

BOARD OF COMMISSIONERS
Meetings Second Tuesday

MARTIN H. MOSELEY, JR.
Chairman

BETTY C. HILL
Vice-Chairman

ROY LEWIS

WADE YODER

SHANITA BRYANT

MICHAELA JONES
County Administrator

APRIL H. HODGES
Asst County Administrator County Clerk

Peach County

213 Persons Street
Fort Valley, Georgia 31030
Phone 478-825-2535
Fax 478-825-2678

COUNTY OFFICIALS

KIM WILSON
Probate Judge

SHERRY GONZALEZ
Clerk of Superior Court

TERRY DEESE
Sheriff

W. L. BROWN
Tax Commissioner

KERRY ROOKS
Coroner

LAURENS C. LEE
Magistrate

REQUEST FOR PROPOSAL

RFP No. 23-004

RFP for Grant Administration and Grant Management Services for the American Rescue Plan Act 2021, regarding the Coronavirus Local Fiscal Recovery, and other potential grant related projects for Peach County Board of Commissioners.

Closing date for Sealed Proposals responding to Request for Proposal (RFP) No. 23-004 shall be April 10th, 2023 @2:00 pm. Proposals will be opened in public with only the names of vendors who submitted a response read out loud. Sealed proposals opened at the Peach County Board of Commissioner's Office, 213 Persons Street, Fort Valley, GA 31030. Proposal amounts will not be released until the Board of Commissioners has awarded the project to the winning contractor.

The complete RFP package will be available by contacting, Stacy Sanders at (478) 825-2535, stacy-sanders@peachcounty.net, or by visiting www.peachcounty.net.

Peach County reserves the right to reject all proposals, to waive informalities, to re-advertise and/or to award any proposal that is in the best interest of Peach County.

Mail or deliver Sealed Proposals to:
Stacy Sanders
Peach County Board of Commissioners
ATTN: RFB # 23-004
213 Persons Street
Fort Valley, GA 31030

PROPOSAL INSTRUCTIONS

Proposal Requirements: Respondents shall send two (2) sets of SEALED proposals: one with original signatures and two copies. The proposal shall be sealed and marked with RFP# 23-004 Grant Administration & Management Services for Peach County Board of Commissioners, Georgia and mailed or hand delivered to the address below by the closing date specified. A fax or email transmission is not an acceptable response to this RFP process and will not be considered.

*RFP#23-004
ATTN: Purchasing
Peach County Board of Commissioners
213 Persons Street
Fort Valley, GA 31030*

Sealed Proposal Required: All proposals must be sealed when returned to Peach County Board of Commissioners. All proposals must be received by April 10th, 2023, **no later than @ 2:00 PM EST** to the above address.

Public Bid Opening: RESPONSES will be received and publicly acknowledged at the Peach County Board of Commissioners, located at 213 Persons Street, Fort Valley, GA 31030 at 2:00 PM EST April 10, 2023. Respondents, their representative and interested persons may be present; only the names of the vendors who submitted a response will be read aloud - all information will remain confidential until a contract is awarded; if any.

Late Proposals: Any responses received after the date and/or hour set for in this RFP document will not be accepted and returned to the late Respondent unopened.

Mail & Delivery of Proposal: If responses are sent by mail to the Purchasing Department, the Respondent shall be responsible for actual delivery of the RFP to the Purchasing Department before the advertised due date and time. If mail is delayed either in the postal service beyond the date and hour set for the RFP opening, responses thus delayed will not be considered and will be returned to the Respondent unopened.

Questions-Contact Information: Respondents are encouraged to review this entire Request for Proposal Document (RFP). All question regarding the RFP must be in writing and sent to the Purchasing Manager by emailed at stacy-sanders@peachcounty.net .

TERMS & CONDITIONS

Late Proposals:

Peach County Board of Commissioners will not accept late proposals. Each Respondent is responsible for ensuring that responses to this RFP have been delivered by the date, time and to the location as specified in this Request for Proposal Document. The receipt of the responses submitted will be acknowledged as received only, and does not constitute any acceptance on behalf of Peach County Board of Commissioners.

Contracting Authority:

Only the Peach County Board of Commissioners, Georgia may enter into any type of agreement or contract on behalf of Peach County and only after approval by the Commissioners. Department heads, other elected or appointed officials, are not authorized to enter into any type of agreement or contract on behalf of the Peach County Board of Commissioners, or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the County's attorney prior to approval by the Board of Commissioners.

