating foods).

Hand Washing Facilities

- a. Hand washing facilities shall be provided within and in close proximity to food preparation area(s) to allow Contractor's employees to wash their hands including the following areas at a minimum:
- b. Inside the main kitchen area, and
- c. Inside all food preparation areas at separate locations.
- d. The kitchen unit shall have either hot and cold water with mixing faucet or warm running water (101 degrees F) and be provided with paper towels and liquid soap which is antibacterial and phDFAhate-free.

Ventilation Equipment

- a. An electrically powered exhaust hood ventilation system shall be provided over all cooking equipment to adequately remove cooking odors, smoke, steam, grease and vapors.
- b. Grease filters (or other means of grease extraction) be of steel construction (or other approved material) and be readily accessible for cleaning.
- c. The ventilation equipment shall provide a reasonable condition of comfort to the employees.

Waste Management

- a. Waste receptacles shall be readily accessible. They shall be constructed so as to be smooth, nonabsorbent, and easily cleanable. The Contractor will supply dumpsters for the Kitchen and dining facility.

Storage

- a. There shall be separate enclosed storage completely away from food storage and food preparation areas for cleaning supplies, clothing and insecticides.

Sneeze Guards

- a. Sneeze guards, to effectively shield food, shall be provided so as to intercept the direct line between the average person's mouth and the food being displayed.

Gray Water Storage

- a. A minimum storage capacity of at least 500 gallons of gray water storage shall be provided. The storage container(s) shall have the size and description stenciled on the container in letters no less than 4 inches high (for example: "500 GAL – GRAY WATER").

Refrigeration Storage Unit(s)

- a. Food in refrigeration storage units shall be stored in accordance with the current National Restaurant Association (NRA) Standards and Food Code issued by the U.S. Department of health and Human services; U.S. Public Health Service, Food and Drug Administration, which is a minimum of 6 inches off the floor or on easily

movable dollies or racks (4-inch pallets are permissible). Placing food that is not in waterproof containers, directly on permanently installed corrugated floors in refrigeration storage units, does not comply with these standards.

- b. A minimum of 1,200 cubic feet of refrigeration storage space, capable of maintaining stored food at a temperature of 41 degrees F or lower, and minimum of 512 cubic feet of freezer storage space capable of maintaining frozen food at 0 degrees F it is required.
- c. Refrigeration and freezer storage units shall each be equipped with a “min/max,” continuous graphing, or equivalent thermometer placed no further than 8 feet from the entrance being used. The Contractor is responsible for recording the minimum and maximum temperatures inside refrigerator, in a logbook, at a minimum of three times per day at some time between 6:00 a.m. and 11:00 p.m. The logbook shall be made accessible to Health Authorities at all times. Refrigeration and freezer storage units containing temperature indicators attached to the outside of the unit must clearly provide a temperature reading of the inside of the unit no further than 8 feet from the entrance.

Potable Water

- a. Enough Potable Water trucks with “certificated” potable water and equipment necessary to store a minimum of 1500 gallons of potable water as often as required (kitchen use only).

Equipment Maintenance

- a. The Contractor is responsible for providing equipment fully operational which includes all fuel, oil, preventive maintenance and repair.

Additional Safety Equipment

- a. All equipment is required to meet current Federal, State, and local laws or regulations, the NEC, the UPC, Federal and State potable water codes, OSHA Standards, and other contractual requirements. Any steps or platforms shall have solid handrails, not chain link, in addition to other current OSHA standards for handrails and stairs (29 CFR 1910.23 – 1910.24).

III. FOOD SERVICES SPECIFICATIONS

The Contractor will provide tasty, well balanced, hot and special meals, sack lunches, hot and cold can meals. All meals shall be consumed at the incident dining area except for sack lunches. Contractor may elect to consolidate drinks and drink condiments, in a single location (service bar). Contractor may also elect to consolidate desserts in a single location (dessert bar) and/or breakfast and dinner condiments in a single location (condiment bar).

A fourteen (14) or twenty-one (21) Day Rotating Menu program should accompany the proposal and may be enhanced based on individual chef specialties, skills and cultural diversity. The contractor shall prepare three meals per day (Breakfast, Lunch and Dinner), but be prepared to serve a midnight sack lunch for emergency workers. Coffee shall be made available on a twenty-four hour service bar. The contractor shall prepare sack lunches. Lunch meals shall be prepared as bagged meals. Dinners shall be hot

meals. The contractor shall accommodate special meal needs such as vegetarian or other special dietary menu needs.

