

Chatham County Purchasing and Contracting

1117 Eisenhower Drive - Suite C. - Savannah, Georgia 31406

P.O. Box 15180 Savannah, Georgia 31416

www.chathamcounty.org

May 18, 2010

RE: RFP NO. P10-15-5 REQUEST FOR QUALIFICATION PROPOSAL FOR LEGAL SUPPORT AND SERVICES FOR THE CHATHAM AREA TRANSIT AUTHORITY (CAT)

Dear Sir or Madam:

Chatham County, Georgia is seeking qualification proposals from firms interested in providing Legal Support and Services for CAT.

The intent behind this selection process is to select the firm (or firms) who best understand the Chatham Area Transit Authority's (CAT) needs: can provide the required services within their organization or make arrangements for cost effective services by professionals or individuals and has experience providing Legal Support and Services.

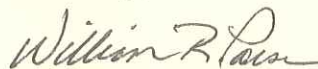
The attached document outlines the functional requirements as well as complete instructions for submitting a proposal. Proposals will initially be evaluated and scored by a committee based on a review of the written proposals. Further evaluation may include an oral interview with prospective banking institutions who are selected as finalists. Fee proposals will also be separately requested from finalist providers. The contract will be awarded by the CAT to the provider which is evaluated as best able to provide the required services, fees and other relevant factors considered.

A pre-qualification proposal conference has been scheduled for **10:00 A.M., JUNE 9, 2010**, in the "Old" Courthouse, 3rd Floor Conference Room, 124 Bull Street, Savannah, Georgia. This conference is not mandatory, however, firms are encourage to attend.

Qualification proposals are due **NO LATER THAN 2:00 P.M., JUNE 22, 2010**. Responses must be either mailed or delivered to the Chatham County Office of Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

The Officials and Staff of Chatham County appreciate your considering this Request for Proposals and look forward to receiving your response.

Sincerely,



William R. Parson, CPPO, Purchasing Agent

Encl/

INVITATION TO SUBMIT
PROPOSAL

REQUEST FOR QUALIFICATION PROPOSAL NO. P10-15-5

LEGAL SUPPORT AND SERVICES FOR THE

CHATHAM AREA TRANSIT AUTHORITY (CAT), CHATHAM COUNTY, GEORGIA

QUALIFICATION PROPOSAL CONFERENCE: 10:00 A.M. JUNE 9, 2010

PROPOSAL RECEIPT DUE BY: 2:00 P.M. JUNE 22, 2010

CHATHAM AREA TRANSIT AUTHORITY BOARD

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER PATRICK O. SHAY

COMMISSIONER HARRIS ODELL, JR.

COMMISSIONER DEAN KICKLIGHTER

BOARD MEMBER WILLIAM K. BROKER

BOARD MEMBER DAVID WAYNE DAWSON, JR.

COMMISSIONER JAMES J. HOLMES

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER DAVID M. GELLATLY

COMMISSIONER PRISCILLA D. THOMAS

BOARD MEMBER CHARLES RUSSELL

BOARD MEMBER WILLIAM G. OAKLEY

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

 PROPOSAL SCHEDULE

 X LEGAL NOTICE

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

BY: _____
SIGNATURE:

DATE: _____

TITLE:

COMPANY:

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

African-American _____ Asian American _____ Hispanic _____

Native American or Alaskan Indian _____ Female _____

In the award of "Competitive Sealed Proposals", minority/female participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
POST OFFICE BOX 15180
SAVANNAH, GEORGIA 31416
(912) 790-1619**

DATE: MAY 18, 2010

RFP NO. Q10-15-5

GENERAL INFORMATION FOR REQUEST FOR QUALIFICATION PROPOSAL

This is an invitation to submit a proposal to supply Chatham Area Transit (CAT) with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA, 31406** up to **2:00 P.M. JUNE 22, 2010**. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a proposal are contained in the Request for qualification 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-QUALIFICATION PROPOSAL CONFERENCE has been scheduled for **10:00 A.M. JUNE 9, 2010**, and will be conducted in the 3rd floor conference room of the CHATHAM COUNTY "OLD" COURTHOUSE, 124 BULL STREET, SAVANNAH, GEORGIA, 31401, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms 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 Agent will issue a written addendum to document approved changes. Generally when addenda are required, the bid opening date may be changed.

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

SECTION I

INSTRUCTIONS TO PROPOSERS

- 1.1 PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a proposal to supply Chatham Area Transit 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 QUALIFICATION PROPOSALS:** All proposals shall be typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.**

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

- 1.3 HOW TO SUBMIT QUALIFICATION PROPOSALS:** All proposals shall be:
- A. Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.
 - B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.
 - Mailing Address: Purchasing Agent, Post Office Box 15180, Savannah, Georgia 31416.
 - Hand Delivery: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.
 -

Chatham County will not accept telegraphic or electronically transmitted proposals.

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

- 1.4 HOW TO SUBMIT AN OBJECTION:** Objections from Offerors to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:
- A. When a pre-qualification proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
 - B. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Qualification Proposal.

- 1.5 FAILURE TO OFFER:** If a Proposal is not submitted, the business should return this Request for qualification Proposal, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.7 STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County and/or CAT reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.8 PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and CAT.
- 1.9 COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state statute, county ordinances and rules during the performance of any contract between the Proposer and CAT. Any such requirement specifically set forth in any contract document between the Proposer and CAT shall be supplementary to this section and not in substitution thereof.
- 1.10 CONTRACTOR/FIRM:** Contractor or subcontractor means any person or business having a contract with CAT. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.11 LOCAL PREFERENCE (OTHERWISE DIRECTED BY THE BOARD OF COMMISSIONERS):** The contractor agrees to follow the local preference guidelines as specified in the contract documents, which state "The PROPOSER hereby agrees, as part of the consideration to Chatham County for making this Contract, that the PROPOSER in the carrying out of this contract will give the citizens of Chatham County preference for employment to perform all labor required by this contract and that in the purchase of materials to be used in the Work of the Project, preference shall be given to sources from within Chatham County to the maximum extent possible. The PROPOSER will cause the forgoing provisions to be inserted in all subcontracts so that provisions will be binding upon each subcontractor."
- 1.12 MINORITY/WOMEN BUSINESS DEVELOPMENT PROGRAM:** The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and women owned businesses. In order to accurately document participation, businesses submitting bids, quotes, or proposals are encouraged to report ownership status. A minority or women business is defined as a business that is at least 51% owned and managed by minority or women.

A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid or proposal as proof of qualifications. Bidders that intend to engage in joint ventures or utilize sub-consultants must submit a report of Minority/Women Business Enterprise participation to Ms. Arneja Riley, Chatham County M/WBE Coordinator, (Minority and Women Business Enterprise) 124 Bull Street, Suite 310, Savannah, GA 31401, Phone 912-652-7860, Fax (912) 652-7849, email: alriley@chathamcounty.org

SECTION II

GENERAL CONDITIONS

- 2.1 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County and CAT.
- 2.2 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-qualification proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of *ninety (90) days* from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.
- 2.4 COMPLETENESS:** All information required by the Request for Qualification 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 and CAT property to take measurements or gather other information in order to prepare the proposal as requested by the County and CAT, 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 CAT.
- 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:

- A. Prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
- B. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and; 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 CAT, price and other factors considered. CAT will make the determination as to which proposal best serves the interest of CAT.

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 Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.

2.9 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES: Proposal agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that CAT may, at any time, secure similar or identical services at its sole option.

2.10 CONTRACT COST ADJUSTMENTS: Prices quoted shall be firm for the initial contract term. Thereafter, any extensions which may be approved by CAT shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the last yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor. Price increases that exceed five percent (5%) may be subject to rebidding.

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month one year prior.

Any requested adjustment shall be fully documented and submitted to CAT at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

CAT may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event CAT does not wish to accept the adjusted costs and the matter can not be resolved to the satisfaction of CAT, the Contract will be considered canceled on the scheduled expiration date.

2.11 DEBARRED FIRMS, INDICTMENTS AND PENDING LITIGATION: Any potential proposer/firm listed on the Federal, State of Georgia or any government entity, Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. 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 last five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County and/or CAT will not be considered.

** All 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.

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

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

Chatham County and/or CAT 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.

- 2.13 COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

- 2.14 INSURANCE PROVISIONS:** The selected PROPOSER 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 Proposer's fee proposal. Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law.

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 where applicable.
- B. *Professional Liability:* \$1,000,000 per claim/occurrence. If "claims made", retroactive date must precede or coincide with the contract effective date. "Tail" coverage shall be purchased for a minimum period of 2 years after the contract termination date. ***If Professional Liability insurance does not meet or exceed the required limit, excess or "umbrella" can be used to satisfy coverage requirement. Excess or "umbrella" must be "Following Form".***

A combination of underlying limits and excess or umbrella may be used to satisfy coverage requirements.

2.15 INDEMNIFICATION: The PROPOSER agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, employees and CAT 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 subcontractors. 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 and CAT, 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 subcontractors or anyone directly or indirectly employed by any of them.

The PROPOSER'S obligation to indemnify Chatham County and/or CAT 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.

2.16 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.

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

2.18 NOTICE TO PROCEED: The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

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

- A. Questions regarding payment may be directed to the Finance department at (912) 629-3909 or CAT's Project Manager as specified in the contract documents.
- B. Contractors will be paid the agreed upon compensation upon satisfactory progress or

completion of the work as more fully described in the contract document.

- C. Upon completion of the work, the Contractor will provide CAT or proposer with an affidavit certifying all suppliers, persons or businesses employed by the Proposer for the work performed for the County have been paid in full.
- D. CAT is a tax exempt entity. Every proposer, vendor, business or person under contract with CAT 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.

2.20 VENDOR DEFAULT: Chatham County and/or CAT reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default due to a failure to perform or because a request for price increase, Chatham County and/or CAT reserves the right to remove the vendor from the County's bid/proposal listing for twenty-four months.

2.21 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS OR REQUIREMENTS: It is the responsibility of the prospective proposer to review the entire request for proposal (RFP) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Purchasing Division not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements apply to specifications that are ambiguous.

2.22 VENDOR PERFORMANCE EVALUATION: On April 11, 2008, the Board of County Commissioners approved a change to the County Purchasing Ordinance requiring Vendor Performance Evaluations, as a minimum, annually, prior to the contract anniversary date. Should vendor performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Vendor Complaint Form or a Performance Evaluation to the Purchasing Agent.

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

TITLE

COMPANY

ADDRESS

PHONE NO.

SECTION III SELECTION CRITERIA

3.1 DESCRIPTION AND OBJECTIVES: Chatham County is seeking to pre-qualify firms for the purpose of providing legal support and services for the Agency (CAT) and its Board of Trustees.

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

STEP ONE- ACCEPTANCE AND EVALUATION OF QUALIFICATION PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposal is not accepted will be promptly notified that they are no longer being considered and why. In the interest of a fair, objective, and competitive process, Chatham County and CAT intends to accept all qualified proposals and give them complete and impartial consideration. A review panel will develop and rank a "short list" consisting of the highest ranked firms. **DO NOT DISCLOSE ANY FEES AS PART OF STEP ONE.**

STEP TWO-INTERVIEWS: The review panel *may* decide to conduct interviews with the finalist firms. If interviews are conducted, each of the finalist firms will be scheduled an interview. The interviews will be scored. It will be at the sole discretion of the review panel to determine if interviews are required. **DO NOT DISCLOSE ANY FEES AS PART OF STEP TWO.**

STEP THREE-FEE SCHEDULE: Sealed fee proposals from those firm's that have been "short-listed" will be evaluated and ranked accordingly. **FEE PROPOSAL WILL BE SUBMITTED ON THE FORM PROVIDED, IN A SEPARATE #10 ENVELOPE, CLEARLY MARKED WITH THE RFQ/P, TITLE AND NUMBER. ONLY THE ORIGINAL (1) FEE PROPOSAL IS REQUIRED. FEE PROPOSALS WILL ONLY BE CONSIDERED FROM THE "SHORT-LISTED" QUALIFIED FIRMS.**

3.3 PRE-QUALIFICATION CONFERENCE: A pre-qualification proposal conference will be conducted at **10:00 A.M. JUNE 9, 2010**, in the 3rd floor conference room of the **"OLD" CHATHAM COUNTY COURTHOUSE, 124 BULL STREET, SAVANNAH, GEORGIA, 31401**, to discuss specifications and/or any misunderstandings that may arise. Representatives from Chatham County will be in attendance. This conference is not mandatory, however, firms are encouraged to attend.

3.4 QUALIFICATION PROPOSAL DEADLINE: The response to the Request for Qualification Proposal must be received by the Chatham County Office of Purchasing and Contracting no later than **2:00 P.M., JUNE 22, 2010**. Any proposal received after the time stipulated will be rejected and returned to the proponent. The County may, for good and sufficient reason, extend the response deadline, in which case all potential proponents will receive an addendum setting forth the new date and time.

- 3.5 WITHDRAWAL OF PROPOSAL:** Qualification Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.
- 3.6 CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion. *The particulars of the proposal documents will remain confidential until final award of the contract. Only final points and ranking of proposals will be openly disclosed prior to approval by the Chatham Area Transit Board. Proponent shall have no contact with any Department Representative or Review Panel Members during and after the evaluation process. All open record requests must be submitted in writing to the attention of the Purchasing Agent. Any information contained in proposal that is considered by Proponent as "proprietary" and is to remain confidential shall be clearly identified and justified.*
- 3.7 FORMAT OF RESPONSES:** To be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:
- A. Executive Summary
 - B. Business Profile
 - C. Experience and Capability
 - D. Project Understanding and Methodology
 - E. Other Relevant Facts/Information

Each qualification proposal must be submitted in one (1) original and five (5) copies bound to :

Ms. Kathleen Watson-Scott, C.P.P.B.
Procurement Specialist
Chatham County Purchasing Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1619

Technical questions relating to the proposal may be directed to the County in writing through the Purchasing Agent. Telephone inquiries may be directed to Ms. Kathleen Watson-Scott, C.P.P.B., Procurement Specialist, Purchasing at (912) 790-1619.

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

- 3.10 METHOD OF SOURCE SELECTION:** Chatham County, on behalf of CAT, is using the Competitive Sealed Proposals method of source selection, as authorized by Section V of the Chatham County Purchasing Ordinance and Article VI of the Purchasing Procedures Manual for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to CAT, taking into consideration price and other factors set forth in this Request for Qualifications (RFQ/P). Purchasing and Contracting will not use any other factors or criteria in the evaluation of the request for qualifications received.

CAT may, as it deems necessary, conduct discussions with responsible offerors determined to be reasonable susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

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

The Proposer 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 martial status.

SECTION IV SPECIAL CONDITIONS

- 4.1 PENDING LITIGATION:** Qualification proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County and CAT has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- 4.2 EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/FBE firms, consultants and employees will also be considered in the evaluation of qualification proposals.
- 4.3 SELECTION PROCESS:** Qualification Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent. Further evaluation **may include** an oral presentation/interview which will be scheduled after receipt of the written qualification proposal.
- 4.4 TERM OF CONTRACT:** The term of the contract will be for one (1) year with automatic renewal option for four (4) additional one year terms.
- 4.5 PROPOSALS MUST BE RESPONSIVE TO:**
- 4.5.1 EXECUTIVE SUMMARY:** The Executive Summary of the Proposal shall be limited to three (3) single-spaced typewritten pages. The purpose of the Executive Summary is to

provide a high-level description of the offeror's ability to meet the requirements of the RFQ/P.

4.5.2 **BUSINESS PROFILE (QUALIFICATIONS/EXPERIENCE/CAPABILITY):** State the full name, address, and telephone number of your organization and include:

- A. The name, title, address, and telephone number of the person (s) who will be assigned to perform service under the proposal. Provide resumes/credentials for each 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 requested services, attach a resume. Highlight key and relevant experience. Credentials may be subject to verification.
- B. Provide a brief description of the firm, it's history, and a statement of which of the following describes the firms previous experience in providing Legal Support and Services.
- C. Provide a list of current or former municipal or county clients, preferably located within the State of Georgia, that the firm has provided Legal Support and Services that are similar to or the same as that requested by CAT. Include Agency name, address, contact person, telephone number, date(s) of service, and a brief description of the services provided. CAT reserves the right to verify the information furnished.
- D. Describe your firm's commitment to MBE/FBE firms, consultants and employees.
- E. State if your firm has operated under a different name within the past 10 years and provide that name that your firm previously operated under.

4.6.3 **METHODOLOGY/IMPLEMENTATION PLAN:** Discuss the approach to rendering the required services. Any special techniques, strategies and capabilities should be discussed here. A detailed narrative statement to demonstrate the offerors' understanding of the Scope of Services requested. The statement shall include but not necessarily be limited to the offerors' proposed organizational structure and procedures to provide the required services, software and equipment to be used, expectations regarding the CAT's responsibilities and contributions under the contract, any limitations in delivering all the required services, any potential problem areas that might impede successful services, and any other information not specifically required elsewhere in this RFP but considered pertinent by the offeror.

4.6.5 **FEE SCHEDULE:** Provide the basis for your fee on the fee proposal form provided as part of Step 3. **ONLY ONE ORIGINAL FEE PROPOSAL IS REQUIRED.** All fee proposals shall be sealed in a "separate" #10 envelope, clearly marked with the RFQ/P number and title. **Fee proposals will only be considered from the "qualified" short-listed firms only.**

4.7 **CONFLICT OF INTEREST:** All respondents must provide a statement of disclosure which will allow the County and/or CAT to evaluate possible conflicts of interest.

- 4.8 SOURCE SELECTION:** The County and/or CAT shall have discretion in evaluating both the responses and qualifications of the respondents.
- 4.9 CONTRACT:** The successful respondent will be expected to execute a contract within 30 days of notice to award. Upon award of the contract, the proponent shall be bound to deliver services on the terms and conditions of this document and any negotiations which may occur. As well, CAT shall be bound on the said terms and conditions to procure the services described and remit payment to the proponent when services are completed and accepted.
- 4.10 PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS:** The proponent will perform the project as an independent contractor and not as an agent or employee of the County and/or CAT. 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.
- 4.11 LICENSES, PERMITS, TAXES:** The price or prices for the work shall include full compensation for all fees that the proponent is or may be required to pay.
- 4.12 CHANGES:** In the event a contract is awarded, CAT may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. If any such change causes any increase or decrease in the proponent's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract prices, or in the time of performance, or in both. A written memorandum of such adjustment shall be made. Any claim by the proponent for an equitable adjustment shall be supported by detailed cost and pricing data, which CAT shall have the right to verify by audit of the proponent's records or, at CAT's election, by other appropriate means. Any claim by the proponent for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or capital investments. CAT may accept and act upon claims made later if, in CAT's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the proponent from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.
- 4.13 TERMINATION OF CONTRACT:** Each party to the contract shall have the right to terminate any contract to be made hereunder for its convenience by giving the proponent written notice 30 days in advance of its election to do so and by specifying the effective date of such termination. The proponent shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a proponent shall fail to fulfill any of its obligations hereunder, CAT may, by giving written notice to the proponent at issue, terminate the agreement with said proponent for such default. If this agreement is so terminated, the proponent shall be paid only for work satisfactorily completed.
- 4.14 ASSIGNMENT:** Proposer shall not assign or transfer any interest of the contract without prior written consent of CAT.

SECTION V TECHNICAL SPECIFICATIONS

- 5.1 BACKGROUND AND OBJECTIVES:** The Chatham County Board of Commissioners, on behalf of Chatham Area Transit Authority (CAT) Agency is soliciting Requests for Qualifications (RFQ) proposal from any full Legal Professional Association or firm, for the purpose of providing legal support and services for the Agency and its Board of Trustees.
- 5.2 PRODUCTS AND DELIVERABLES:** The successful Proposer will be required to provide the following:
- 5.2.1 The successful legal firm must be capable of serving as General Counsel for CAT as well as providing specific legal support and guidance in other areas including but not limited to:
- A. Labor and Employment Law
 - B. Environmental Law
 - C. Real Estate and Property Acquisition Law
 - D. Workers' Compensation Law
 - E. Labor Employment/Contract Negotiations and Union Matters
 - F. General Litigation and Support
- 5.2.2 The successful legal service provider may be required to conduct research, and to provide support and/or legal opinions on various activities of the agency, including but not limited to: Ballot/Levy Issues, Federal Transit Administration (FTA) circulars, rules, regulations and guidelines; government and media relations issues; policy statements; motions and resolutions; administrative procedures issues; litigation avoidance and representation; and other agency matters as directed by the Board of Trustees and assigned by the Executive Director.
- 5.2.3 Additionally, the successful legal services provider may be required to: review, develop, and provide legal opinions regarding matters such as the Family Medical Leave Act (FMLA), government documents, CAT policies and procedures; counsel the Agency on union matters including, but not limited to labor employment/contract negotiations, grievance procedures and arbitrations; and represent CAT, whenever necessary, in Equal Employment Opportunity (EEO) matters, and Disadvantaged Business Enterprise/Minority Business Enterprise (DBE/MBE) matters.
- 5.2.4 The legal service provider must be prepared to assist the Agency in the development and implementation of forms, policies and policy statement, assistance with compliance with all federal, state and local legal requirements, related government agency and court proceedings; and representation with respect to litigation matters concerning CAT business and any other legal matters that may arise in the course of CAT's general or day to day operations.
- 5.3 METHOD OF EVALUATION:** The following factors will be considered by the Review Panel in the evaluation of this qualification proposal. The factors to be evaluated will not necessarily be evaluated in the order presented:

- 5.3.1 Demonstrated understanding of the Scope of Services.
- 5.3.2 Experience in providing Legal Support and Services.
- 5.3.3 Reputation of the firm based on references.
- 5.3.4 Computer support and reports capability (as applicable).
- 5.3.5 Proximity of firm to Chatham County; business location.
- 5.3.6 Commitment to MBE/FBE Firms, Consultants and Employees.
- 5.3.7 Firm Interview/Oral presentation (if requested).
- 5.3.8 Fees for services. Please Note: Fees will only be considered from the "qualified" short-list of firms established as part of Step 1 and Step 2.

5.4 REFERENCES:

Please provide current or past municipal, county, private institutions or other public agencies (preferably located within the State of Georgia) for whom you furnish(ed) Legal Support and Services. State the client's name, address, contact person, phone number, date(s) of service, a brief description of the services provided, and how long that reference has been your client. Chatham County and/or CAT are primarily interested in references of municipal county clients, private institutions or other public agencies that have been provided with Legal Support and Services similar to or the same as that requested herein.

SECTION VI

EVALUATION AND AWARD LEGAL SUPPORT AND SERVICES FOR THE CHATHAM AREA TRANSIT AUTHORITY (CAT) CHATHAM COUNTY, GEORGIA

6.1 EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by an Review Panel. A description of the factors which will be analyzed, and the relative weight accorded each factor follows. **The County and/or CAT will not consider the qualification proposal of an Offeror who lacks accreditation or authorization to provide Legal Support and Services requested.**

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

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
Qualifications: Qualifications of the legal staff assigned to the project. Educational background and training; Courts in which legal staff is admitted to practice. Please identify this information for each lawyer that will be providing services under the contract.	25
Legal Experience and Capability: Recent and past experience in providing Legal Support and Services to municipal agencies (preferably located within the State of Georgia) with services similar to or the same as those requested by CAT. Provide "all work experience" of each team member to also include the follow legal areas: OSHA, Human Resources, Unions, Bodily Injury, Workers' Compensation, Public Carrier/Transportation, Litigation, Contracts, and Grant Administration. Current and projected workload; Ability and capacity to perform services in a timely manner. Computer support and report capability. Commitment to M/WBE. Financial Stability. Additional information relevant to the firm's capability.	40
Project Understanding & Methodology: Demonstrated understanding of the "Scope of Services" requested by Chatham County. Methodology and approach to work.	25
References: Provides a minimum of three (3) references of agencies or firms that firm has provided the same or similar services; Reputation of firm.	10

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

STEP 3- FEE PROPOSAL (*TOTAL POSSIBLE POINTS: 35*)

6.2 CONTRACT AWARD:

- 6.2.1 Successful Proponent will be asked to submit his/her firms' contractual issues for consideration in CAT contract document . Proposals will be incorporated into the contract document by reference.
- 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 QUALIFICATIONS PROPOSAL
CHATHAM COUNTY, GEORGIA
RFQ/P NO. P10-15-5**

LEGAL SUPPORT AND SERVICES FOR THE CHATHAM AREA TRANSIT AUTHORITY (CAT)

I have read and understand the requirements of this RFQ/P10-15-5, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I understand that the County or CAT will not be responsible for the reimbursement of any costs not specifically set forth in this proposal.

LEGAL SUPPORT AND SERVICES: _____ /per hour

PAYMENT FOR SERVICES WILL BE MADE IN ACCORDANCE WITH THE FOLLOWING
SCHEDULE OF DELIVERABLES: _____

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: _____

CITY/COUNTY/STATE: _____

MINORITY BUSINESS ENTERPRISE? _____ /YES _____ /NO

MINORITY CLASSIFICATION: _____

ATTACHMENT "A"

DRUG FREE WORKPLACE CERTIFICATION

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

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

_____ (Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as RFQ/P NO.10-15-5 LEGAL SUPPORT AND SERVICES FOR THE CHATHAM AREA TRANSIT AUTHORITY (CAT) 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 RFQ/P NO. 10-15-5 LEGAL SUPPORT AND SERVICES

FOR THE CHATHAM AREA TRANSIT AUTHORITY (CAT), 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"

**LETTER OF INTENT TO PERFORM AS A MINORITY/WOMEN BUSINESS ENTERPRISE
SUBCONTRACTOR/JOINT VENTURE PARTNER**

*THIS FORM MUST BE COMPLETED BY THE SUCCESSFUL SUB-CONTRACTOR AND
SUBMITTED BY THE APPARENT SUCCESSFUL BIDDER OR PROPOSER BEFORE APPROVAL
OF CONTRACT AWARD IS REQUESTED BY COUNTY STAFF FROM THE BOARD OF
COMMISSIONERS.*

PROJECT: RFQ/P NO.10-15-5 LEGAL SUPPORT AND SERVICES FOR THE CHATHAM AREA
TRANSIT AUTHORITY

PROPOSER: _____

DATE: _____

The undersigned has agreed to perform work in connection with the above project as:

_____ a sole proprietorship (individual) _____ a corporation
_____ a partnership _____ a joint venture

Detailed description of work items to be performed: _____

at the following price \$_____.

Type or Print Name of M/WBE Sub-Contractor

By: _____

Title: _____

Printed Name: _____

The undersigned will enter into a written agreement with the above M/WBE Contractor for the work described upon award and execution of a contract with Chatham County.

Typed or Print Name of Firm

Signature: _____

Title: _____

Printed Name: _____

Date: _____

ATTACHMENT "D"

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 contractor.

3. List any convictions or civil judgements under states or federal antitrust statues.

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 professional disciplinary proceedings or letters of reprimands private or public.

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

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

of _____, declare under oath that

Company Name _____

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

Signature

State of _____

County of _____

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

2010 by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

LEGAL NOTICE

CC NO. 163970


Chatham County, Georgia is seeking request for qualification proposals from firms interested in providing Legal Support and Services for the Chatham Area Transit Authority (CAT), Chatham County, Georgia-Requests for Qualification Proposal No. P10-15-5.

A pre-qualification proposal conference will be conducted at **10:00 A.M., JUNE 9, 2010**, at the Chatham County Administrative/Legislative Courthouse, located at 124 Bull Street, Suite "150, Savannah, Georgia, to discuss the specifications and to resolve any questions and/or misunderstanding that may arise. This conference is not mandatory, however, firms are encouraged to attend.

Qualification Proposals are due by **2:00 P.M., JUNE 22, 2010** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

A copy of this Request for Qualification Proposal is available in Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia. For additional information concerning specifications, please contact Ms. Kathleen Watson-Scott, CPPB, Procurement Specialist, at (912) 790-1619 specifications are also available on and can be downloaded from the County's website at www.chathamcounty.org. 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".



WILLIAM R. PARSON, CPPO, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

- Savannah News- INSERT: May 20; May 27; and June 10, 2010

NEWS ONLY-

Please send two copies of affidavit to:

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