Disadvantages Business Enterprise mBE):

The Peach County Board of Commissioners is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The County, its contractors, their suppliers and sub- contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub- contractor, vendor service, professional service, and supplier utilization. Small and minority businesses, and women's' business enterprises are encouraged to participate in this RFP.

BAFO:

Peach County Board of Commissioners reserves the right to request Best and Final Offers from Respondents including any necessary re-scoring as a result of the Best and Final Offers received.

Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Rejection of Responses:

Peach County Board of Commissioners reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after approval of the selection by Peach County Board of Commissioners.

Ethics-Gratuities:

The Peach County Board of Commissioners may, by written notice to the Awarded Respondent, cancel any contract without liability to Awarded Respondent if it is determined by the County that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Respondent, or any agent or representative of the Respondent, to any elected official or employee of the Peach County Board of Commissioners with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is canceled pursuant to this provision, the Peach County Board of Commissioners shall be

entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Awarded Respondent in providing such gratuities.

Compliance with RFP Terms:

Respondents are cautioned that exceptions to these terms, conditions, and attachments may result in rejection. Any awarded respondent will be expected to execute a contract separate from this document but includes this document as part of the contract.

Confidentiality:

Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Georgia Public Information Act. Pricing information is not considered to be confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "CONFIDENTIAL INFORMATION" and EACH PAGE must be marked

"CONFIDENTIAL INFORMATION". Please be advised that Peach County Board of Commissioners cannot and will not make any agreement to withhold information from the public that is contrary to the County's responsibility under the Act.

Non-responsive Proposal Rejections

Proposals may be deemed non-responsive, among other reasons, for any of the following reasons:

1. Proposals containing inconsistencies
2. Unbalanced value of terms
3. Respondents may be disqualified and not considered, among other reasons, for any of the following specific reasons:
 - Reason for believing collusion exists among the Respondents.
 - Reasonable grounds for believing that any Respondent is interested in more than one submission for the work contemplated.
 - The Respondent being interested in any litigation against the county.
 - The Respondent in arrears on any existing contract or having defaulted on a previous contract.
 - Lack of competency as revealed by a financial statement, experience.
 - Respondents shall not owe delinquent property tax or occupation tax in Peach County.
 - Respondent past performance record with Peach County.
 - Limited competition.

PROPOSED SCHEDULE

This is a proposed schedule; the Peach County Commissioners reserves the right to change or extend the dates listed below at any time:

- | | |
|--|-------------------------------|
| • RFP Issue Date | March 15, 2023 |
| • RFP Proposal Deadline | April 10, 2023 by 2:00 PM EDT |
| • Recommendation to Board of Commissioners | April 11, 2023 |
| • Award Date | April 18, 2023 |
| • Anticipated Start Date | May 2, 2023 |

SCOPE OF SERVICE

The Peach County Board of Commissioners is seeking proposals from competent service provider(s) to assist the County in the overall management of its American Rescue Plan Act of 2021 activities, funded through the United States Department of Treasury. Awarded Respondent will work with the Commissioners, County staff and City attorney for RFP-bid specifications, bid preparation and scoring, contract preparation, and project management; programmatic and financial monitoring of any sub-recipient allocations for funding, project management along with Management and Administration of the grant. Awarded Respondent will perform grant management and administration services to accommodate other programs, yet to be defined, including programs occurring as a result of past or future awards or federally, state, or locally funded initiative.

An estimated value of the ARPA related project(s) is \$350,000.00 over a 2-year period.

Estimated value of other potential grant related projects are not yet measurable.

