

INVITATION TO SUBMIT

P R O P O S A L

**REQUEST FOR PROPOSALS - RFP NO.: 21-0026-7**

**ANNUAL CONTRACT FOR BANKING SERVICES FOR CHATHAM COUNTY**

**PRE-PROPOSAL CONFERENCE (AUDIO AVAILABILITY ONLY):**

**2:00 P.M. APRIL 29, 2021**

**PROPOSALS RECEIVED BY: 5:00 P.M., MAY 20, 2021**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

CHESTER A. ELLIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER TANYA MILTON

COMMISSIONER LARRY RIVERS

COMMISSIONER AARON R. WHITELEY

COMMISSIONER BOBBY LOCKETT

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER KENNETH A. ADAMS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**DOCUMENT CHECK LIST**

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

X GENERAL INFORMATION

X PROPOSAL

X SCOPE OF SERVICES

X LEGAL NOTICE

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

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

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

\_\_\_\_\_  
TITLE:

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

ACKNOWLEDGE RECIEPT OF ADDENDUM(S) \_\_\_\_\_

**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 encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority or female ownership. Please check ownership status as applicable:**

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

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

**CHATHAM COUNTY, GEORGIA  
OFFICE OF THE PURCHASING DIRECTOR  
1117 EISENHOWER DRIVE, SUITE C  
SAVANNAH, GEORGIA 31406  
(912) 790-1623**

**DATE: April 14, 2021**

**RFP NO.: 21-**

**0026-7**

**GENERAL INFORMATION FOR REQUEST FOR PROPOSALS**

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Director, **1117 EISENHOWER DRIVE, SUITE C, and SAVANNAH, GEORGIA** up to **5:00 P.M., MAY 20, 2021**. The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a qualification 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

A **pre-proposal conference** has been scheduled for **2:00 P.M., APRIL 29, 2021**. **Participants may attend by calling 1-888-585-9008, conference room code 743-636-882**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. **Participants** attending remotely are asked to mute phones when not speaking, in consideration of others. **You 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.

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 consultants to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance.

**All firms** requesting to do business with Chatham County **must register** on-line at <http://purchasing.chathamcounty.org>. The County's Purchasing Division is interested in fostering participation by all qualified businesspersons offering commodities and services. For additional information, please contact Purchasing and Contracting at 912-790-1620.

**SECTION I  
INSTRUCTIONS TO PROPOSERS**

**1.1 PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

**1.2 HOW TO PREPARE PROPOSALS: All proposals shall be:**

- A. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.
- B. Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

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

- A. **Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.**
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before the time and date specified above.
  - a. **Mailing Address: Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**
  - b. **Hand Delivery: Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia.**

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

**1.4 HOW TO SUBMIT AN OBJECTION:** Objections from Offerers to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:

- A. When a pre-proposal conference is scheduled, the Proposer may object in writing any time prior to or at the pre-proposal conference.
- B. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.

- C. The objections contemplated must pertain to both form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.
- 1.5 **ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.6 **STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.7 **PROPOSER:** Whenever the term "Proposer" is used, it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.8 **COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.9 **CONSULTANT:** Consultant or subconsultant means any person, firm, or business having a contract with Chatham County. The Consultant certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.10 **LOCAL PREFERENCE:** The Consultant agrees to follow the local preference guidelines as more fully specified in the contract documents.
- 1.11 **DEBARRED FIRMS AND PENDING LITIGATION:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. It is the proposer's responsibility to inform the County should the proposer/firm be placed on the Federal or State of Georgia Excluded Parties Listing during the proposal process. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered. Successful proposers with whom the County enters into a contract with for goods or services will notify the County if they become debarred during the course of the contract.

\*\* All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

- 1.12 PERFORMANCE EVALUATION:** On April 11, 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, at a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Director.

## **SECTION II PROPOSAL CONDITIONS**

- 2.1 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.
- 2.4 COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with

Chatham County.

**2.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
- (3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

**2.7 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

**2.8 PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Ordinance – Part 9 – Vendor Disputes shall govern the review and resolution of all protests.

**2.9 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

**2.10 COUNTY TAX CERTIFICATE REQUIREMENT:** A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

**NOTE:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful consultant and/or subconsultant as adopted by the Board of Commissioners on 8 April 1994.

- 2.11 INSURANCE PROVISIONS, GENERAL:** The selected CONSULTANT shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work, hereunder by the Consultant, his agents, representatives, employees or subconsultants. The cost of such insurance shall be included in the Bid. It is every Consultant's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance and Declaration Sheets for multiple year contracts before the end of each term. **Failure to do so may be cause for termination of contract.**

**2.11.1 General Information that shall appear on a Certificate of Insurance:**

- I. Name of the Producer (Consultant's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

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

**2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:**

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Consultant or Tenant. This policy coverage includes: premises and operations, use of independent consultants, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Consultant while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured



employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.

- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Consultant's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.
- D. **Fidelity Bond/Professional Liability:** \$3,000,000 covers loss due to crime or dishonesty by employee of/or the CONSULTANT.

### 2.11.3 Special Requirements:

**Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.

- A. **Extended Reporting Periods:** The Consultant shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- B. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- C. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- D. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Consultant must ensure Certificate of Insurance are updated for the entire term of the County.
- E. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.

- F. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- G. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

**2.12 INDEMNIFICATION:** The PROPOSER 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 PROPOSER or its subproposers. The PROPOSER'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. PROPOSER 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 PROPOSER or his subconsultant or anyone directly or indirectly employed by any of them.

The PROPOSER'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 PROPOSER.

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

**2.14 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.

- 2.15 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and the Purchasing Director or his designee issues a Notice to Proceed. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.16 PAYMENT TO CONSULTANT:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.
- A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
  - B. Consultant will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
  - C. Upon completion of the work, the Consultant will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Consultant for the work performed for the County have been paid in full.
  - D. Chatham County is a tax-exempt entity. Every consultant, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.
- 2.17 LICENSES, PERMITS, AND TAXES:** The price or prices for the service shall include full compensation for all fees that the proponent is or may be required to pay. Chatham County is Tax Exempt. The Purchasing & Contracting Office upon request (912) 790-1623 will provide a Tax Exemption Certificate.
- 2.18 MINORITY – WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. 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. Proposers may also provide demographic information regarding their employees to show their commitment to equal opportunity. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.

If the awarded consultant is claiming minority status, the consultant 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 or [cheyard@chathamcounty.org](mailto:cheyard@chathamcounty.org).