Standard menu items should be a variety for each type of meal; hot breakfasts, sack lunches and hot dinners and made available to each person assigned to the camp. The food shall be selected and cooked to minimize health hazards.

BREAKFAST – should be a variety of but not limited to: Eggs, Meat, Cereals, Bread or Hot cakes or French toast or waffles or slices of bread, Potatoes, Grits, Milk, Juices, Coffee, Water, Fresh Fruit, Yogurts

SACK LUNCH (Midnight Meal) should include but not limited to: Regular and vegetarian sack lunches shall be provided. Vegetarian sack lunches shall at a minimum be prepared for the Lacto vegetarian classification level, and shall consist of the same quantities and items as regular sack lunches with the exception that no meat, fish, or poultry shall be included. Non-meat protein substitutes shall be used in vegetarian sack lunches in lieu of meat, fish, or poultry. Sack lunches shall consist of the following items at a minimum: Two Meat Sandwiches or Non-Meat Substitute for Vegetarian. The meat sandwich shall be wrapped in plastic wrap or plastic bags. The Containers may separately wrap individual sandwich items within each lunch. However, if meat is individually wrapped, it must be properly vacuum-sealed. The meat sandwich shall contain at the minimum two 1 to 1 and ½ oz. slices of bread. The meat sandwich shall contain a minimum of 3 ½ oz. sliced meat or a combination of sliced meat and cheese. No ground meat or vegetables (lettuce, tomatoes, and onions) will be placed on sandwiches. Vegetarian sandwiches made with non-meat substitutes may include pre-prepared soy products. Condiments shall be individual packets and not put directly on the bread.

Lunch Variety Items should include but not limited to: ONE Large Submarine Sandwich, Sandwich Wraps, Bagel Sandwich, Croissant Sandwiches, Packaged Peanuts, Fruit, Dried Fruit, Fruit Juice, Potato Chips, Pre-wrapped cookies, Brownies, Candy Bars, Packaged vegetables

HOT DINNERS

Hot dinners shall be prepared and served at the incident. Dinners shall consist of the following standard menu items:

Meat – should be a variety of Steak, Beef, Beef and Pork Ribs, Ground Beef, Pork, Lamb, Poultry, Ham, Fish, Casseroles w/Meat (without for Vegetarians), Spaghetti w/Meat Sauce (without for Vegetarians)

Non-Meat Protein Dish – should include but not to items such as such as BBQ beans, veggie patty, vegetarian hot dog, Tofu, beans, soybeans products, cottage cheese, eggs, or equivalent.

Vegetables – should include but not limited to: Green Beans, Carrots, Potatoes (mashed or whole), Broccoli, Peas, Corn, Beans, Rice, tomatoes

Self-Service Salad Bar – A self-service salad bar shall contain but not limited to two

prepared salads, various types of leafy vegetables (such as green/purple cabbage, romaine or red leaf lettuce), fruit or fruit salad and assortment of salad dressings (regular and/or low/non-fat). Salad toppings to include but not limited to: kidney, garbanzo or pinto beans, carrots, mushrooms, celery, cauliflower, green/red bell peppers, broccoli, cheese, beets, olives, peas, tomatoes, eggs, cucumbers, pickles, or other fresh pickled, or marinated vegetables. Prepared salads to include but not limited to: macaroni, carrot and raisin, potato, pea, jell-o, cottage cheese, coleslaw, fruit, rice, or pasta salads. Tossed salad such as romaine, endive, green or red leaf, iceberg, butter, or cabbage and fruits melons, peaches, grapes, bananas, strawberries, pears, applesauce, or seasonal fruit.

Dessert Bar - A self-service salad bar shall contain a variety of; cakes, cookies, pies, cobblers, puddings, pastries, or ice cream.

Twenty-Four Hour Service Bar – The contractor shall provide a 24 per day service bar to include, but not limited to the following items: Hot Regular Coffee (caffeinated and decaffeinated). Flavored coffee may be served in addition to regular coffee at the Contractor's option. Hot water, hot chocolate, tea bags (caffeinated and decaffeinated), iced tea (caffeinated and decaffeinated). Flavored tea may be served in addition to regular tea at the Contractor's option. The contractor shall have available between the hours of 4:00 a.m. and 12:00 noon cold cereal and milk

Personnel will provide camp identification badges to receive meals or they will be required to pay for their meals. The contractor is responsible for collecting payment for those meals from personnel who do not have a valid base camp identification badge. The contractor shall accept cash, debit card, or major credit card for payment. Contractor shall establish a fair price for the meals, but shall not exceed current General Services Administration (GSA) per diem meal rate for the appropriate Georgia location.