Any awarded Respondent shall be tasked with the following:

- 1) Comprehensive administration and compliance of the program in compliance with the U. S. Department of Treasury Compliance and Guidance for State and Local Fiscal Recovery Funds and Title 2 Part 200 -Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; administration and compliance of any other grant related program administered by the awarded respondent while engaged by the County under the scope of this request for proposal and any resulting contract thereof;
- 2) Research, develop and prepare grant applications and/or other public assistance documents as needed;
- 3) Collaborate with the Peach County Board of Commissioners on project formulation; information gathering, and project development eligibility within Treasury's Interim Final Rule and any subsequent final rule;
- 4) Develop program guidelines, policies, procedures, implementation plans or other pertinent documents;
- 5) Ensure that proper internal controls are developed and implemented for prevention of fraud and abuse;
- 6) Review and assist with processing payment requests, determining allowable costs, compliance with federal regulations with scope of review and assistance to be set by the County;
- 7) Assist with and or present public hearings in conjunction with the Peach County Board of Commissioners;
- 8) Attend meetings in conjunction with and on behalf of Peach County;
- 9) Assist in responding to Requests for Information from the United States Department of Treasury or another federal-state agency;
- 10) Provide at a minimum monthly project status reports and cash management reports showing the projected schedule for reimbursement requests and the actual status of the reimbursements received;

- 11) Provide and prepare public procurement documentation and any additional procurement assistance, including but not limited to preparing and writing requests for qualification, request for proposals, or other applicable procurement processes for identified projects that align with the grant in compliance with Federal and State Law;
- 12) Present expenses and request reimbursement thru the Peach County Purchasing Department;
- 13) Review, advise and assist on the management of the closeout process;
- 14) Coordinate with the County's Administrator and staff on project-specific cost accounting and tracking;
- 15) Assist with any and all audit services and resolve any requests for information, justification, audit findings, and eligibility appeals;
- 16) Provide post-award grants administration.

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Components: To achieve a uniform review process and to obtain a maximum degree of comparability, the Peach County Board of Commissioners requires that proposals be submitted with an original proposal and two (2) copies. The proposals should contain a Table of Contents and be divided into the six (6) sections below:

All proposals must include the following components:

Section	Topic
1	Firm Profile
2	Executive Summary
3	Project Services, Related Experience, and References
4	Cost Proposal
5	RFP Instruction Compliance/Required Forms

Submittal Components:

1. **Firm Profile Section** : This section should include:

The Cover Letter:

- A brief statement of the firm's understanding of the project
- The name, title, phone number, fax number, email address, and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the project services

The Firm Information:

- The firm's name, email address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Information on pending or past litigation the firm has been involved in
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firms' background, demonstrating longevity and financial stability

2. **Executive Summary Section:** This section should introduce key personnel that will work on Grant Management Services for the Peach County Board of Commissioners. Only submit resumes that will actually be assigned to work with the County. Include a brief resume for each team member that includes:
 - History and specific experience in applying for and managing federally and/or State funded local public works projects;
 - Include a description for each assigned personnel that demonstrates capabilities in project services, and experience with government entities and grant programs;
 - Education and professional license information
3. Outline their specific areas of responsibility (administration, design, inspection, financial, management, labor standards, environmental review, etc.) and team leaders.
4. **Project Services and Related Experience:** In this section, describe the respondent's expertise with the methods necessary to perform the management services requested in this document:
 - Include any recent experience in applying for and managing federally funded local public works projects and public service projects; include like experience for managing state and locally funded project awards.
 - Demonstrate successful experience in coordinating with Federal, State and Local emergency agencies, citing the disaster event such as COVID, project scope of the engagement and funding outcomes for the affected local government;
 - References and contact information of recent work relevant to Grant Management Services as requested in this RFP. **Minimum of three (3) relevant references.**
5. **Cost Proposal** – Please provide your cost proposal to accomplish the scope of work. Please submit hourly rates for each job classification required to perform the scope of work based on the current estimate. Include any and all services fees that may be associated with these Grant Management Services for the Peach County Board of Commissioners. Responded can present % of grant award, but must also include hourly rates.
6. **RFP Instruction Compliance/Required Forms:** Complete, execute and submit all forms as required. Copies of Licensures, SAMS Debarment, copies of insurance coverage, if applicable.

All forms must be completed including:

- Vendor Reference Form
 - Certification of Eligibility
 - RFP Certification Form
 - Completed New Vendor Package attached

EVALUATION PROCESS

After public opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may request information, clarifications, presentations or interview some, or all of the top ranked Respondents. The evaluation committee will determine the best value offer based on the submitted proposals and will begin contract negotiations. The Peach County Board of Commissioners reserves the right at its sole discretion to determine if pursuing any contract negotiations is in the best interest of the County as a result of the RFP.