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

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

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
BY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TELEPHONE NUMBER

## REQUEST FOR PROPOSALS

### SPECIFIC CONDITIONS SECTION III

- 3.1 DESCRIPTION AND OBJECTIVES:** Chatham County is seeking responsible firms interested in providing banking services for Chatham County. It is the County's intent to award an annual contract as a result of this solicitation.
- 3.2 MINIMUM CRITERIA:** Proponents must be able to demonstrate their ability to meet the following minimum criteria:
- A. The proposing bank institution must be a qualified depository for public funds pursuant to Georgia Law.
  - B. The proposing bank institution must provide deposit insurance through the FDIC. The bank must also maintain collateral securing all County balances on deposit in compliance with the Official Code of Georgia Annotated 45-8-12. Collateralization is required on both demand deposits and investments. At a minimum, quarterly reporting of collateral holdings must be available. The proposing bank institution is asked to submit as an addendum a copy of its standard agreement for public funds collateral security.

- C. The proposing bank institution must be able to provide all account information via a secure website that will allow the County to make daily inquiries into the bank's computer system as well as provide the County with transactions capabilities. See further information on daily on-line banking needs in Scope of Services.
- D. The proposing bank institution must be able to provide fraud prevention services including positive pay capabilities for the County's accounts payable and payroll disbursements.
- E. The proposing bank institution must be able to provide bank statements within 5 business days following the cut-off date of statement purposes. The cut-off date for statement purposes will be the last day of each calendar month. These statements also need to be available on-line.
- F. Depository banks must maintain a full service home office or branch within the geographical boundaries of Chatham County throughout the term of the contract.
- G. The proposing bank institution shall provide audited financial statements for the past two years, including appropriate disclosures, and shall provide either a) bank rating information from applicable credit rating or banking industry analysts, or b) a copy of each of the last four quarterly call reports for the bank.

**3.3 METHODOLOGY:** The procurement described herein may be conducted in a two-step process.

**STEP ONE- ACCEPTANCE AND EVALUATION OF QUALIFICATION**

**PROPOSALS:** All technical requirements, unless otherwise specified, must be met by the proponent or such proposal may be disqualified as being non-responsive. Proposals that are deemed incomplete as to substance and content may be returned without consideration. A shortlist of qualified firms will be developed and ranked.

**STEP TWO-INTERVIEWS:** The evaluation committee **may** request an interview with short-listed firms. If interviews are conducted, they will be scored. It will be at the discretion of the evaluation committee on the number of firms that will interview/present. Site visits **may** be requested as part of the interview process.

**3.4 PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held at **2:00 P.M., APRIL 29, 2021**. Participants may attend by calling 1-888-585-9008, conference room code 743-636-882. Representatives from Chatham County will be in attendance. Attendance assures that all competitors hear the same information, can ask questions and suggest constructive changes to the solicitation.

**3.5 PROPOSAL DEADLINE:** The response to this 'Request for Proposal' must be received by the Purchasing Division no later than **5:00 P.M., MAY 20, 2021**.

For good and sufficient reason, up to 24 hours before the advertised deadline, the County may extend the response schedule. An addendum will be issued setting forth the new date and time.

- 3.6 WITHDRAWAL OF PROPOSAL:** Any proposal submitted before the deadline may be withdrawn by written request received by the County before the time fixed for receipt of proposals. Withdrawal of any proposal will not prejudice the right of a proponent to submit a new or amended proposal as long as Chatham County receives it by the deadline as provided herein.
- 3.7 CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. Any information contained in the proposal that is considered by the Proponent as “proprietary” to remain confidential shall be clearly identified and justified.
- 3.8 CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer’s staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.
- 3.9 FORMAT OF RESPONSES:** To be considered, proponents must submit a complete response to be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:
- A. Executive Summary
  - B. Experience and Capability
  - C. Project Understanding and Methodology
  - D. References
  - E. M/WBE Participation
  - F. Fee Proposal
  - G. Other Relevant Facts/Information
  - H. Required Document Attachments

Each proposal must be submitted in one (1) original and five (5) copies and one (1) electronic version of your RFP on thumb drive or CD to:

Ms. Robin L. Maurer, Asst. Purchasing Director  
Chatham County Purchasing Department  
1117 Eisenhower Drive - Suite C

Savannah, GA 31406  
(912) 790-1623

- 3.10 COMPENSATION:** The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure their offer.
- 3.11 REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 3.12 COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 3.13 INQUIRIES:** Direct any questions related to this RFP to Ms. Robin Maurer, Asst. Purchasing Director, and submit all questions in writing. Include the RFP number, page, and paragraph number as a reference to each question. If you choose to mail your questions, do not place the RFP number on the outside of the envelope. *DEADLINE FOR ALL QUESTIONS IS one week prior to due date.* All questions shall be delivered by hand, mail, fax or e-mailed as follows:

Chatham County Purchasing and Contracting Division  
Attn: Robin Maurer, Asst. Purchasing Director  
1117 Eisenhower Drive, Suite C  
Savannah, GA 31406  
(912) 790-1627 (FAX)  
[rlmaurer@chathamcounty.org](mailto:rlmaurer@chathamcounty.org)

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

- 3.14 METHOD OF SOURCE SELECTION:** Chatham County is using the Competitive Sealed Proposal method of source selection, as authorized by Part 3 of the Chatham County Purchasing Ordinance for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to Chatham County, taking into consideration price and other factors set forth in this Request for Proposal (RFP). The County will not use any other factors or criteria in the evaluation of the proposals received.

- 3.15 EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the COMPANY agrees as follows:

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

**SECTION IV  
SPECIAL CONDITIONS**

- 4.1 PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- 4.2 EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/WBE firms, consultants and employees will also be considered in the evaluation of proposals.
- 4.3 SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation may include an oral presentation, which will be scheduled after receipt of the written proposal and approval of the shortlist.
- 4.4 CONTRACT:** The term of the contract will be for one (1) year with renewal options for four (4) additional one (1) year terms.
- 4.5 PROPOSALS MUST BE RESPONSIVE TO:**
- 4.5.1 ***EXECUTIVE SUMMARY (SECTION A):*** The Executive Summary of the Proposal shall be limited to three (3) single-spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the offerors ability to meet the requirements of the qualifications RFP.
- 4.5.2 ***EXPERIENCE AND CAPABILITY: TOTAL POSSIBLE POINTS: 25 (SECTION B)*** In this section, proponents will describe their business organization, which will service as major participants, and their respective roles and include:
- A. Organization - State the full name, principal local business address, and telephone number of the proposing institution. Please provide an organizational chart.
- Indicate when and in what State the Institution was chartered.
  - As applicable, provide the name of the branch office or other subordinate element that will perform or assist in providing the services described herein.



- Provide a listing of your branches, which can provide depository services, currency and coins to the various Departments and Agencies located throughout the County.
- B. Project team - Provide the name, title, address, and telephone number of the person(s) who will be assigned to perform services under the proposal.
- Assuming a July 1, 2021 start date, provide a detailed implementation schedule including the names and titles of parties responsible for each task. Include any services that require testing prior to implementation.
- C. Resumes/credentials of the person(s) who will perform the services required and state how long they have been with your firm. For each key staff person that will participate in the program, attach a resume. Highlight key and relevant experience. Credentials may be subject to verification. Indicate who will serve as the Project Manager. This should be the individual who will be assigned to perform day-to-day responsibilities.
- D. Adequate information to describe the scope of the offeror's previous experience in providing governmental banking services.
- E. List of current or former government agencies with requirements similar in scope and content to the proposed contract, a contact and current telephone number at each client location. Chatham County reserves the right to verify the information furnished.
- F. State if your institution has operated under a different name within the past 10 years and provide the name that your firm previously operated under.
- G. Provide complete details of any contract that your firm has been fired from during the last 5 years.

4.5.3 ***PROJECT UNDERSTANDING & METHODOLOGY: TOTAL POSSIBLE POINTS: 30 (SECTION C)*** In this section, proponents will discuss their understanding of the services to be provided and its goals, why they believe their institution remains the most qualified to undertake the work, and how they would approach the project.

- A. *Project Understanding* - Provide a narrative that demonstrates your understanding of the County's strategy and goals.
- B. *Methodology* - Provide a description or outline of the methodology. This should include how your institution will provide the services and its working relationships with others as part of the project team; **\*\*IN ADDITION TO THE BELOW, SEE SCOPE OF SERVICES FOR SPECIFIC AREAS TO ADDRESS UNDER METHODOLOGY\*\***

- Be specific about how your institution can translate the methodology you propose to provide the services, interact with others outside of the project team who are involved in providing the service, and relevance of approach to the County's intent and needs.
- Be specific how your institution proposes to meet the minimum qualifications as listed in Section 3.2.
- Be specific about how your institution will work with the County.
- Be specific how your institution plans to implement the transition from the current bank to your institution.
- Provide information on special services and techniques that you will offer that differentiates your proposal from any other.

4.5.5 **REFERENCES: TOTAL POSSIBLE POINTS: 10 (SECTION D):** Provide five (5) references, to be contacted, and a recent list of local governments to which banking services are currently being provided.

4.5.6 **LOCAL M/WBE PARTICIPATION: TOTAL POSSIBLE POINTS: 15 (SECTION E):** Commitment in the level of local MWBE firms, subconsultants and employees. Approach to meeting and exceeding the MWBE requirements. History of Minority-owned, Women-owned business utilization. Provide detailed information about your past experience with minority participation and how this experience will provide you with the basis for how you plan to involve local and minority participation.

4.5.7 **FEE PROPOSAL: TOTAL POSSIBLE POINTS: 20 (SECTION F):** Provide the basis for your fee on the fee proposal form.

4.5.8 **OTHER INFORMATION/SUBMITTAL REQUIREMENTS: In this section, Proposer will provide, at a minimum, the following institution information and SUBMITTAL:**

- A. Transaction Posting - State the latest time that transactions will be posted and included as a current day's business.
- B. Federal Reserve Requirements- Provide your Federal Reserve requirement on funds held in the following methods:
  - Demand Deposits
  - Non-Interest Bearing Time Deposits
  - Interest Bearing Repurchase Agreement
  - Non-Interest Bearing Repurchase Agreement
- C. SUBMITTAL Requirements - Proposer will submit with their proposal the following:
  - A Uniform Bank Performance Report (UBPR) covering the most recent and/or quarterly UBPR.
  - Provide the bank's Community Reinvestment Act (CRA) rating.
  - Provide call reports for the last four quarters or credit rating

information for senior and subordinate debt from a recognized credit rating agency (Muddy's, S&P, etc.).

- Annual financial reports for the past two years. The object of this requirement is to review the Auditor's Opinion, Notes to the Financial, and Management's Discussion of the past year and prospects for the future.
- Provide a sample of the proposed banking contract.

D. Confirmation of Acceptance - Proposer will submit with their proposal, written confirmation as acceptance of the following:

- Your Institution consents that proposals will not be accepted from any company, firm, person or party, parent or subsidiary against which the County has an outstanding claim, or a financial dispute relating to prior contract performance with the County. At any time, the County discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- Conflict of Interest: Through a statement of disclosure, your Institution should 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 conflict of interest remains substantial to disqualify any proposal.
- Your Institution consents that its proposal will remain valid for a period of not less than sixty (60) days from the due date of proposals.

#### 4.5.9 INTERVIEWS/PRESENTATIONS (IF REQUIRED) – TOTAL POSSIBLE POINTS: 30

- 4.6 **CONTRACT:** The successful respondent will be expected to execute a contract within 30 days of notice of award.
- 4.7 **PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS:** The proponent will perform the project as an independent consultant and not as an agent or employee of the County. Joint ventures and sub-consultant arrangements are not prohibited; however, the proponent shall secure written permission from Chatham County before subcontracting any part of this service. Such permission should be obtained during the proposal evaluation stage. Proponents are encouraged to use Minority/Woman Business Enterprises and are reminded of reporting requirements when utilizing these arrangements.
- 4.8 **ASSIGNMENT:** The PROPOSER shall not assign or transfer any interest of the contract without prior written consent of the County.