The Contractor's personnel with the exception of the salad bar, service bar, condiment bar, and dessert bar accompanying those hot meals should serve all hot meals. The Contractor should have the capability to feed personnel when requested by CEMA at times other than those established for regular meals. The intent is to provide meals on an "as requested" basis, but does not require the kitchen to be open continuously 24-hours per day. Second helpings at breakfast should not be considered an additional meal. Second helpings at the dinner meal will not be considered meal unless a meat helping is served.

All self-service bars should be monitored and maintained. The Contractor should have at least one employee trained in safe food handling procedures who is assigned to monitor and maintain the salad bar for the duration of the dinner meal period. An adequate number of tongs and utensils should be provided.

Food supplies shall be staged in appropriate storage equipment, dry vans or refrigerated/freezer trucks until prepared. Meal counts for each meal shall be provided to CEMA on a daily basis.

The contractor should ensure that all contractor personnel entering or working in food preparation and/or serving areas should wear hairnets or disposable hats in accordance with TB MED 530 Standards. The contractor should ensure that employees are neat and

clean. Single-use, food-grade gloves should be worn when serving meals.

The contractor should ensure that each Mobile Food Service Unit Kitchen Manager has a Certificate of Completion for food service management, handling, and sanitation training like ServSafe or a Georgia Health certificate.

SCHEDULE C – MOBILE SHOWERS/SERVICES

SHOWER OPERATIONS OVERVIEW

CEMA should provide the Contractor with the headcount for the Incident prior to mobilization. Contractor should provide shower units to accommodate camp population. CEMA and the Contractor Representative should meet daily to review head-count trends.

Upon notification, Contractor should provide all physical equipment and ancillary equipment necessary to be completely self-sustaining to include; potable water, gray water removal, waste management, power generation, propane, and Contractor personnel sleep facilities for the duration of the operation and demobilization.

Shower Specifications

The Contractor should furnish the following:

- a. All labor to include; but not limited to, complete management, control, transport, purchase, receipt, storage, issue, set up, handling, processing, drying towels (paper) and soap for dispensers.
- b. Garbage cans and liners for outside the shower unit.
- c. All fuel, electricity and water for the shower.
- d. Temporary waiting area with chairs and grass rugs sufficient to stage ten personnel.
- e. A five-gallon water bucket with chlorine solution for flip-flops used for showering.

The Contractor should ensure the following:

- a. Certificated Potable water initial supply of 1500 gallons of potable water with recurring certificated potable water reorders using a 6,000-8,000 gallon tanker.
- b. Gray water storage capacity of a minimum of two 1350-gallon bladder bags per shower.
- c. Gray water removal.
- d. Living accommodations and meals for Contractor's personnel.
- e. Adequate fire extinguishers meeting current Occupation Safety and Health Act (OSHA), National Fire Protection Association 10.
- f. Ensure that employees are neat and clean in fact as well as in appearance. All employees should wear identification that distinguishes the Contractor represented.

- g. Provide equipment and operate in accordance with all current Federal, State, local laws or standards; OSHA regulation; the National Electrical Code (NEC); the Uniform Plumbing Code (UPC); Federal and State potable water codes; the current Food Code issued by the U.S. Department of Health and Human Services; U.S. Public Health Service, Food and Drug Administration; and other contractual requirements stated herein.
- h. Ensure that no alcoholic beverage and/or controlled substance are taken to the Incident, used by, or furnished to any person at the Incident.
- i. Ensure that only those Contractor employees essential to the mission remain at the Incident.

Shower Unit (Including All Ablution Equipment and Ancillary Support)

- a. The shower unit shall have the ability to be segregated by male and female and be fully enclosed except the shower access door to include showers that are compliant with the Americans with Disabilities Act.
- b. Equipment surface shall be free from channels, crevices, flanges, ledges, sharp or jagged edges, and other cleaning obstructions. Unfinished wooden surfaces are not permitted.
- c. All pipes, fittings, or hoses should comply with the appropriate codes. All equipment should preserve the potable water quality throughout the shower unit and peripheral equipment where water is stored and used. Space around pipes, conduits, or hoses that extend through floors or outer walls should be sealed. The seal should be smooth and easily cleanable.
- d. Light bulbs, tubes, etc., should be covered with completely enclosed plastic safety shields, approved shatterproof type bulbs or the equivalent. Light fixtures should be installed so as to not constitute a hazard to personnel. No electrical receptacles will be placed inside the showers.