The evaluation criteria to be used by the County to determine responsible Respondents (and the maximum points that the County may assign to each) in reviewing the sealed bids is as follows:

Factor	Evaluation Weight (Points)
Service Delivery Schedule	20
Company/Contractor Integrity	17
Record of Past Performance	20
Experience with Similar Work	15
References	10
Financial Resources	15
Peach County Business Location	3

Total Maximum Allowable Points = 100

Required Submittal Documentation: Submit the following completed (Signed, Dated, and Notarized) documents with the Proposal. Proposals not containing the following completed documents will be considered “non-responsive” and may be rejected from consideration.

Forms: Peach County New Vendor Package attached

Forms: Required Certificates of Insurance (COI's) – For Workers Compensation, General Liability & Automobile Liability Insurance

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Magistrate

Greetings Prospective Supplier/Vendor,

Georgia law has made it mandatory that all private employers enroll in and use the federal E-Verify system, not only public contractors (including sub-contractors and sub-sub-contractors) providing labor to public project(s), but also those companies providing services of any kind over \$2,499.99 in value, regardless of the number of employees a contractor has. This expands the E-Verify requirement to lots of small businesses that have contracts to perform labor or services with our county. A contractor or sub-contractor may be exempt from this requirement if the contractor or sub-contractor has NO employees and does not hire nor intend to hire employees for the purpose of completing any part of the public contract. E-Verify is a federal database that can be used to verify that an employee is authorized to work in the United States. The SAVE (Systematic Alien Verification for Entitlements Affidavit) program determines that immigration status of any person that receives a public benefit. The State of Georgia has determined that a public benefit is any contract, business license, occupational tax certificate, alcohol license, taxi permit, pawnbroker's license, billiard room license, precious metals/gems dealer's license, flea market license or insurance company license.

In keeping with compliance, we ask that you provide the following forms to do business with our agency:

- € New Supplier/Vendor Information Sheet (ALL CONTRACTORS SUBMIT THIS FORM)
- € Form W-9 (Taxpayer Identification Number) (ALL CONTRACTORS SUBMIT THIS FORM)
- € SAVE Affidavit (ANY CONTRACTOR RECEIVING PUBLIC BENEFIT OR THAT PROVIDES GOODS)
- € E-Verify Affidavit (ANY CONTRACTOR PROVIDING GOODS AND LABOR/SERVICE)
- € Sub-contractor Affidavit (ANY SUB-CONTRACTOR PROVIDING GOODS AND LABOR/SERVICES)
- € Private Employer Exemption (USE ONLY IF SOLE PROPRIETOR)
- € Sole Proprietor Contractor Affidavit (ONLY USE IF YOU HAVE NO EMPLOYEES)
- € Photo Identification (PROVIDE ONLY IF A SOLE PROPRIETOR. SEE ATTACHED LIST OF ACCEPTABLE DOCUMENTS).
- € Certificate of Liability Insurance (ANY CONTRACTOR WHO DOES WORK ON OUR PROPERTY)
Minimum Liability Insurance: \$2,000,000 aggregate, \$1,000,000 per occurrence
Minimum Automobile Liability Insurance: \$1,000,000 per occurrence
Minimum Workers Compensation Insurance: \$500,000

Please note that some of the forms require notarization and will be considered incomplete and not processed. You may return the forms properly completed by fax, e-mail, US Postal Service or drop it off at our office: Peach County Board of Commissioners Purchasing Office, 213 Persons Street, Fort Valley, GA 31030. If you need to register for the E-Verify program, go to www.uscis.gov and follow the instructions. If you have any questions about E-Verify or any of these forms, please call the office.

Peach County Purchasing Department

NEW VENDOR / SUPPLIER INFORMATION

COMPANY NAME: _____

CONTACT PERSON: _____ TITLE: _____

BUSINESS ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

NATURE OF BUSINESS: _____

TYPE OF BUSINESS. (PLEASE CHECK ONE)

CORPORATION

PARTNERSHIP

SOLE PROPRIETOR

Have you done business with Peach County in the past? (PLEASE CHECK ONE)

YES

NO

Do you participate in the E-Verify Program? (PLEASE CHECK ONE)

YES

NO

Do you have a Federal Tax ID number? (PLEASE CHECK ONE)

YES

NO

The information contained in this document is true to the best of my knowledge and I understand that giving false, misleading or deceptive information is considered unlawful and may be punishable by penalties of prosecution based on Georgia Law.