## SECTION V SCOPE OF SERVICES

**5.1 BACKGROUND:** The bank awarded the contract will be the County's primary cash management partner. The primary objective of the evaluation process is to select a banking institution that:

- Demonstrates a thorough understanding of the laws of the State of Georgia
- Clearly demonstrates a thorough knowledge of government treasury management processes and procedures
- Provides opportunities to maximize existing technologies
- Possesses adequate resources to handle extenuating implementation and/or development request that may result during the contract period
- Ensure the highest degree of safety of the County's financial assets
- Safekeeping Agent for County Purchased Investments

**5.2 SERVICES:**

- General banking services
- Local branch services
- Deposit Services
- Desktop scan deposit services
- Payroll Direct deposit services
- ACH Services
- Wire Services
- Zero Balance Account Services
- Checking accounts
- Positive Pay
- Paid Check Image Services
- CD images of cleared checks monthly
- Returned items
- Paid check cancellation and stop payment services
- Online Banking Services and reporting
- Electronic cleared check import files
- Monthly deposit reports for each deposit slip location number
- Collateralization of Deposits

The County utilizes services of vendors to assist in daily operations. Separate contracts are maintained for these services, which are not included in the scope of this Request for Proposal. However, it is beneficial that the selected bank be capable of providing these services if the County desires to transition these services to our primary banking partner. Describe your options for these services (*INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY – IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE*).

- Merchant Services and Credit Card Processing
- Purchasing Cards
- ACH and credit card payment to vendors from ERP-Tyler Munis file
  - Ability to house the vendor payments banking information on bank site for vendor distribution

- Safekeeping Agent for County Purchased Investments

**5.3 BANKING ACCOUNTS:** Chatham County will maintain several bank accounts during the period of the contract. The average monthly balances have been approximately \$30 million (Exhibit A)

The following accounts are maintained as part of a linked zero balance system (Z- Zero Balance, D- Deposits, W-Wires, A- ACH and C- Checks).

A. Linked Zero Balance System:

- Master/Collection Account - Parent (D,A,W)
- AP Disbursement Account- Sub (Z, C, A)
- Payroll Account- Sub (Z, C, A)
- Jurors – Sub (Z, C)

B. Separate Demand Accounts (Non-Pool): The following demand accounts shall be operated and maintained, as separate accounts without any linkage to the four accounts included in the linked zero balance system. These accounts will require deposit, wire, ACH & check services

- Recreation Authority
- County Employee Flex Account
- Sales Tax I
- Sales Tax II
- Sales Tax III
- Sales Tax IV
- Sales Tax V
- Sales Tax VI
- Sales Tax VII
- CIP Bond Fund
- Worker's Compensation

**5.4 OPERATION OF LINKED ZERO BALANCE SYSTEM:** It is the intent of the County to operate the linked zero balance system so that the float factor is eliminated to the maximum extent possible from all accounts operating as part of the system. The accounts, which are part of the system, shall be operated in accordance with the following paragraphs:

A. County Funds collected daily by the various County departments and agencies located throughout the County will be deposited into the Master/Collection Account. Each County department has their own location number on their deposit slip within the Master/Collection Account. Returned checks are to be re-deposited a second time before charged to the County. All returned checks are to be charged to the Collection/Master Account. The Master account serves as the main wire disbursement account but no checks will be made directly from the Collection/Master Account.

B. All incoming wire and ACH deposits shall be made directly to the

Collection/Master account for immediate credit. Each of the Zero Balance Sub Accounts is a special disbursements only account. The AP Disbursement account is the main account for payment of general County expenditures.

- C. Deposits will be made only to the Collection Account. No Deposits will be made directly to any of the other Zero Balance Accounts. Transfers will be made to the ZBA Sub Accounts from the Master/Collection Account in an amount equal to the disbursements clearing in each of these accounts daily.

**5.5 OPERATION OF SEPARATE DEMAND ACCOUNTS:** The accounts listed under Section 5.3 (B) as Separate Demand Accounts shall be operated independently of the linked zero balance system. The same collection schedule requirement for deposits and wire transfers explained in Section 5.4 shall also apply to these accounts. Except for the Special Purpose Sales Tax Accounts, these accounts shall be utilized by the Officials and Agencies named which shall make all deposits and write all checks on the accounts.

**5.6 COLLECTION AND DEPOSIT SERVICES:** As stated in 5.4 (A) various departments around the County are depositing funds into the Collection/Master account and separate demand accounts. These deposits are done primarily through secure deposit drop boxes at the bank or in person at the bank. The County also utilizes remote desktop check scanning.

Describe your available deposit services including: (INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY – IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE)

- What type of deposit methods are available?
- Cutoff times and requirements by location (vault, teller, bank center, branch, desktop check scan)
- How does the bank determine and calculate availability of deposited items?
- Policy for return items and re-clear processing
- Discrepancy and write off policies
- Deposit locations within Chatham County
- Scanning equipment (lease options), software, transfer procedures, batching, and security
- Required document retention policy for checks converted to ACH or processed via remote check scan.
- Are deposit reconciliation services available?

**5.7 SAFEKEEPING AGENT:** Securities that are pledged as collateral or securities and/or investments purchased by the County for its investment portfolio will be controlled by the Bank via their own trust department, through a correspondent Federal Reserve and by delivery or book entry with the Federal Reserve Bank. This safekeeping function is to be provided for all securities in the investment portfolio, regardless of how acquired. The Bank will provide a monthly statement of the investment portfolio and securities held at the end of each month. This statement shall show the market value as of the end of the month. The contract Bank must also have correspondent relationships

with a Federal Reserve Bank.

- Although excluded from this proposal describe the bank's safekeeping services (INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY – IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE).

**5.8 COLLATERAL:** The Bank shall maintain securities pledged in the name of the County at all times which in combination with FDIC coverage shall comply with Georgia Code Ann. 45-8-12 through 45-8-13.1 which requires collateralization of all deposits not covered by FDIC insurance. The County will require a monthly collateral report from the bank. The County prefers to have the collateral cost included in the compensating balance in lieu of direct fees.

- The Bank should describe in detail how funds will be collateralized, which method would be used for collateralization, tier level, third party safekeeping requirements and include the costs associated with holding collateral.

**5.9 ON-LINE BANKING:** The Bank shall furnish an electronic banking system via the internet. This system must include (but is not limited to):

A. Information Reporting

- Previous and current day balance information
- Previous and current day transaction detail
- ACH and wire transaction detail
- Cleared check import files
- Monthly deposit reports by department location number
- Check Images (images of the front and back of checks that have cleared) and deposited items images
- Listing of wire transfers pending and processed
- Returned items report
- Monthly banks statements and client analysis statement

B. Transaction Capabilities

- Initiation of wire transfers for both book and domestic
- Initiation of stop payment and check cancellation requests and confirmations
- Positive pay service
- Add/Stop payment feature
- Maintenance of wire transfer templates
- Notification of acceptations
- ACH unauthorized Debit blocking

C. Security

- System security administrators with dual control for changes
- Dual control over wires
- Password protection and multiple authorization levels
- Use of RSA secured tokens or security codes

D. Describe your reporting options, transaction capabilities and security of your on line system including:

- What are the time requirements for positive pay and other acceptations verifications?

- What features are available for exception notifications?
- Are there features to set ACH debit blocking parameters?
- Can all reports be converted to Excel?
- Is Intra-day reporting in real time or delayed?
- Will training be provided for on-line services?
- How soon are statements available after month end?

**5.10 BANKING SUPPLIES:** Chatham County currently utilizes “Laser Printer” generated checks for all accounts payable and payroll transactions. The Bank will supply sufficient coin bags and sealable deposit bags to transport coins and deposits to the bank and will supply encoded two part and three part deposit slips as needed to meet the requirements of County accounts. A minimum of 12 accounts currently require separate deposit slips.

**5.11 WIRE TRANSFERS:** The Bank will wire funds only upon request of the County’s designee. The Bank will be notified through their website using an approved template created by the County or a standardized format for miscellaneous wires. If the website is unavailable, wires will be processed by banking personnel with the approval of the County’s Finance Director.

Describe your wire services including: (INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY – IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE).

- The options for initiating wire transfers (online, phone, other).
- Policy on daylight overdrafts, including aggregation of accounts and wire deadlines.
- Ability of the government to monitor wire transfers online.
- Ability to create and store recurring/repetitive wire instructions/templates and ability to store future dated wire instructions.
- The systems security features for wire initiation and approval.

**5.12 ELECTRONIC STORAGE OF DOCUMENTS:** The County’s retention guidelines require a record kept for 5 fiscal years after the transaction has been completed.

Describe your electronic retention services including: (INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY – IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE).

- How long are report images and paid check images maintained online?
- How long are transaction reports and statements available on line?
- Are alternate data storage options available such as CD of paid checks?

**5.13 CHECK CASHING - PAYROLL AND JUROR’S CHECKS:** The awarded bank will honor all payroll checks and juror’s checks presented by payees at any Chatham County location when accompanied by appropriate identification. All juror’s checks are payable to bearer and should be endorsed by the bearer. Proposers shall disclose any costs for providing this service.

**5.14 COST OF BANKING SERVICES:** Because of budgetary considerations, Chatham County would prefer to utilize a compensating balance arrangement to pay for monthly



service costs during the contract term. However, Proposer's should review the County's banking service activity provided herein on the Fee Proposal Form as well as additional services requested, and translate that activity into both unit costs and a flat compensating balance that would be required to cover services. If unit cost is proposed, disclose how interest will be paid and include the formula (rate basis) and ways the bank will be able to maximize interest revenue for the County.

**5.15 ACH AND DIRECT DEPOSIT-PAYROLL SYSTEM:** The County currently processes payroll for approximately 1800 full time and part time employees who are paid bi-weekly and 1000 employees and retirees who are paid monthly. If the scheduled payday is a holiday, employees are paid on the workday preceding the holiday. The successful Bank will be provided a schedule at the beginning of each fiscal year, which shows the file delivery dates and direct deposit pay dates for the full year.

Approximately 2750 of the employees and retirees are paid via direct deposit. All employees must be able to access their funds by 8:00 A.M. on Payday. No later than 3:00 P.M. two days prior to payday, the County will generate and transmit an ACH file. The Bank will download this file to their Operations Center. The Bank will arrange for ACH set-up and ample pre-note days prior to the first payday after the contract begins.

The County also utilizes ACH services for vendor payments via a file generated from our ERP system and in the Wells Fargo Payment Manager file format specifications, which excludes vendor-banking information. All vendor banking information is housed with the bank. Describe your ability to process vendor payments via ACH and house vendor banking information.

Describe your ACH services including: *(INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY - IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE).*

- The options for initiating ACH transfers (online, phone, other).
- Pre-notification policy and cost.
- What are the transmission deadlines for one day or two-day delivery?
- How are returned and rejected ACH transactions handled? What information does the bank provide to assist in identifying returned and rejected ACH transmissions? When is the information available?
- Although excluded from the RFP, does the bank offer an ACH payables platform that can be used to securely store vendor payment data? If so, describe the system's capabilities and provide details about how vendors "enroll" how information would be communicated to the County and a complete current pricing schedule and incentives.
- Indicate what ACH initiation file formats are needed for payroll and vendor payments (NACHA, other)

**5.16 DISBURSEMENTS/POSITIVE PAY:** The County uploads the positive pay files immediately after the checks are printed for payroll, AP and other demand accounts. Currently the checks are verified by amount and payee.

Describe your Positive pay services including: (INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY - IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE).

- Does the bank offer positive pay with payee verification?
- Control options – notification defaults
- At what time will the County receive the information on exceptions items? How much time will the County have to review discrepancies and notify the bank to accept or reject?
- If the County is unable to provide a “pay” or “no pay” decision before the deadline, what happens? Does the bank offer a “do not pay” default?
- Will stale-dated checks be reported as positive pay exception items?
- Data transmission methods and time windows
- How do tellers handle check presentments issued on a ZBA subsidiary account? Will tellers be able to verify the availability of funds and cash the check?

**5.17 DISASTER RECOVERY POLICY:** The Bank will provide the County with a “Disaster Recovery Policy” which identifies, at minimum, procedures to be followed to assure the County that there will be no lapse in payroll issuance (i.e. Bank will issue payroll based on previous pay period financials). Disaster Recovery Policy will also address “Cash Available and on Hand” that will be benchmarked for “Disaster Recovery” purposes only and immediately accessible by the County in the event of a state of emergency declaration or Natural Disaster or Act of War. (INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY - IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE).

**5.18 PURCHASING CARD SERVICES:** Although excluded from the scope of the proposal, describe the banks purchasing card program: (INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY - IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE).

- Interface options with internal ERP systems.
- Fraud policy
- Rebates for purchases
- Information reporting capabilities
- Security features

**5.19 MERCHANT SERVICES AND CREDIT CARD PROCESSING:** Although excluded from the Scope of the proposal, describe the banks merchant and credit card processing services including: (INCLUDE AS PART OF YOUR RESPONSE TO METHODOLOGY - IDENTIFY YOUR RESPONSE USING THE SECTION TITLE ABOVE).

- Security features – including account number encryption and purging policy
- PCI compliance and liability
- Chargeback policies
- Customer service procedures

- Reporting and availability of reports
- Software provided

**5.20 OTHER SERVICES:** The County recognizes that institutions are far more knowledgeable of “new” banking trends and products and have far more experience in creating banking services for its clients. In addition to the Scope of Services included herein, the County asks each Proponent to provide brief summaries of their capabilities and incentives that benefit the County. Please identify any costs and/or any annual rebates associated with these services.

**SECTION VI  
EVALUATION AND AWARD  
ANNUAL CONTRACT FOR BANKING SERVICES FOR CHATHAM COUNTY**

**6.1 EVALUATION:** Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by a technical review panel. A description of the factors which will be analyzed, and the relative weight accorded each factor follows. *The County will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Consultant Services requested.*  
STEP 1: PROPOSAL SUBMITTAL (**TOTAL POSSIBLE POINTS: 100**).

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
<i>Experience/Capability</i>	25
<i>Project Understanding/Methodology</i>	30
<i>References</i>	10
<i>M/WBE Participation</i>	15
<i>Fee Proposal</i>	20

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

**6.2 CONTRACT AWARD:**

- 6.2.1 Successful Proponent will be asked to submit his/her firms’ contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract.
- 6.2.2 No services shall be provided under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

**REQUEST FOR PROPOSAL  
BANKING SERVICES FOR CHATHAM COUNTY  
FEE PROPOSAL FORM  
(PRICING SHEET-COST OF SERVICES)**

**\*\*Form available in Excel on our website along with the RFP document\*\***

<b>Service Code</b>	<b>AFP Code</b>	<b>Service Description</b>	<b>Monthly Volume</b>	<b>Proposal Per Unit Charge</b>	<b>Proposal Monthly Charge</b>
IAMTH	000230	RECOUPMENT MONTHLY	30,557	0	0.00
		<b>Subtotal</b>		0	<b>0.00</b>
		<b>GENERAL ACCOUNT SERVICES</b>			
22051	010000	ACCT MAINTENANCE	18	0	0.00
DS510	010020	ZERO BALANCE MASTER ACCOUNT MAINT	1	0	0.00
DS001	010021	ZERO BALANCE MONTHLY BASE	4	0	0.00
CK021	010100	DEBITS POSTED	152	0	0.00
CK049	010310	DDA STATEMENT - PAPER	1	0	0.00
CK672	010630	BANK CONFIRMATION AUDIT REQUEST	1	0	0.00
15007	010101	REMOTE DEPOSIT-DEPOSIT CREDITED	31	0	0.00
32040	010000	WELLSTAX ACCESS CODE BASE MONTHLY	1	0	0.00
32053	010000	WELLSTAX PAYMENT	2	0	0.00
32052	010000	WELLSTAX RECEIPT	2	0	0.00
		<b>Subtotal</b>		0	<b>0.00</b>
		<b>DEPOSITORY SERVICES</b>			
08172	100501	ADJ FOR CASH DEPOSITED IN BRANCH	1	0	0.00
CK161	100006	CASH DEPOSITED IN BRANCH	5,013	0	0.00
CK199	10001A	POST VERIFY CASH DEP IN BRANCH	64,773	0	0.00
CK197	100040	CASH ORDER FEE IN A BRANCH	7	0	0.00
CK131	100040	ROLLED COIN FURNISHED BY BRANCH	6	0	0.00
CK141	100040	CURRENCY FURNISHED BY BRANCH	5,798	0	0.00
CK062	100416	CEO RETURN ITEM RETRIEVAL-IMAGE	6	0	0.00
CK064	100416	CEO RETURN ITEM SERVICE MTHLY BASE	15	0	0.00
CK061	100400	RETURN ITEM - CHARGEBACK	2	0	0.00
34235	100416	CEO RETN ITEM SUBSCRIPTION PER ACCT	1	0	0.00
34237	100416	CEO RETN ITEM SUBSCRIPTION PER ITEM	4	0	0.00
34236	100416	CEO RETURN DECISIONING PER ITEM	2	0	0.00
08052	100006	BRANCH DEPOSIT	2	0	0.00
22723	10001A	BRANCH DEPOSIT POST VERIFY	194	0	0.00
08025	100015	MISCELLANEOUS CREDITS POSTED	1	0	0.00
12707	100610	DEPOSIT LOCATION REPORTING - ITEM	328	0	0.00
001	100220	DEPOSITED CHECKS - ON US	200	0	0.00
002	100225	DEPOSITED CHECK	687	0	0.00
701	100220	REMOTE DEPOSIT-DEPOSITED ITEM ONUS	50	0	0.00
706	100224	REMOE DEPOSIT-DEPOSITED ITEM	199	0	0.00
		<b>Subtotal</b>		0	<b>0.00</b>

		<b>PAPER DISBURSEMENT SERVICES</b>			
24250	150340	OVERDRAFT CHARGE-PAID ITEM	12	0	0.00
DS191	150122	PAYEE VALIDATION STANDARD-ITEM	2,919	0	0.00
22810	150500	WF CHK CASHED FOR NONACCT HOLDER	39	0	0.00
DS255	151399	WELLSIMAGE PAID CHECK PER ITEM	2,697	0	0.00
34336	150724	POSITIVE PAY EXCEPTION - CEO IMAGE	18	0	0.00
22222	150810	PRINTING & SUPPLIES-VENDOR	42,535	0	0.00
12677	150300	MICR CHECK REJECTS >1% THROUGH 2%	29	0	0.00
12678	150300	MICR CHECK REJECTS OVER 2%	29	0	0.00
12812	151352	CEO IMAGE VIEW < 90 DAYS - ITEM	31	0	0.00
12815	151352	CEO IMAGE VIEW > 90 DAYS - ITEM	6	0	0.00
22225	150240	CHECK CASHING THRESHOLD MO BASE	3	0	0.00
22245	150240	CHECKS PAY TO INDIV BLOCK MO BASE	3	0	0.00
12816	151352	DESKTOP DEPOSIT IMAGES RETRIEVED	13	0	0.00
22235	150240	OTC DEBIT BLOCK MONTHLY BASE	3	0	0.00
12906	150401	POS PAY CHECK VERIFICATION CALL	1	0	0.00
12908	150310	POS PAY CHECKS WITH NO ISSUE RECORD	7	0	0.00
12505	150222	POSITIVE PAY EXCEPTION CHECKS RETND	4	0	0.00
12903	150310	POSITIVE PAY EXCEPTIONS - ITEM	20	0	0.00

<b>Service Code</b>	<b>AFP Code</b>	<b>Service Description</b>	<b>Monthly Volume</b>	<b>Activity Charges</b>	<b>Proposed Monthly Charges</b>
		<b>PAPER DISBURSEMENT SERVICES cont.</b>			
12907	150030	POSITIVE PAY MONTHLY BASE	10	0	0.00
12682	150120	POSITIVE PAY ONLY - ITEM	274	0	0.00
12681	150030	POSITIVE PAY ONLY MONTHLY BASE	4	0	0.00
MD091	150240	PYMT AUTH MAX CHECK MTHLY BASE	4	0	0.00
12670	150410	STOP PAYMENT - ONLINE	1	0	0.00
22020	151350	WELLSIMAGE PAID CHECK MONTHLY BASE	1	0	0.00
22202	150100	DDA CHECKS PAID	2,932	0	0.00
22019	151353	WELLSIMAGE PAID CHECK DELUXE-ITEM	2,697	0	0.00
22015	151353	WELLSIMAGE PAID CHECK PER CD	1	0	0.00
		<b>Subtotal</b>		0	<b>0.00</b>
		<b>PAPER DISBURSEMENT RECON SERVICES</b>			
34337	200201	CEO CHECK ISSUES-ITEM	157	0	0.00
12687	209999	ARP AGED ISSUE RECORDS ON FILE-ITEM	15,048	0	0.00
12377	200201	ARP FULL RECON-ITEM	3,084	0	0.00
12060	200010	ARP MONTHLY BASE - FULL	10	0	0.00
12061	200020	ARP MONTHLY BASE - PARTIAL	1	0	0.00
12604	200306	ARP OPTIONAL REPORTS	127	0	0.00
12430	200301	ARP OUTPUT - TRANSMISSION	3	0	0.00
34350	200306	CEO ARP STMT & RPTS MONTHLY BASE	11	0	0.00
12694	200100	OUTGOING TRANSMISSION - PER ITEM	2,715	0	0.00
		<b>Subtotal</b>		0	<b>0.00</b>

Service Code	AFP Code	Service Description	Monthly Volume	Activity Charges	Proposed Monthly Charges
		<b>GENERAL ACH SERVICES</b>			
CK018	250201	ELECTRONIC CREDITS POSTED	399	0	0.00
34342	250400	ACH CEO RETURN SUBSCRIPTION - ITEM	12	0	0.00
34340	250400	ACH CEO RETURN SUBSCRIPTION-ACCOUNT	4	0	0.00
ES280	250000	ACH MONTHLY BASE	2	0	0.00
ES211	250102	ACH ONE DAY ITEM	47	0	0.00
ES210	250102	ACH TWO DAY ITEM	5,861	0	0.00
ES216	250102	ACH SAME DAY	10	0	0.00
ES349	250220	ACH RECEIVED ADDENDA	276	0	0.00
ES344	250202	ACH RECEIVED ITEM	371	0	0.00
06505	250302	ACH RETURN ADMIN -ELECTRONIC	3	0	0.00
06502	250302	ACH RETURN ITEM-ELECTRONIC	1	0	0.00
ES801	250501	ACH TRANSMISSION CHARGE	11	0	0.00
ES237	250710	ACH FAX SERVICE	14	0	0.00
ES230	250620	ACH DELETE - ITEM	2	0	0.00
ES361	250642	ACH REVERSAL - ITEM	2	0	0.00
ES339	251010	ACH SPECIAL INVESTIGATION	1	0	0.00
34333	251050	ACH CEO FRAUD FILTER REVIEW MO BASE	15	0	0.00
34334	251050	ACH CEO FRAUD FILTER STOP MTHLYBASE	3	0	0.00
34338	251052	ACH CEO FRAUD FILTER STOP - ITEM	1	0	0.00
34335	251053	ACH CEO FRAUD FILTER REVIEW - ITEM	1	0	0.00
06525	250302	ACH NOC - ELECTRONIC	13	0	0.00
ES481	250302	ACH NOC - INFO REPORTING ADVICE	16	0	0.00
34330	250703	ACH CEO SUBSCRIPTION - ACCOUNT	16	0	0.00
34332	250703	ACH CEO SUBSCRIPTION - ITEM	93	0	0.00
34285	250703	CEO ACH HYP ITM DET INQ - PER ITEM	5	0	0.00
		<b>Subtotal</b>		0	<b>0.00</b>
		<b>EDI PAYMENT SERVICES</b>			
28111	300100	PAYMENT MGR TEMPLATE TRANSACTION	0	0	0.00
ED267	300100	PAYMENT MANAGER DOMESTIC ACH TRAN	98	0	0.00
28145	080100	PAYMENT MGR COMML CRD CCER PMT	0	0	0.00
28033	300330	PAYMENT MGR REJECT REPAIR DUPLICATE	0	0	0.00
ED290	300000	PAYMENT MANAGER MONTHLY BASE	1	0	0.00
34245	300225	CEO EDI PMT DETAIL - ADDENDA ITEM	60	0	0.00
34242	300225	CEO EDI PMT DETAIL - ITEM	140	0	0.00
34240	300010	CEO EDI PMT DETAIL SUBSC MO BASE	1	0	0.00
28210	300299	PAYMENT MANAGER ACH ADDENDA	0	0	0.00
28231	300221	PAYMENT MGR EMAIL SERVICE	0	0	0.00
28005	300100	PAYMENT MGR INBOUND TRANSMISSION	0	0	0.00
		<b>Subtotal</b>		0	<b>0.00</b>

		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			
ES030	350300	WIRE IN - DOMESTIC	2	0	0.00
ES038	359999	WIRE RISK	1	0	0.00
ES141	350120	WIRE BOOK TRANSFER - CEO	14	0	0.00
ES139	350100	WIRE OUT DOMESTIC - CEO	3	0	0.00
		<b>Subtotal</b>		<b>0</b>	<b>0.00</b>
		<b>INFORMATION SERVICES</b>			
34421	400272	ARP STMTS & RPTS (CSV/EXCEL) / ITEM	36,290	0	0.00
34420	400051	ARP STMTS & RPTS (CSV/EXCEL) BASE	2	0	0.00
34123	40022Z	CEO EVENT MESSAGING SERVICE - EMAIL	142	0	0.00
34286	400271	CEO PREV DAY EXT DETAIL ITEMS RPTD	9	0	0.00
34115	400272	CEO PREV DAY REPORTING ITEMS LOADED	3,708	0	0.00
34100	400052	CEO PREV DAY REPORTING MAINTENANCE	15	0	0.00
27707	400340	CEO SEARCH	104	0	0.00
34212	400340	CEO WIRE INQUIRY DETAIL - PER ITEM	1	0	0.00
34205	400003	CEO WIRE XFR DETAIL US ACCT MO BASE	1	0	0.00
34253	400800	INFO REPORTING HISTORY STORAGE 120	7,250	0	0.00
46100	40005Z	CEO BASIC BANKING - MONTHLY BASE	1	0	0.00
46102	40005Z	CEO BASIC BANKING ADDL ACCT-MO BASE	4	0	0.00
15017	400003	DESKTOP DEPOSIT MONTHLY BASE	1	0	0.00
15017	400003	DESKTOP DEPOSIT MONTHLY BASE	6	0	0.00
15003	400231	DESKTOP DEPOSIT REPORT PER ITEM	278	0	0.00
34207	400274	CEO WIRE XFR DETAIL US ACCT ITEM	1	0	0.00
		<b>Subtotal</b>		<b>0</b>	<b>0.00</b>
		<b>INVESTMENT/CUSTODY SERVICES</b>			
IS340	450199	INST BROKERGE 3RD PARTY TRADE-TRAN	0	0	0.00
		<b>Subtotal</b>		<b>0</b>	<b>0.00</b>
		<b>INTERNATIONAL SERVICES</b>			
IL152	609999	DEPOSITED CHECK ON CANADIAN BANK	1	0	0.00
		<b>Subtotal</b>		<b>0</b>	<b>0.00</b>
		<b>Total Monthly Activity Charges</b>		<b>0</b>	<b>0.00</b>
<b>Service Code</b>	<b>AFP Code</b>	<b>Service Description</b>	<b>Monthly Volume</b>	<b>Activity Charges</b>	<b>Charges</b>
		<b>Setup Charges</b>			
				0	0.00
				0	0.00
				0	0.00
		<b>Total Setup Charges</b>		<b>0</b>	<b>0.00</b>

FIRM NAME: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

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

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

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

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**By signing this proposal, the undersigned, as an officer, principal, or partner of the firm, certifies that this proposal is made without any understanding, contract, or connection with any other person, firm, or corporation providing a proposal for the same purpose and that this proposal is in all respects fair and is free of collusion and fraud. The undersigned Proposer understands that this proposal must be signed in ink and that an unsigned proposal will be considered incomplete. The undersigned represents that the Proposer accepts and that this proposal complies with the terms, conditions, mandates, and other provision of the Proposal Documents.**

**Further, the signing of this proposal is a representation that the Proposer has read and understands the Proposal Documents, and that the various statements required by the Proposal Document package and contained in this proposal are true.**



**EXHIBIT A**

**CALENDAR YEAR 2020 ANNUAL VOLUME**

<b>MONTH</b>		<b>AVG POSITIVE COLL BALANCE</b>
January		\$22,691,171
February		19,022,791
March		23,951,520
April		33,018,903
May		45,056,997
June		41,123,356
July		23,404,919
August		31,342,599
September		30,125,724
October		31,357,363
November		24,919,247
December		39,500,491
<b>AVG</b>		<b>\$30,459,590</b>

**ATTACHMENT A**

**DRUG - FREE WORKPLACE CERTIFICATION**

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

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

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

\_\_\_\_\_  
CONSULTANT

\_\_\_\_\_  
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 for **ANNUAL CONTRACT TO PROVIDE BANKING SERVICES FOR CHATHAM COUNTY** hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT C**  
**DISCLOSURE OF RESPONSIBILITY STATEMENT**

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

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

---

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 consultant.

---

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 \_\_\_\_\_

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

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

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

My Commission expires:

\_\_\_\_\_

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

DPC Form #45

**ATTACHMENT D**

**CONSULTANT AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned consultant 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 consultant will continue to use the federal work authorization program throughout the contract period and the undersigned consultant will contract for the physical performance of services in satisfaction of such contract only with subconsultant who present an affidavit to the consultant with the information required by O.C.G.A. § 13-10-91(b). Consultant 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 Consultant

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

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

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

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ 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 \_\_\_\_\_, 20\_\_.

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

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

**SUBCONSULTANT AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subconsultant verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of consultant) 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 subconsultant will continue to use the federal work authorization program throughout the contract period and the undersigned subconsultant will contract for the physical performance of services in satisfaction of such contract only with sub-subconsultants who present an affidavit to the subconsultant with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subconsultant will forward notice of the receipt of an affidavit from a sub-subconsultant to the consultant within five (5) business days of receipt. If the undersigned subconsultant receives notice of receipt of an affidavit from any sub-subconsultant that has contracted with a sub-subconsultant to forward, within five (5) business days of receipt, a copy of such notice to the consultant. Subconsultant 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 Subconsultant

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

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

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

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ 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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

**ATTACHMENT E**

**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 Consultant nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, 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

\_\_\_\_\_  
**END OF DOCUMENT Mod. CC P & C 6/2005**



**ATTACHMENT F**

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

Name of Proposer: \_\_\_\_\_

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

Proposal 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 G**

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

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a 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 H  
AFFIDAVIT REGARDING LOBBYING**

Each Bidder/Proposer and all proposed team members and subconsultants 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 \_\_\_\_\_, 20\_\_\_\_

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

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

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

LEGAL NOTICE

CC NO. 168284

REQUEST FOR PROPOSALS

Sealed proposals will be received until **5:00 P.M. on , MAY 20, 2021** in **Chatham County Purchasing and Contracting Department, 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA. RFP NO. 21-0026-7 ANNUAL CONTRACT TO PROVIDE BANKING SERVICES FOR CHATHAM COUNTY.**

**A PRE-PROPOSAL CONFERENCE** will be held at **2:00 P.M., on , APRIL 29, 2021.** **Participants may attend by calling 1-888-585-9008, conference room code 743-636-882. You are encouraged to attend.**

Invitation to Submit Proposal Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, and on the Chatham County Purchasing Web Site <http://purchasing.chathamcounty.org> ,or by calling Robin Maurer, Asst. Purchasing Director, at (912) 790-1623. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. THIS WILL BE THE ONLY SOLICITATION FOR THIS PROJECT. ONLY THOSE FIRMS RESPONDING TO THE RFP WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

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

---

MARGARET H. JOYNER, PURCHASING DIRECTOR

-----  
SAVANNAH N/P INSERT: April 15, 2021