SCHEDULE D – MOBILE LAUNDRIES/SERVICES

LAUNDRY OPERATIONS OVERVIEW

Contractor should provide laundry trailers to accommodate camp population. CEMA and the Contractor representative should meet daily to review head-count trends.

Upon notification, Contractor will provide all physical equipment and ancillary equipment necessary to be completely self-sustaining to include; potable water, gray water removal, waste management, power generation, propane, and Contractor personnel sleep facilities for the duration of the operation and demobilization.

Laundry Specifications

The Contractor should furnish the following:

- a. All labor to include a fluff & fold service, control, transport, purchase, receipt, storage, issue, set up, handling, processing, laundry soap, bleach and laundry bags.

- b. Garbage cans and liners for outside the laundry unit.
- c. All fuel, electricity and water for each laundry unit.

The Contractor should ensure the following:

- a. Certificated Potable water initial supply of 1500 gallons of potable water with recurring certificated potable water reorders using a 6,000-8,000 gallon tanker.
- b. Gray water storage capacity of a minimum of one 1350-gallon bladder bags per laundry.
- c. Gray water removal.
- d. Living accommodations and meals for Contractor's personnel.
- e. Adequate fire extinguishers meeting current Occupation Safety and Health Act (OSHA), National Fire Protection Association 10.
- f. Ensure that employees are neat and clean in fact as well as in appearance. All employees should wear identification that distinguishes the Contractor represented.
- g. Provide equipment and operate in accordance with all current Federal, State, local laws or standards; OSHA regulation; the National Electrical Code (NEC); the Uniform Plumbing Code (UPC); Federal and State potable water codes; the current Food Code issued by the U.S. Department of Health and Human Services; U.S. Public Health Service, Food and Drug Administration; and other contractual requirements stated herein.
- h. Ensure that no alcoholic beverage and/or controlled substance are taken to the Incident, used by, or furnished to any person at the Incident.
- i. Ensure that only those Contractor employees essential to the mission remain at the Incident.

Laundry Unit (Including All Ablution Equipment and Ancillary Support)

- a. Equipment surface should be free from channels, crevices, flanges, ledges, sharp or jagged edges, and other cleaning obstructions. Unfinished wooden surfaces are not permitted.
- b. All pipes, fittings, or hoses should comply with the appropriate codes. All equipment should preserve the potable water quality throughout the shower unit and peripheral equipment where water is stored and used. Space around pipes, conduits, or hoses that extend through floors or outer walls should be sealed. The seal should be smooth and easily cleanable.
- c. Light bulbs, tubes, etc., should be covered with completely enclosed plastic safety shields, approved shatterproof type bulbs or the equivalent. Light fixtures should be installed so as to not constitute a hazard to personnel.

SCHEDULE E – RESTROOM FACILITIES

RESTROOM FACILITIES OVERVIEW- The prime contractor should ensure sufficient restroom facilities in a manner that provides adequate health and safety in accordance with local, state and national regulations, protocols, policies, directives, and guidelines (such as ANSI Z4.3 and Z4.4).

Portable Restrooms Specifications - self-contained for 100% of the NIMS camp mobilization (ratio of at least 1 toilet to 10 persons,) in accordance with local, state and national regulations, protocols, policies, directives, and guidelines (such as ANSI Z4.3 and Z4.4). Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons near restrooms, PLUS 6 per entry to dining halls. Servicing shall be daily for all restrooms and hand wash stations.

Porta-Trailer Restrooms Specifications - self-contained for 100% of the NIMS camp mobilization (ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) in accordance with local, state and national regulations, protocols, policies, directives, and guidelines (such as ANSI Z4.3 and Z4.4). Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 6 per entry to dining halls. Servicing shall be daily for all restrooms and hand wash stations.

Male/Female Segregation – Assume sixty-percent (60%) male and forty-percent (40%) female. The ratio may be adjusted by CEMA on a base camp by base camp basis.

SCHEDULE F – SECURITY/FENCING

OVERVIEW – The prime contractor will provide full perimeter unarmed security personnel at all gates plus at least 2 roaming guards in accordance with the camp size -24-hours per day. Security personnel may be contracted under the supervision of sworn law enforcement. In the event the state does not require security personnel the contractor should provide a temporary chain link fence at the minimum of 6' if site is unsecured and without gates.

SCHEDULE G – ABLUTION EQUIPMENT SPECIFICATIONS

“Certificated” potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and the prime contractor at each camp provides wastewater collection systems. All water supply equipment is rated for potable water supply in accordance with local, state and national regulations, protocols, policies, directives, and guidelines (such as ANSI/NSF 42, 53, & 61 standards). Water systems are installed and operated in accordance with local, state and national regulations, protocols, policies, directives, and guidelines (such as AWWA standards C900, C901 and NSF 14) for distribution systems and flexible lateral supply piping.

All potable water must be “certificated” by a Federal or State agency prior to use. The prime contractor will ensure that each tanker of water to be used is “certificated” as potable and copies of all certificates maintained by the prime contractor for a period

of not less than three (3) years.

Should a State health official deem a specific water source as “potable” for continuous re- supply, the prime contractor must get that certification in writing from the health official as well as name, organization, address and phone number.

All gray water must be captured and removed from the base camp site. Gray water may be dumped in manholes or at a local lift station as identified by local public works department.

All black water must be captured, contained and taken to a State-approved facility for disposal. The prime contractor is responsible for any fees associated with that disposal.

SCHEDULE H – OPERATIONS PLAN

OVERVIEW – The prime contractor will provide with the offer an operations plan to include the following:

SECTION 1 – READINESS PLAN - The prime contractor shall provide a written narrative to detail equipment and personnel readiness to include CEMA notification of need of service and time requirements for mobilization and construction of the turn key setup.

SECTION 2 - MOBILIZATION PLAN – The prime contractor will provide a written narrative, phase plan and Gantt charts demonstrating their mobilization plan. All ablution equipment and ancillary support to ensure a total turnkey base camp will be mobilized. A list of equipment for a typical base camp will be provided. If upon arrival, CEMA and the prime vendor deem any ablution equipment or ancillary support as unnecessary (i.e. certificated potable water, sewer, etc.), that ablution equipment or ancillary support may be, 1) redirected to another base camp facility, or 2) demobilized.

SECTION 3 - OPERATIONS PLAN (Camp Management Plan) – The prime contractor shall provide a written narrative to demonstrate the management plan of all major components outlined in Schedules A-G to include daily reports to be submitted to CEMA.

a. CAMP SITE MAP (Area Required) – Provide an ideal situation schematic of the base camp setup including area requirements. This is subject to change depending on the nature of the disaster and location.

b. QUALITY ASSURANCE PLAN - The prime contractor will issue their Quality Assurance Plan (QAP) in accordance will Schedules A-G.

SECTION 4 – KEY PERSONNEL STAFFING - The prime contractor will provide an organizational chart of personnel that will hold key roles at the base camp. The prime contractor has fully identified key positions and the personnel by name that will fill them. The prime contractor has demonstrated that the proposed key personnel have an understanding of the program scope and objectives, as well as successful previous experience in the delivery of similar services. The prime contractor has included its

rationale for the positions designated as key. The prime contractor has demonstrated an understanding of the importance of assigning experienced, key personnel in the completion of the project. The prime contractor has provided resumes for all proposed key personnel. Resumes have been limited to one (1) page each.

SECTION 5 - DEMOBILIZATION PLAN - The prime contractor will provide a written narrative, phase plan and Gantt charts demonstrating their demobilization plan.

SECTION 6 - RECLAMATION PLAN - The prime contractor will provide a written narrative demonstrating their reclamation plan & pricing.

SECTION 7 – PRICING SCHEDULE – The prime contractor will provide pricing schedules as identified in Exhibit A Pricing by schedule.

SECTION 8 – BIDDERS SIGNATURE PAGE – Bidder will provide a signed bidders signature page as provided in the last page of this document.