Signature

Date

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts established outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
OR											
Employer identification number											

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part I, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**SAVE (SYSTEMATIC ALIEN VERIFICATION FOR
ENTITLEMENTS) PROGRAM AFFIDAVIT (O.C.G.A §S0- 36-1 (E)(2)**

**AFFIDAVIT VERIFYING STATUS FOR PUBLIC BENEFIT
APPLICATION CONTRACTS**

Peach County, Georgia is authorized to enter into contracts pursuant to GA. Const. Art. IX, § III Par I: OCGA § 36-10-1 through §36-10-2.2; OCGA § 36-60-14; OCGA § 36-91-1. Prior to entering in to a contract with the PEACH COUNTY BOARD OF COMMISSIONERS, by executing this affidavit under oath, I, _____, on behalf of _____

Am Stating that:

1.) _____ I am a United States citizen.

2.) _____ I am a legal permanent resident of the United States.

OR

3.) _____ I am another wise qualified alien or non-immigrant under the Federal Immigration and Nationality Act and lawfully present in the United States.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one (1) secure and verifiable document as verification, as required by OCGA § 50-30-1(e)(1), with this affidavit. In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Employee

Date

Printed Name

Alien Registration Number (for non-citizens)

Type of secure and verifiable document provided
(i.e. driver's license, passport, etc.)

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

NOTARY PUBLIC

My Commission Expires:

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

CONTRACTOR E-VERIFY AFFIDAVIT

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

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
(OCGA 13-10-91) SUBCONTRACTOR E-VERIFY AFFIDAVIT**

SUB-CONTRACTOR'S NAME: _____

CONTRACTOR'S NAME: _____

By executing this affidavit, the undersigned Sub-Contractor verifies its compliance with OCGA § 13-10-91, stating affirmatively that the Sub-Contractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of PEACH COUNTY BOARD OF COMMISSIONERS has registered with and is participating in the E-Verify program in accordance with the applicability provisions and deadlines established in OCGA 13-10-91.

Federal Work Authorization User Identification Number
(4-6 digit number can be found on MOU)

Date of Authorization

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires:

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 has NO employees that you are the sole proprietor of _____ and are not required to register with and/or utilize the federal work authorization program comm only known as E-Verify, or any subsequent replacement program. in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6.

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

Executed on _____, _____, 20__ in _____ (city) _____ (state).

Printed Name of Exempt Private Employer

Signature or Exempt Private Employer or
Authorized Officer or Agent

Printed Name and Title of Person Executing Affidavit

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

NOTARY PUBLIC

My Commission Expires:

SOLE PROPRIETOR EXEMPTION AFFIDAVIT

The undersigned sole proprietor of _____ verifies that they are exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation has no employees other than themselves and 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.

In making this 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.

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

Executed on _____, _____, 20____ in _____ (City), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Type of secure and verifiable document provided
(Attach copy i.e. driver's license, passport, etc.)

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

NOTARY PUBLIC

My Commission Expires:

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued February 20, 2018, by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIRREA"), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General" O.C.G.A. § 50-36-2(g). The Attorney General may modify this list on a more frequent basis, if necessary.

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.

- An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana 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 [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]¹
- An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana 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 [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

¹ For identification presented to poll workers when voting, a registered Georgia voter may present an expired Georgia driver's license as proof of identification when voting pursuant to O.C.G.A. § 21-2-417.

- An unexpired tribal identification card of a federally recognized Native American tribe, 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. A listing of federally recognized Native American tribes may be accessed at: <https://www.bia.gov/tribal-leaders-directory> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security ("DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law² [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

² Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security ("DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law

- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- When applying for any public benefit with the Department of Driver Services, an applicant may submit either an expired or unexpired document that is listed above as a secure and verifiable document [O.C.G.A. §§ 50-36-1(g) & 50-36-2(b)(3)]
- When applying for a voter identification card pursuant to O.C.G.A. § 21-2-417.1, an individual may submit the aggregate forms of identification authorized by O.C.G.A. § 21-2-417.1(e)
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(e)]

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Proposal. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

REFERENCE ONE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

REFERENCE TWO:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

REFERENCE THREE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK: