

REQUEST FOR PROPOSAL

ISSUING AGENCY

*LUMPKIN COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT
99 COURTHOUSE HILL, SUITE D
DAHLONEGA, GEORGIA 30533
PHONE: 706-482-2554
FAX: 706-482-2201*

ISSUE DATE

APRIL 20, 2012

BUYER

JODI LIGON

PROPOSAL CLOSING DATE

MAY 21, 2012

PROPOSAL CLOSING TIME

4:00 PM

Commodity

*Enotah Judicial Circuit
Accountability Courts
Administrative & Treatment Services
Project# 2012-006-RFP*

REQUEST FOR PROPOSAL

THE ENOTAH JUDICIAL CIRCUIT ACCOUNTABILITY COURT IS REQUESTING PROPOSALS FROM QUALIFIED INDIVIDUALS AND AGENCIES TO PROVIDE ADMINISTRATIVE AND TREATMENT SERVICES. THE ENOTAH JUDICIAL CIRCUIT SERVICES FOUR COUNTIES: LUMPKIN, WHITE, TOWNS AND UNION. THE CONTRACTOR SHALL PROVIDE ALL MATERIALS AND SERVICES NECESSARY IN THE PREPARATION OF THIS RFP.

PROPOSALS WILL BE RECEIVED BY LUMPKIN COUNTY BOARD OF COMMISSIONERS, PURCHASING DEPARTMENT, 99 COURTHOUSE HILL, SUITE D, DAHLONEGA, GEORGIA 30533 UNTIL 4:00 PM LOCAL TIME ON MAY 21, 2012. LATE PROPOSALS WILL NOT BE CONSIDERED NOR RETURNED. PROPOSALS WILL BE FORMALLY ACCEPTED AND ACKNOWLEDGED AT THE COUNTY ADMINISTRATION BUILDING BY STAFF PERSONNEL.

THE PROPOSAL DOCUMENTS AND SPECIFICATIONS ARE AVAILABLE FOR INSPECTION AT THE LUMPKIN COUNTY PURCHASING DEPARTMENT, 99 COURTHOUSE HILL, SUITE D, DAHLONEGA, GEORGIA; PHONE 706-482-2554 OR FAX 706-482-2201.

PROPOSALS MAY NOT BE WITHDRAWN FOR NINETY (90) DAYS AFTER THE TIME AND DATE SET FOR CLOSING, EXCEPT AS ALLOWED BY OCGA. LUMPKIN COUNTY AND THE ENOTAH JUDICIAL CIRCUIT ACCOUNTABILITY COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES.

RFP DOCUMENTS ARE AVAILABLE AT THE LUMPKIN COUNTY, GEORGIA WEBSITE: WWW.LUMPKINCOUNTY.GOV.

1.0 INTRODUCTION

1.1 Purpose of Procurement

The Enotah Judicial Circuit Accountability Court is requesting proposals from qualified individuals and agencies to provide administrative and treatment services. The Enotah Judicial Circuit Accountability Court services four counties: Lumpkin, White, Towns and Union.

1.2 Proposal Certification

Pursuant to the provisions of the Official Code of Georgia Annotated 50-5-67(a), Lumpkin County and the Enotah Judicial Circuit Accountability Court certifies that the use of competitive sealed bidding will not be practical or advantageous to the County in completing the acquisition described in this document.

The Owner shall have the right to waive any informality, irregularity, or insufficiency in the proposal procedure and in any proposal or proposals received and to accept the proposal which, in the Owner's sole judgment, is in the Owner's own best interests. The Owner shall have the right to accept any proposal.

1.3 Schedule of Events

This Request for Proposals shall be governed by the following schedule:

DATE	ACTIVITY
April 20, 2012	Release of RFP
May 8, 2012 12:00 PM	Deadline for written questions to be submitted to Purchasing Director
May 14, 2012 5:00 PM	Answers to written questions posted to website: www.lumpkincounty.gov
May 21, 2012 4:00 PM	Proposals Due

1.4 Restrictions on Communications

From the issue date of this RFP until a contractor is selected and the award is announced, Contractors are not allowed to communicate **for any reason** with any County staff or elected officials except: 1) through the Purchasing Agent named herein, 2) at the Pre-Proposal Meeting (if applicable to proposal) or 3) as provided by existing work agreement(s). The County reserves the right to reject the submittal of any bidder violating this provision.