SCHEDULE I – PRIME VENDOR QUALIFICATIONS

OVERVIEW -

- 1.DISASTER RESPONSE SUMMARY OF EXPERIENCE** - The prime contractor shall include a summary of disaster response experience and duration.
- 2.EMERGENCY BASE CAMP EXPERIENCE** - The prime contractor will be evaluated in accordance with the applicable FAR regulations. CEMA will award this solicitation to the responsible prime contractor whose demonstrates a history of conforming to the solicitation and that will be most advantageous to CEMA. Price and other factors will be considered. The following factors shall be used to evaluate proposals: Readiness Plan and Proposed Camp Equipment, Mobilization Plan, Management Plan, Key Personnel, and Past Performance & Experience. CEMA will make a best value determination based on past experience. In making this determination CEMA is more concerned with obtaining a superior solution and quality assurance to achieve the objectives of the solicitation than making an award to the prime contractor with the lowest evaluated price.
- 3.PAST PERFORMANCE REVIEWS** - The prime contractor must submit at least three letters of past experience summaries. The submitted past performance experiences is of contractual work that is similar to the requirements set forth in this solicitation.
- 4.REFERENCES** - The prime contractor may offer relevant State, corporate or organizational references of contractual work that is similar to the requirements set forth in this solicitation.
- 5.FINANCIAL STATEMENT** - The prime contractor shall include a letter of good standing from a reputable banking institution demonstrating they have met all their financial obligations and have adequate credit facilities in place to assure continued long-term operations.

PART V

COST INFORMATION SHEET CHATHAM COUNTY, GEORGIA

RFP# 18-0049-3

ANNUAL CONTRACT FOR TEMPORARY SUPPORT FACILITY FOR DISASTER OPERATIONS

OVERVIEW – The Personnel Base Camp Pricing is, 1) Mobilization Charge as a standalone price, 2) A seven (7) Day Weekly Operations Charge, 3) The cost per person/per day based on the seven (7) Day Weekly Operations Charge, and 4) the demobilization charge as a standalone price.

FACILITY OPERATIONS PRICE RELEASE ORDER PRICING

NIMS	Mobilization Price	Weekly Operations Price	Weekly Operations PP/PD	Demobilization Price
Type I (2001 + persons)				
Type II (1501-2000 persons)				
Type III (1001 – 1500 persons)				
Type IV (751 - 1000 persons)				
Type V Support (501-750 persons)				
Type VI Support (251-500 persons)				
Type VII Support (101-250 persons)				
Type VIII Support (0-100 persons)				

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

NAME/TITLE	TIN
COMPANY NAME	TYPE OF CORPORATION
ADDRESS	STATE AND YEAR OF
CITY/STATE/ZIP	
PHONE/FAX NUMBER	
EMERGENCY 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.

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

County that a drug-free workplace will be provided for the employees during the performance of this contract known as

ANNUAL CONTRACT FOR TEMPORARY SUPPORT FACILITY FOR DISASTER OPERATIONS

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 ANNUAL CONTRACT FOR TEMPORARY SUPPORT FACILITY FOR DISASTER OPERATIONS 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 an incorporated by reference in the contract which this Company may be awarded;
6. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature _____
Date _____

ATTACHMENT C

DISCLOSURE OF RESPONSIBILITY STATEMENT

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

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

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

3. List any convictions or civil judgments under states or federal antitrust statutes.

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

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

6. List any contracts not completed on time.

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

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

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

of _____, declare under oath that
Company Name

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

Signature

State of _____

County of _____

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

ATTACHMENT E

Affidavit Verifying Status for Chatham County Benefit Application

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

1.) _____ I am a citizen of the United States.

OR

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

OR

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

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

Signature of Applicant: _____

Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

ATTACHMENT F

CHATHAM COUNTY, GEORGIA

**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 voluntary excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

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

(Printed or typed Name of Signatory)

(Signature)

(Date)

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

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. 167160

Chatham County, Georgia seeking proposal from responsive and qualified firms that will provide services associated with "ANNUAL CONTRACT FOR TEMPORARY SUPPORT FACILITY FOR DISASTER OPERATIONS"

A Pre-Proposal Conference has been scheduled for 2:00 P.M., August 8, 2018, and will be conducted at the **Citizens Center Chatham County Purchasing Department, 1117 Eisenhower Drive Suite C., Savannah, Georgia 31406**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

Proposals are due by 5:00 P.M., August 29, 2018 and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

Specifications can be downloaded from the County's website at <http://purchasing.chathamcounty.org> and are available in Chatham County Purchasing Office, at the address listed above. For additional information concerning specifications, please contact Johnnie Coker, at (912) 790-1624. 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 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 DIRECTOR
CHATHAM COUNTY, GEORGIA

Savannah News- INSERT: 7/27/2018