1.5 Pre-Proposal Meeting

No Pre-Proposal meeting is scheduled.

1.6 Questions & Addenda

All questions concerning this RFP **must be submitted in writing** (email is preferred but fax and mail may be used) to the Purchasing Agent no later than 12:00 pm on May 8, 2012, local time.

The Inquiries must be directed to:

Jodi Ligon, Purchasing Agent
Lumpkin County Board of Commissioners
99 Courthouse Hill, Suite D
Dahlonega, GA 30533
jodi.ligon@lumpkincounty.gov
Fax (706) 482-2201

No response to inquiries other than written will be binding upon the County. Lumpkin County and the Enotah Judicial Circuit Accountability Court reserves the right to issue written addenda to any inquiries that alter the scope of the Request for Proposals. Addenda shall be posted to the county website, www.lumpkincounty.gov, no later than May 14, 2012, at 5:00 PM. A signed copy of any addenda shall accompany submitted qualifications proposals. Proposers are advised to check the website for addenda before submitting their Proposals.

1.7 Definition of Terms

BOC - Lumpkin County Board of Commissioners

OCGA - Official Code of Georgia Annotated (State Statute)

Proposer - Respondent to this Request for Proposals

Contractor - The successful respondent to this Request for Proposals, after being placed under contract with the County.

RFP - Request for Proposals

Contract Documents – The Contract Documents are defined as all Drawings, Specifications, Bulletins, Agreement Forms and Addenda issued through the completion of the project.

1.8 Contract Term

The contract between the County and the Contractor shall become effective upon signing and shall remain in force unless sooner terminated, and shall renew annually upon mutual agreement for up to two (2) annual renewals or until notice of termination in writing is given by the other party as provided herein.

Either party may terminate the contract, at the anniversary date with 30 days written notice.

1.9 Bonds

Bid Bonds Not Required for this proposal

Payment Bonds	Not Required for this proposal
Performance Bonds	Not Required for this proposal

Information regarding bonds to be furnished (if required) is stated in the 6.0 Terms and Conditions section of this bid document, 6.26 “Bid Bonds, Performance Bonds & Payment Bonds”.

1.10 Exception to RFP

Each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. An “exception” is defined as the Proposer’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken **must** be identified and explained in writing in your proposal and must specifically reference the relevant section(s) of this RFP. If the proposer provides an alternate solution when taking an exception to the requirement, the benefits of this alternative solution and impact, if any, on any part of the remainder of the proposer’s solution, must be explained in detail.

The County welcomes innovative suggestions and recommendations from Contractors that will ensure a 100% successful service approach.

2.0 SCOPE OF WORK

The Enotah Judicial Circuit Accountability Court services four counties: Lumpkin, White, Towns and Union.

A. General:

1. The Provider of Accountability Court Services shall meet all of the standards and qualifications as set forth by the State of Georgia and the Judicial Council Accountability Court Committee.
2. Staff qualifications and record checks shall be conducted and maintained.
3. Maintain case and financial records reflective of good business practices.
4. A minimum of five (5) years experience in court and/or drug and alcohol treatment services field as it relates to Accountability Court.

B. Scope of Services:

1. The vendor will provide an Accountability Court system that will:
 - a. Provide extensive treatment and case management services
 - b. Provide supervision and case management services for offenders sentenced by Judicial order in the Enotah Judicial Circuit;
 - c. Provide and supervise community service and community policing programs;
 - d. Provide timely financial, offender and management reports to the Court;
 - e. Aggressively collect fees and restitutions due the County and victims
 - f. Provide for the systemic monitoring of participants;
 - g. Provide offenders with counseling, treatment referrals and professional guidance;
 - h. Enforce all program conditions;

- i. Provide and staff a convenient location for participants to report for treatment and drug screens,
 - j. Provide a staff member for reviews and in the courtroom during proceedings;
 - k. Prepare regular and timely progress reports and clinical evaluations, including recommendations
 - l. Provide annual audits of fees and provide copy to the courts. Audits must be conducted by a certified public accountant.
2. The applicant will provide to the Court a case record management system sufficient to ensure the following:
- a. Maintain individual files for each offender;
 - b. Provide appropriate security and confidentiality measures;
 - c. Provide reports with caseload and statistical information on offenders at least bi-monthly;
 - d. Make all files and records available within five (5) day for review; and,
 - e. Comply with all confidentiality laws.
3. The applicant will employ a qualified staff that is acceptable to the courts.
4. The ratio of staff to participants will be maintained at a rate that is beneficial to conducting the therapeutic treatment of the individuals served and the business of the courts.
5. The applicant will develop, implement and publish a system to measure outcome and performance measures of a probation management system.

3.0 MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be present in the proposal before further consideration will be given.

3.1 Proposal Requirements

- a. A transmittal letter that states the Proposal is submitted in response to **RFP “Enotah Administrative & Treatment Court Services – Project# 2012-006-RFP”**. Letter must be signed by a person authorized to enter into a contractual agreement on behalf of the submitting firm. Name, title, email address and phone number shall be included for a contact person.
- b. Completed Pricing Proposal / Fee Schedule that addresses all elements of the Scope of Work referenced in Section 2 of this RFP.
- c. Qualifications Information requested in Section 4 of this RFP.
- d. Evidence of Insurance / Certificate of Liability.
- e. Bidder’s Certification (Appendix A)
- f. SAVE Affidavit (Appendix B)
- g. E-Verify Affidavit or Exemption (Appendix C)

- h. Signed Addendum (if any)

3.2 Pricing Proposal

The pricing proposal / fee schedule is to provide Enotah Courts on how your company charges for the materials and services needed. Pricing should include normal fees associated with the performance of the service specified, including materials, supervision, labor, transportation, delivery, and related costs. The pricing should outline how fees are charged yearly or per usage, what fees are for upgrades or expansion, set-up cost, and recurring cost. The proposal pricing should clearly set forth the basis for fees to be charged.

The Pricing Proposal must be signed by an authorized individual/officer of the firm along with company name and address and printed name of authorized individual/officer.

The Pricing Proposal must be submitted as a separate, sealed package.

4.0 QUALIFICATIONS INFORMATION

Qualifications information together shall not exceed 20 pages. Provide the following qualifications information:

- a. Business location and officers of the firm (company background) and organizational structure.
- b. Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.
 - i. If a public company, include a recap of the most recent audited financial report.
 - ii. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.
- c. Business Litigation
 - i. Disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.
- d. Resumes of key personnel proposed to participate in the project including education background and employment history.
- e. A complete list of all relevant work performed for government entities within the last five (5) years, including contact names and telephone numbers.
- f. Proposed approach and implementation of services
 - i. Services provided to the Courts
 - ii. Compliance with treatment standards and 10 key accountability court components
 - iii. Proposed range of services
 - iv. Indicate time required for design, provision and installation of the management system, as specified, in calendar days (minimum/maximum).
- g. As the above items are to be considered in selection of the Contractor, submission of this information shall be binding on the Contractor and shall not be changed without agreement in writing from the Owner.

5.0 **PROPOSAL SUBMISSION AND EVALUATION**

5.1 **Process for Submitting Proposals**

5.1.1 **Preparation of Proposal**

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the Contractor should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

5.1.2 **Packaging of Proposal**

Mark the outside of the shipping package as follows:

**RFP Administrative & Treatment Court Services
Project#2012-006-RFP**

***Failure to properly label the OUTSIDE of the shipping
container may result in disqualification.***

Inside the shipping container, the proposal in response to this RFP must be divided into two separate and appropriately **labeled** and sealed packages - a Qualifications Proposal and a Pricing Proposal. The inner packages shall be labeled with the submitting firm's name.

- i. The contents of the sealed, inner package labeled **"Qualifications Proposal"** will include an original and five (5) copies of each of the following:
 - Transmittal letter referenced under Section 3.1 of this RFP
 - Bidder's Certification (Appendix A)
 - SAVE Affidavit (Appendix B)
 - E-Verify Affidavit or Exemption Affidavit (Appendix C)
 - All qualifications information referenced under Section 4 of this RFP
 - Proof of Insurance
 - Signed Addendum (if any)
- ii. The contents of the sealed, inner package labeled **"Pricing Proposal"** will include an original and five (5) copies of each of the following:
 - Completed Pricing Proposal

Do not include price information of any kind in the Qualifications Proposal

5.1.3 **Submission of Proposals**

Proposals will be received by the Lumpkin County Purchasing Agent until 4:00 PM on May 21, 2012. The original and five (5) copies must be mailed, hand-delivered, or express mailed to:

**Jodi Ligon, Purchasing Agent
Lumpkin County Purchasing Department
99 Courthouse Hill, Suite D
Dahlonega, GA 30533**

Any submission received after the due date and time will not be evaluated.

NOTE: Many express mail services do not guarantee overnight delivery times to Lumpkin County. Any proposal received after 4:00 PM on May 21, 2012 will not be opened.

5.2 Evaluation Process

The evaluation of proposals received on or before the due date and time will be conducted as follows:

5.2.1 Administrative Review

The proposals will be reviewed by the Purchasing Agent for the following administrative requirements:

1. Submitted by deadline
2. Separately sealed Qualifications Proposal and Pricing Proposal
3. All required documents have been submitted
4. Qualifications Proposal does not include any pricing information
5. All documents requiring an original signature have been signed and are included

5.2.2 Mandatory Requirements Review

Proposals which pass the administrative review will be reviewed to ensure all Mandatory Requirements identified in Section 3.0 are addressed satisfactorily.

5.2.3 Qualifications Proposal Evaluation

Proposals which pass the Mandatory Requirements Review will then be evaluated based on the qualification factors. Qualifications information will be scored as follows and may receive a maximum of one hundred (100) points.

Financials	5
Litigation	5
Personnel Qualifications	20
Relevant Work	15
Project Approach / Understanding	20
Pricing	<u>25</u>
Total Points	100

5.2.4 Pricing Proposal Evaluation

The Pricing Proposals from bidders not eliminated during the qualification proposal evaluation will then be reviewed to determine which proposal results are most beneficial to the County.

5.2.5 Oral Presentations

The County reserves the right to invite Proposers to present their qualifications.

5.2.6 Selection of Proposal

Upon completion of the evaluation process, the Enotah Judicial Circuit Court will select the proposal that is in the best interest of Lumpkin County and the Court.

5.3 Rejection of Proposals/Cancellation of RFP

Lumpkin County and the Enotah Judicial Circuit Accountability Court reserves the right to reject any or all submissions, to waive any irregularity or informality in a submission, and to accept or reject any item or combination of items, when to do so would be to the advantage of the County. It is also within the right of the County to reject submissions that do not contain all elements and information requested in this document. The County reserves the right to cancel this RFP at any time. The County nor the Court will not be liable for any cost/losses incurred by the Contractors throughout this process.

6.0 TERMS AND CONDITIONS

6.1 RFP Amendments

The County reserves the right to amend this RFP prior to the proposal due date. All addenda and additional information will be posted to the County website at www.lumpkincounty.gov prior to 5:00 PM on May 14, 2012. It is the Proposer's responsibility to check the website for addenda before submitting a Proposal. All signed addenda shall be included in the Qualifications Proposal.

6.2 Agreement and Project Forms

The Agreement form shall be the Owner's agreement form. The Owner's payment, waiver of lien and change order form(s) shall be used.

6.3 Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by a signed written request to the Purchasing Director.

6.4 Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the Proposer. The County will not provide reimbursement for such costs.

6.5 Conflict of Interest

If a Proposer has any existing client relationship that involves Lumpkin County or the Enotah Judicial Circuit Accountability Court, the Proposer must disclose each relationship.

6.6 Contractor Selection

Lumpkin County and the Enotah Judicial Circuit Accountability Court reserves the exclusive right to determine which Proposer should be awarded the Contract. The County and Court also reserves the right to reject any or all bids at its discretion with or without cause.

6.7 Negotiations with Apparent Winner

Prior to award, the apparent winning Proposer will be required to enter into discussions with the County to resolve any contractual differences. These discussions are to be finalized within one (1) week of notification unless extending the time period is advantageous to the County. Failure to resolve differences will lead to rejection of the Contractor's proposal.

The County reserves the right to negotiate modifications and costs with the successful Proposer provided that no such modifications affect the evaluation criteria set forth herein.

The Contractor shall commence work only after the transmittal of a fully executed contract and Notice to Proceed from the County.

6.8 Taxes

Lumpkin County is exempt from taxes; however the Contractor shall pay all taxes required of him by law. Lumpkin County cannot exempt others from tax.

6.9 Compliance with Laws

The Contractor will comply with all State and Federal laws, rules, and regulations.

6.10 Cancellation for Cause

If either party shall refuse, fail, or be unable to perform or observe any of the terms or conditions of the contract for any reason, then the party claiming such failure shall give the other party a

written notice of such breach. If, within thirty (30) days from such notice, the failure has not been corrected, the injured party may cancel the contract effective thirty (30) days after notice of cancellation.

Lumpkin County and the Enotah Judicial Circuit Accountability Court reserves the right to terminate the contract immediately in the event that the Contractor discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

Failure of the successful contractor to comply with any section or part of the contract will be considered grounds for immediate termination of the contract by the County and Court without penalty to Lumpkin County or to the Court. Lumpkin County and the Court shall pay for services rendered up to the point of termination.

Notwithstanding anything to the contrary contained in the contract between the County and the successful contractor, the County may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving thirty (30) days written notice to the successful contractor.

If the termination clause is used by the County, the successful contractor will be paid by the County for all scheduled work completed satisfactorily by the successful contractor up to the termination date set forth in the written termination notice.

6.11 Condition of Materials

It is understood and agreed that materials delivered shall be new, of latest design, and in first quality condition.

6.12 Rejection of Submissions/Cancellation of Request for Proposals

Lumpkin County and the Enotah Judicial Circuit Accountability Court reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of Lumpkin County or the Court. It is also within the rights of Lumpkin County and the Court to reject proposals that do not contain all elements and information requested in this document. Lumpkin County and the Court reserves the right to cancel this Request for Proposals at any time. Lumpkin County nor the Court will not be liable for any cost/losses incurred by the Contractors throughout this process.

6.13 Non-discrimination

Lumpkin County nor the Court does not discriminate on the basis of race, religion, color, sex, national origin, age, or disability.

6.14 Payment

Payment terms and invoicing requirements shall be as defined by the Agreement form. See Section 6.2 of this RFP for more information on the Agreement form.

6.15 Insurance

The Contractor shall be responsible for his work and every part thereof, and for all materials, tools, equipment, appliances, and properties of any and all description used in connection with this project.

The Contractor assumes all risks of direct and indirect damage or injury to the property of persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work.

The Contractor shall, during the continuance of all work under the Contract, provide the following:

1. Maintain statutory Worker's Compensation and Employer's Liability insurance in an amount of not less than \$1,000,000.00 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any of its employees, volunteers, or sub-contractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the State of Georgia, or which may be herein after enacted.
2. The Contractor agrees to maintain Comprehensive General Liability insurance in an amount of not less than \$1,000,000.00 per occurrence to protect the Contractor, its sub-contractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form Property Damage Liability endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required
3. The Contractor agrees to maintain Automobile Liability Insurance in an amount of not less than \$500,000 per occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.
4. The Contractor further agrees to protect, defend, indemnify, and hold harmless Lumpkin County and the Court, its commissioners, officers, agents, and employees from and against any and all liability incurred whatsoever as a result of the work performed pursuant to the terms of this RFP.
5. The Contractor shall notify the County, in writing, sixty (60) days prior to any change in insurance coverage, including cancellation, non-renewal, etc. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate shall result in suspension of all payments until the new certificate is furnished. Additionally, contract work may be suspended until the new certificate is furnished to the County.

6. Insurance coverage required in these specifications shall be in force throughout the Contract term. Should the Contractor fail to provide acceptable evidence of current insurance within five (5) days of written notice at any time during the Contract term, the Owner shall have the absolute right to terminate the Contract without any further obligation to the Contractor. Further, the Contractor shall be responsible for the cost of procuring the uncompleted portion of the Contract at the time of termination.
7. Contractual and other Liability insurance provided under this Contract shall not contain a supervision, inspection, or engineering services exclusion that would preclude the County from supervising and/or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons under its direct employment and of the sub Contractors and any persons employed by the sub Contractor.
8. The Contractor and all sub Contractors shall comply with the Occupational Safety and Health Act of 1970, and amendments, as it may apply to this Contract.
9. If the Contractor does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to the County may be considered. The Contractor shall be responsible for the costs of any and all alternate insurance coverage so obtained.

6.16 Project Coordination

The Contractor shall employ and assign only qualified and competent personnel to perform any service or task involved in this project. The Contractor shall designate one such person as a Project Manager, and the Project manager shall be deemed to be the Contractor's authorized representative, who shall be authorized to receive and accept any and all communications from the County. The County shall name a Project Manager who shall be authorized to generate, receive and accept communication as an authorized representative of the County.

The Contractor hereby agrees to replace any personnel or sub-contractor, at no cost or penalty to the County, if the County reasonably determines that the performance of any sub-contractor or personnel is unsatisfactory.

6.17 Accuracy of Work

The Contractor shall be responsible for the accuracy of the work performed and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the County will not relieve the Contractor of the responsibility for subsequent correction of errors, the clarification of any ambiguities, or the costs associated with any additional work caused by negligent acts, errors, or omissions by the Contractor or latent defects in the products sold by the Contractor.

At any time during the execution of this project or during any phase of work performed by others based on data secured by the Contractor under this Agreement, the Contractor shall confer with the County for the purpose of interpreting the information supplied by the Contractor and to

correct any errors or omissions. The above consultations, clarifications, and/or corrections shall be made without added compensation to the Contractor. The Contractor shall give immediate attention to these changes so there will be minimum delay to others. The Contractor shall be responsible for errors and omissions and save harmless the County and its agents as provided in this Agreement.

6.18 Ownership

Reports, plans, data, statistics, specifications, and other supporting records compiled or prepared in the performance of the Services required by this Contract, shall be the absolute property of the County and shall not be used by the Contractor for purposes unrelated to this Contract without the prior written approval of the County. Such original documents shall be turned over to the County upon completion of the contract except that Contractor shall have the right to retain copies of the same.

6.19 News Releases by Contractor

As a matter of policy, the County does not endorse the products or services of a Contractor. News releases concerning any resultant contract from this solicitation shall not be made by a Contractor without the prior written approval of the County. All proposed news releases shall be routed to the Lumpkin County Purchasing Director for review and approval.

6.20 Severability/Cancellation

It is understood and agreed by the parties hereto that if any part, term, or provision of this Contract is held illegal or in conflict with any law of the State where made or having jurisdiction over any of the parties hereto, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provisions held to be invalid.

The COUNTY and the Contractor agree to resolve through negotiation or mediation prior to filing any cause of action. The venue for any litigation arising from this contract shall be Lumpkin County, Georgia, and the Enotah Judicial Circuit Accountability Court.

The County and the Court reserves the right to cancel the contract and discontinue the services with a thirty (30) day written notice as a result of the failure of the Contractor to provide acceptable work and services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources.

6.21 Drug Free Workplace

By submission of a Proposal, the Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-free Workplace Act", have been complied with in full. The Contractor further certifies that:

1. A drug-free workplace will be provided for the Contractor's employees during performance of the contract; and

2. Each Contractor who hires a sub Contractor to work in a drug-free work place shall secure from that sub Contractor the following written certification:
3. As part of the subcontracting agreement with (Contractor's name), (Sub Contractor's name) certifies to the Contractor that a drug-free workplace will be provided for the sub Contractor's employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3".
4. The Contractor further certifies that he 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.

6.22 Assignment of Contractual Rights

It is agreed that the Contractor will not assign, transfer, convey, or otherwise dispose of a contract that may result from this bid or his right, title, or interest in or to the same, or any part thereof, without written consent of the County.

6.23 Indemnity

To the fullest extent permitted by law, the Contractor will indemnify, defend, and hold Lumpkin County and the Court harmless from and against any and all claims, damages, losses, and expenses, including, but not limited to, fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the negligent acts, negligent omissions, willful misconduct, or reckless misconduct of the Contractor or anyone for whom the Contractor is responsible.

6.24 Appropriation of Funds

The initial contract and any continuation contract(s) shall terminate immediately and absolutely at any such time as there are no appropriated and otherwise unencumbered funds available to satisfy the County's obligations under said contract(s).

6.25 Documents Deemed Part of Contract

All Contract Documents issued by the Owner and executed by both parties through the completion of the project shall be deemed part of the contract. No documentation or information provided by the proposer or contractor, as part of this proposal or otherwise, shall be deemed part of the contract unless and until incorporated into the contract documents issued by the Owner.

6.26 Bid Bonds, Performance Bonds & Payment Bonds (if required)

A five percent (5%) Bid Bond, a one hundred percent (100%) Performance Bond, and/or a one hundred percent (100%) Payment Bond shall be furnished to Lumpkin County if stated as required in Paragraph 1.9 in the "Introduction" section of this document. Failure to submit appropriate bonding will result in automatic rejection of proposal. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the

Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

Appendix A

BIDDER'S CERTIFICATION ***ADMINISTRATIVE & TREATMENT COURT SERVICES RFP*** ***PROJECT# 2012-006-RFP***

Date of Proposal_____

I certify that this Proposal is submitted without prior understanding, agreement or connection with any corporation, firm or person submitting a Proposal for the same goods/services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Bidder Information

(Type or Print)

Name of Company

Address

City, State, & Zip Code

Phone Number

Fax #

Tax ID Number

Name and Mailing Address

(Where to Send Payment)

Name of Company

Address

City, State, & Zip Code

Phone Number

Email Address

Social Security Number

OR

Name & Title of Person Authorized to Sign

Name

SIGNATURE

Title

**Proposals or Bids not signed shall be declared as "Non-Responsive"
and may not be considered for award.**

Appendix B – SAVE Affidavit
LUMPKIN COUNTY BOARD OF COMMISSIONERS
(Systematic Alien Verification for Entitlements)

Affidavit for a Public Benefit as required by the Georgia Security and Immigration Compliance Act

By executing this affidavit under oath, as an applicant for a public benefit as referenced in the Georgia Security and Immigration Compliance Act (O.C.G.A. § 50-36-1), I am stating the following:

_____ **I am a United States citizen; or**

_____ **I am a legal permanent resident of the United States*; or**

_____ **I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.***

*Alien registration number for non-citizens issued by the Department of Homeland Security or other federal immigration agency is: _____

Document for identification purposes must be provided. See list on page 2 of this document.

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.

Applying on behalf/Name of associated business

Signature of Applicant

Date

Printed Name

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

Notary Public

My Commission Expires: _____

***NOTE:** O.C.G.A. 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number.

SECURE AND VERIFIABLE DOCUMENTS UNDER O.C.G.A. §50-36-2

[Issued August 1, 2011 by the Office of the Attorney General, Georgia]

The following list of secure and verifiable documents, published under the authority of O.C.G.A. §50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

INDICATE AND ATTACH A COPY OF THE DOCUMENT (front and back).

- ☐ United States passport or passport card
- ☐ United States military identification card
- ☐ Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- ☐ Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- ☐ Driver's license issued by one of the United States, the District of Columbia, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- ☐ Identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- ☐ Tribal identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- ☐ Passport issued by a foreign government
- ☐ Free and Secure Trade (FAST) card
- ☐ NEXUS card
- ☐ United States Permanent Resident Card or Alien Registration Receipt Card
- ☐ Employment Authorization Document that contains a photograph of the bearer.
- ☐ Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) [Form N-560 or Form N-561]
- ☐ Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) [Form N-550 or Form N-570]



E-Verify Affidavit

Appendix C

Georgia Security & Immigration Compliance (GSIC) Act (CONTRACTOR) E-VERIFY AFFIDAVIT AND AGREEMENT

The Lumpkin County Board of Commissioners and Contractor agree that compliance with the requirements of O.C.G.A. §13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, *stating affirmatively that the individual, firm, or corporation which is contracting with the Lumpkin County Board of Commissioners has registered with and is participating the federal work authorization program known as "E-Verify", web address <https://e-verify.uscis.gov/enroll/> operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91.* The undersigned Contractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.

The undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the Lumpkin County Board of Commissioners, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees the Contractor will advise the Lumpkin County Board of Commissioners of the hiring a new subcontractor and will provide Lumpkin County Board of Commissioners with a Subcontractor Affidavit attesting to the Subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of the hiring before the Subcontractor begins working on the Project. Contractor also agrees to maintain all records of such compliance for inspection by Lumpkin County Board of Commissioners at any time and to provide a copy of each such verification to the Lumpkin County Board of Commissioners at the time the subcontractor(s) is retained to perform such services.

E-Verify Employment Eligibility Verification User Identification Number

Date of Authorization to Use Federal Work Authorization Program

NAME OF CONTRACTOR

Title of Authorized Officer or Agent of Contractor

Signature and Printed Name of Authorized Officer or Agent

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

Notary Public

My Commission Expires: _____

* As of the effective date of O.C.G.A. §13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA). Authority O.C.G.A. Sec. §13-10-91. **History:** Original Rule entitled "Contractor Affidavit and Agreement" adopted. F. May 25, 2007; eff. June 18, 2007, as specified by the Agency.



Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs fewer than eleven employees and therefore, is not required to register with and/or utilize 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. § 13-10-90.

Signature of Exempt Private Employer

Printed Name of Exempt Private Employer

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

Executed on _____, ___, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:
