



## **Jackson County Board of Commissioners**

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# **Request for Qualifications (RFQ)**

## **for**

# **On-Call Professional Building Code Inspection Services**

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**Publish Date:** October 11, 2023

**Issued By:** Jackson County Government  
67 Athens Street  
Jefferson, GA 30549

**Inquiries:** Kenneth Morris, Purchasing Manager  
706-367-6309  
[kmorris@jacksoncountygov.com](mailto:kmorris@jacksoncountygov.com)

**Pre-Bid Meeting:** Monday, October 30, 2023 at 2:30 PM, EST  
\*Attendance to pre-bid is mandatory unless authorized absence permitted by Jackson County Government.

**RFQ Due:** Friday, November 10, 2023 by 5:00PM, EST

**RESPONSE SIGNATURE AND CERTIFICATION**

I certify that this Response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Response (“Proposer”) for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Response and certify that I am authorized to sign this Response for Proposer. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. have not been violated and will not be violated in any respect.

Authorized Signature for Proposer: \_\_\_\_\_

Date: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Print/Type Proposer Name Here: \_\_\_\_\_

Company Name: \_\_\_\_\_

**JACKSON COUNTY GOVERNMENT**  
**REQUEST FOR QUALIFICATIONS (RFQ)**

**ON-CALL PROFESSIONAL BUILDING CODE INSPECTION SERVICES**

**SECTION 1: BACKGROUND**

A. Purpose

The County of Jackson (“County”) is seeking Qualifications from highly qualified firms experienced in On-Call Professional Building Code Inspection Services to provide all personnel, materials and services necessary to provide professional Inspection & Consulting Services for various projects.

The County wishes to form a Partnership with a firm that can provide “*quality* and *timely*” delivery of planning, inspection, etc. projects. These projects will be locally funded utilizing General Fund, SPLOST, and other Special Revenue Funds as they come available.

B. General Information About the Jackson County, GA

Located in Northeast Georgia, Jackson County has 342 square miles of land area. Interstate 85 bisects Jackson County and has four interchanges along its corridor. Jackson County is a major logistics hub for a large portion of the eastern U.S. Jackson County is one of the fastest growing counties in Georgia with current population estimates at 85,000.

**SECTION 2: SCOPE OF SERVICES**

The County may contract with one or more approved qualified consultants/firms to expedite future projects that may include any of the services listed below, and/or any combination thereof on an as needed basis.

Projects may include the following: (not all-inclusive)

- **Building Code Plan Reviews:** Non-Structural Plan Review services shall be conducted as required by Jackson County's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, and other provided code related documents, as approved by Jackson County. Applicants will be notified of Plan Review Comments and are responsible for addressing comments to the satisfaction of Jackson County. Jackson County has final interpretive authority over all plans and specifications. Permits are issued by Jackson County.
- **Building Code Inspections:** Inspection services shall be conducted as required by Jackson County's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code. Special inspections as specified in Chapter 17 and non-prescriptive structural inspections of the adopted International

Building Code are not included and may be required as specified in the International Building Code. Any violations of the Jackson County's codes or concealment of any work prior to approval will be reported to the Director, or their designee, of Jackson County. The Director, or their designee, of Jackson County is the final interpretive authority and the Certificate of Occupancy will be issued at the discretion of Jackson County.

- **The Following services may also be requested as needed:**
  - **Hosing and Property Rehabilitation Inspections:** Property Maintenance Inspections shall be conducted in accordance with the International Property Maintenance Code and the Local Ordinance as it pertains to the interior and exterior elements of the property.
  - **Land Development:** Development inspections shall be conducted in accordance with the Development Regulations as adopted by the County Commission.
  - **Erosion and Sedimentation Control:** Land development inspections shall be conducted for compliance with regulations as adopted by the Department of Natural Resources and the Georgia Soil and Water Conservation Commission.
  - **Building Department Inspections and Plan Reviews:** Revenue Sharing Model This model complies with O.C.G.A. 48-13-9
    - Vendor should submit quoted rate (winner will be able to invoice at quoted rate) to be paid from permit fees collected by the Client.
    - Vendor should submit quoted rate for client requested inspections and meetings outside of normal business hours
  - **Miscellaneous Inspections (As Needed):** Property Maintenance, Erosion Control and Land Development
    - Vendor should submit quoted rate for various miscellaneous inspection services as described above (property maintenance, erosion control, land development)
    - Vendor should submit quoted rate for client requested miscellaneous inspections outside of normal business hours

The County will contact the awarded consultant(s) as needed with inspection projects to obtain proposals/quotes. The County is seeking consultants that have a minimum of ten (10) years' experience with all aspects of building code, residential code, mechanical code, electrical code, plumbing code, fuel gas code, and energy code including, plans, inspections and any other related matters.

### SECTION 3: PROPOSAL CONTENT AND FORMAT

In order for the County to adequately compare and evaluate qualifications, all qualifications must be submitted in accordance with format detailed in the following pages.

**Cover Letter:** (One printed page maximum.) The letter should designate the proposing firm, the business address of where the relationship will be housed, and be signed by authorized company officers. The letter should address the firm's willingness and commitment to provide the proposed services and why the firm believes it should be selected.

**Table of Contents:** (One-page maximum) Table of Contents should follow the RFQ format.

**Company Profile:** Consultants should respond to the following:

- a) Firm name, address, and telephone number.
- b) Primary contact person(s) and telephone number(s). This person will be the point of contact for the Team throughout the entire Project.
- c) Total number of firm's full-time employees
- d) Provide a listing and description of all current litigation involving the Firm.
- e) Provide a listing and description of all litigation history for the Firm since and including 2010
- f) Provide a description of the firm's special capabilities, techniques or resources that can be contributed to any given Code Inspection/ planning, etc assignment. Describe the firm's, or team's, qualifications to complete the work. The related expertise required to accomplish the complete scope-of-work must be represented either within the firm's in-house staff, or by a team of consulting firms. A team submission must be made by a prime consultant. If the submission is a team submission, describe the previous experience that the prime consultant has had working with the various team members.

**Company Overview:** General overview of company, how long the company has been in business, customer service philosophy, and identification of the primary office which will be supporting the County. (Minimum ten (10) years.)

**Experience:** Company's direct experience in servicing public sector clients. Include the number of services offered.

**Hourly Rates & Fee Schedule:** Please provide an hourly rate for key employees and well as a fee schedule. Within the 1-year contract term please include, if any, anticipated rate changes/percentages in your schedule

**Senior Management Profiles:** Provide profiles/resumes of key members of your senior management team. Include address, email address and phone numbers for their base offices.

**Account Project Manager Profiles:** Provide a profile/resume for the proposed project manager/ executive assigned to the County.

**References:** Include three (3) references. Utilize the sample client authorization letter sheet provided in Exhibit A.

**Photographs:** The Consultant must submit no more than five (5) examples of photographs or examples of similar projects

**Insurance Requirements:** All firms must be up to date on Certificate of Liability Insurance that must include Worker’s Compensation.

Minimum Insurance Requirements:

- General Liability - \$1million – single occurrence, \$2 million on the aggregate
- Auto Liability - \$1 million
- Worker’s Compensation – Statutory or minimum \$500,000
- “Umbrella Liability” – Prefer \$3-4 million

**Other Requirements:** Proposals must meet certain **mandatory** criteria in order to qualify for further evaluation. Any “no” answer to the first and last questions will disqualify the proposal. A “yes” answer to the second and third question will require a written explanation, and may disqualify the proposal.

1. Is the Consultant properly licensed?
2. Has disciplinary action been taken or is pending against the Consultant?
3. Has the Consultant been barred from providing work on Federal, State or County construction projects?
4. Is the Consultant using E-Verify in compliance with State and County laws?

#### **SECTION 4: PRE-BID MEETING**

There will be a mandatory pre-bid conference held on Monday, October 30, 2023 at 2:30 PM EST at the Jackson County Administration Building Auditorium, located at 67 Athens Street, Jefferson, GA. Attendance to the pre-bid meeting is considered mandatory unless absence is authorized/permitted by Jackson County Government. Bidders who do not attend will not be considered for the job award.

#### **SECTION 5: SUBMISSION OF RESPONSE**

Each Response to this RFQ shall address the elements described in the **Scope of Services (Section 2)** and **Contents of Response-including questions/other requirements (Section 3)**. The Proposer shall describe its approach and experience in each area.

Responses shall be as succinct as possible while completely providing all requested information. Responses should be kept to a maximum of thirty (30) pages not including required forms or certifications.

Proposer’s shall complete and include the following forms found in the Exhibit’s Section of the Example Contract (Exhibit A):

EXHIBIT B Client Authorization Letter

EXHIBIT C Certification of Sponsor Drug-Free Workplace

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

(Does not count toward total page number.)

RFQ

On-Call Professional Building Code Inspection Services

All Responses must be in writing delivered to:

Kenneth Morris, Purchasing Manager  
Jackson County Government  
67 Athens Street  
Jefferson, Georgia 30549

All Responses must be presented in a sealed opaque package with the following language clearly marked on the outside of the package:

**“RFQ – On-Call Professional Building Code Inspection Services”**

The name and address of the Proposer must also clearly be marked on the outside of the package.

Include one (1) original Response clearly marked “Original”, and seven (7) hard copies.

**Submittals are due no later than November 2, 2023 at 2:00 PM**

**Submissions/Qualifications received after this date and time or at any other location cannot be accepted or considered.**

**The County is not responsible for delays caused by traffic, inclement weather or any other reason. The County is not responsible for late deliveries by couriers, the USPS or package express companies (UPS, Fed Ex, etc.) It is the sole responsibility of the Proposer to submit its Response before the deadline.**

**Electronic and facsimile submittals will not be accepted.**

## **SECTION 6: PRE-SUBMITTAL INQUIRIES**

A question and answer period has been established. All inquiries must be in writing via e-mail to [Kmorris@jacksoncountygov.com](mailto:Kmorris@jacksoncountygov.com) no later than **5:00 PM EST, Friday, October 20, 2023**. After this date, questions may not be answered. Requests for information and questions should be submitted to:

Jackson County Government  
Attn: Kenneth Morris, Purchasing Manager  
[Kmorris@jacksoncountygov.com](mailto:Kmorris@jacksoncountygov.com)

Responses to questions and any additional information relating to this RFQ will be posted to the County’s website <https://www.jacksoncountygov.com/> Informal verbal communications, or communications by any person other than the Purchasing Manager named in this RFQ shall be considered unofficial and the County shall have no responsibility to verify any information that is not contained in this RFQ or future addenda. Please check the website regularly for updates and addenda. Addenda acknowledgments are required with proposal submittal.

## **SECTION 7: GENERAL EVALUATION PROCESS AND CRITERIA**

### **A. General Information**

This RFQ will enable the County to gather additional information and identify one or more qualified firms to perform the services described in the Scope of Work. The County will conduct a comprehensive, fair and impartial evaluation of all Responses received. An evaluation team will be established by the County to evaluate the Responses (“Evaluation Committee”). The Evaluation Committee **may** invite the most qualified Proposers to interview; however, the County retains the right to select only one Proposer and negotiate a contract. The County may also determine that no qualified Responses have been received and reject all Responses.

### **B. Interviews**

At the County’s discretion, selected Proposers may be interviewed and re-evaluated based upon the criteria set out in the RFQ, or other criteria to be determined by the Evaluation Committee (i.e. unique qualities, methodologies, or approaches taken to differentiate from other Proposers). Selected Proposers may be asked to provide additional information to the Evaluation Committee regarding demonstrated competence and qualifications, feasibility of implementing the Project as proposed, ability to meet schedules, costing methodology, or other factors as appropriate.

Any information received by the Evaluation Committee subsequent to the Proposer’s Response will be used to further evaluate the short-listed Proposers to determine a rank-order. Final approval of a selected Proposer is subject to the County’s Purchasing Policies.

### **C. Past Performance – References**

The County, at its discretion, may review past performance of the Proposer. Exhibit A of this RFQ is a sample client authorization letter. Proposer shall include three reference projects from the past three to five years. Projects shall be a similar scope to the project. One should be a public agency.

References should include the following: name of the organization, contact information, description of the project, brief summary of services provided and period of performance. Contact name, address, email address and telephone number. The sample reference letter shall be prepared on the Proposer’s letterhead, addressed to the contact at the reference, signed by the Proposer and included with the submittal.



D. Evaluation Criteria

The evaluation criteria will include the following:

**1. Experience of Assigned Personnel/Qualifications:**

The credentials and experience of the person(s) assigned to our relationship and management team. Provide professional qualifications and description of experience for principal project staff. The project manager’s resume must be included. (At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who are being proposed for services to the County. (If the firm is selected as a finalist, the County may request detailed information on the exact proposed expanded team and their relevant experience).

**2. Suitability - Capability/Resources:**

Provide any information that may serve to differentiate your firm from other firms in suitability for the project including but not limited to:

- a) Furnish evidence of the firm's fit to the project and/or needs of, any special or unique qualifications for building code/inspection projects.
- b) Supply current and projected workloads.
- c) Quality assurance procedures.
- d) Any special or enhanced capabilities offered by the firm that may be particularly suitable or these type projects.
- e) Ability to gather resources.
- f) Location and proximity of firm to project and any knowledge of the project and/or project area which may uniquely benefit the firm and project.
- g) Provide any non-discrimination and equal employment opportunities policies of the firm.

**3. Experience with Similar Entity:** Provide information on the firm’s experience with clients of similar type, size, function, and complexity. Describe no more than five (5) accounts, in order of most relevant to least relevant, which demonstrate the firm’s capabilities to perform services for the County. Describe specific experiences on any recent projects with Local Government; including timelines of project completions.

**4. Availability:** Provide information of firm's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.

**5. Hourly Rates & Fee Schedule:** Please provide an hour rate for key employees (as specifically listed below) in addition to any other related fee schedule(s). Within the 3-year contract term please include, if any, anticipated rate changes/percentages in your schedule.

- 1. Project/Unit Manager \$ \_\_\_\_\_
- 2. Chief Building Official \$ \_\_\_\_\_
- 3. Building Inspector \$ \_\_\_\_\_

- 4. Soil and Erosion Inspector \$ \_\_\_\_\_
- 5. Development/Roadway Inspector \$ \_\_\_\_\_
- 6. Other: \_\_\_\_\_ \$ \_\_\_\_\_
- 7. Other: \_\_\_\_\_ \$ \_\_\_\_\_

**QUALIFICATION RFQ/SCORING**

Qualifications will be evaluated and scored based upon the following categories:

- 1. Experience of Assigned Personnel 20 points
- 2. Firms/Suitability - Capability/Resources 20 points
- 3. Experience with Similar Entity 20 points
- 4. Availability 20 points
- 5. Hourly Rates & Fee Schedule 20 points

**TOTAL 100 points**

**SECTION 8: SCHEDULE OF EVENTS**

Solicit Qualified Vendors: **October 11, 2023**  
 Pre-Bid Meeting: **October 30, 2023 2:30PM EST**  
 Deadline for Questions: **November 3, 2023 5:00PM EST**  
 Submittals Due: **November 10, 2023 5:00PM EST**

**SECTION 9: TERMS AND CONDITIONS**

All responses and supporting materials as well as correspondence relating to this RFQ become property of the County when received. Any proprietary information contained in the Response should be so indicated; however, a general indication that the entire contents, or a major portion, of the Response is proprietary will not be honored. The following terms and conditions shall also apply:

- A. All applicable Federal and State of Georgia laws, County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to Proposers throughout and are incorporated herein.
- B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.
- C. No Response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to the County with respect to any debt, (ii) is in default with respect to any obligation to the County, or (iii) is deemed irresponsible or unreliable by the County.

D. The County shall be able to request of the Proposers satisfactory evidence that they have the necessary financial resources to accomplish the requirements of the RFQ.

E. From the date this RFQ is issued until a firm is selected, Proposers are not allowed to communicate with any staff or elected officials of the County regarding this procurement, except at the direction of Kenneth Morris, Purchasing Manager for the County and person in charge of this solicitation. Any unauthorized contact may disqualify the Proposer from further consideration. Contact information for the single point of contact is as follows:

Purchasing Manager: Kenneth Morris  
Address: 67 Athens Street  
Jefferson, GA 30549  
E-mail Address: [Kmorris@jacksoncountygov.com](mailto:Kmorris@jacksoncountygov.com)

F. The costs for developing and delivering Responses to this RFQ and any subsequent presentations of the Response as requested by the County are entirely the responsibility of the Proposer. The County is not liable for any expense incurred by the Proposer in the preparation and presentation of its Response.

G. While the County has every intention to make an award as a result of this solicitation, issuance of the RFQ in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

1. Cancel or terminate this RFQ at any time. A notice of cancellation will be issued. If the RFQ is cancelled, the County will not reimburse any Proposer for preparation of its Response. Responses may be returned upon request if unopened;
2. Reject any or all Responses received, make a contract award based directly on the Responses received in the best interest of the County, in its sole discretion, or enter into further discussions with one or more Proposers;
3. Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any Response;
4. Make partial award or no award if it is in the best interest of the County to do so.

#### **SECTION 10: CONTRACT INFORMATION**

A Contract Agreement shall become effective as of the date of its execution, shall continue in effect for one (1) year with an option to renew for an additional one-year period contingent upon annual appropriations of funds by the Jackson County Board of Commissioners.

The form of contract (“Example Contract”) the County intends to execute with the selected Proposer is included in this RFQ as Exhibit A. Proposers are urged to read this Example Contract carefully prior to submitting a Proposal.

If a Proposer believes certain contract provisions are out of date, not applicable or place an undue burden or cost on the Proposer or the County, the Proposer must address these concerns in writing during the question and answer period. If the County determines a change is warranted; an addendum will be posted to this RFQ. If a firm is unwilling to execute the Example Contract, whether modified by addendum or not, a Proposal should not be submitted.

The County may deem any Proposal containing contract changes or exceptions non-responsive and reject the Proposal.

This RFQ document, together with its addenda, amendments, attachments, modifications, Proposer’s Proposal, including any amendments, a “best and final offer,” and any clarification question responses, when executed, becomes part of the contract between the parties. The County does not intend to accept alternate terms and conditions to the Example Contract.

Prior to award, the apparent selected Proposer may be required to enter into discussions with the County to resolve any contractual differences before an award is made. These discussions shall be finalized and all exceptions resolved within one (1) week of notification; if not, the Proposal may be rejected and discussions initiated with the second highest scoring Proposer.

The selected Proposer shall not begin performance of services requested by this RFQ prior to the execution of a formal written contract (based on the Example Contract) by the County and Proposer. Any Proposer beginning performance prior to the execution of a contract shall be deemed to be proceeding at Proposer’s risk, and shall not be entitled to any compensation for such performance. In addition, the County reserves the right to withdraw or cancel an award.

The County may, by written notice to the selected Proposer, terminate any resulting contract without cause. The County must give notice of termination to the selected Proposer at least thirty (30) days prior to the effective date of termination.

After a contract or contract has been fully executed, and when projects are identified, a TASK ORDER FORM will be executed. This will include the project title, scope of work, cost based on estimated hours and billing rates at an amount not to exceed, the authorization date and signatures of both parties.

**CORPORATE CERTIFICATE**

I, \_\_\_\_\_, certify that I am the Secretary of the company named as Proposer in the foregoing Response; that \_\_\_\_\_, who signed said Response in behalf of the Proposer, was then (title) \_\_\_\_\_ of said company; that said Response was duly signed for and in behalf of said company by authority of its Board of Directors, and is within the scope of its corporate powers; that said company is organized under the laws of the State of Georgia.

This \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Signature)

(Seal)

Corporate Name: \_\_\_\_\_

d/b/a \_\_\_\_\_

## **SECTION 11: EXHIBITS**

EXHIBIT A:	Contract
EXHIBIT B:	Sample Client Authorization Letter
EXHIBIT C	Certification of Sponsor Drug-Free Workplace
EXHIBIT D	Contractor Affidavit under O.C.G.A. § 13-10-91(b) (1)

**The following pages include a sample contract that will become finalized based on selection by Jackson County Board of Commissioners.**

**Please execute as part of your bid package submission.**





**PROJECT: On Call Professional Building Code Inspection Services for Jackson County Government**

All Work performed under this contract is subject to approval by the Board of Commissioners and Jackson County Government. It shall be the Contractor's responsibility to coordinate with the above for inspection services. All Work shall be performed in accordance with current state and local laws and regulations for the State of Georgia.

**ARTICLE 3**

**Time of Commencement and Completion**

The Work to be performed under this Contract shall begin within thirty (30) days after the Contractor has received the Notice to Proceed (NTP) and will be completed within \_\_\_\_\_ of starting the project.

**ARTICLE 4**

**Contract Price**

The Owner shall pay the Contractor, for the performance of the Work completed and approved by the county as provided in the Conditions of the Contract, \_\_\_\_\_ in current funds, as calculated by the unit prices provided in the Contractor's response to the RFQ. This price shall remain fixed during the entire length of the original contact period or until the satisfactory completion of all of the projects listed in the RFQ. The Scope of Service as outlined in the RFQ shall only be modified by a Change Order approved by all Parties. Each Change Order that is approved by Owner and Contractor will detail any unit price changes that are calculated according to the conditions outlined in the RFQ.

**ARTICLE 5**

**Payment**

Payment for the Work as described in Article 4 above, shall be made on a regular basis as work is completed and approved by the County Manager, and/or other assigned county representatives. Payment will be made within thirty (30) days after the completion of the Work, provided that the Contractor fully performed in accordance with the Contract Documents. The Contractor shall complete and submit an invoice for the monthly payment to the Jackson County Government, Attention: Accounts Payable, 67 Athens Street, Jefferson, Georgia 30549. Jackson County reserves the right to request proof of performance of all work completed under this contract.

**ARTICLE 6**

**Georgia Illegal Immigration Reform and Enforcement Act of 2011**

Contractor agrees and acknowledges that compliance with the requirements of the Georgia Illegal Immigration Reform and Enforcement Act of 2011 are conditions of this Contract. The Contractor Affidavit and Agreement executed by Contractor pursuant to O.C.G.A. §13-10-91(b)(1) is hereby incorporated into this Agreement by reference and made a part of this Contract. By the execution of this Contract, the Contractor affirms that the Illegal Immigration Reform and Enforcement Act of 2011 Contractor Affidavit submitted with the response to the RFQ is still valid, that the Contractor’s Federal Work Authorization Number has not changed, that the Contractor will utilize the Federal Work Authorization Program during the duration of this contact, that the Contractor will ensure that all subcontractors and sub-subcontractors working on the Project covered by this Contract are participating in the Federal Work Authorization Program and have completed the Subcontractors and/or Sub-subcontractor Affidavit, and that the Contractor will advise the Owner of hiring a new subcontractor and/or sub-subcontractor and will provide the Owner with a Subcontractor/Sub-subcontractor Affidavit attesting to the subcontractor’s/sub-subcontractor’s name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of hiring before the subcontractor/sub-subcontractor begins working on the Project. The Contractor understands and will ensure that all subcontractors and sub-subcontractors understand that knowingly and willfully making a false, fictitious, or fraudulent statement in an affidavit submitted in compliance with O.C.G.A. §13-10-91 shall be guilty of a violation of Code Section §16-10-20 and, upon conviction, shall be punished as provided for in such Code Section. Additionally, any contractor and/or sub-contractor convicted for false statements based upon a violation of this Code Section shall be prohibited from bidding on or entering into any public contract for twelve (12) months following the conviction

**IN WITNESS WHEREOF**, the Parties have executed this Contract on the date first written above.

OWNER:  
Jackson County Board of Commissioners

CONTRACTOR:  
\_\_\_\_\_  
Company’s Legal Name

\_\_\_\_\_  
Tom Crow, Chairman

\_\_\_\_\_  
Representative

ATTEST:  
\_\_\_\_\_

ATTEST:  
\_\_\_\_\_

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

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

**EXHIBIT B**

**SAMPLE CLIENT AUTHORIZATION LETTER**

**Proposer's Name**  
**Proposer's Address**  
**City, State Zip**  
**Email Address**  
**Phone Number**

Date: \_\_\_\_\_

**Client name**  
**Client address**  
**City, State Zip**  
**Email Address**  
**Phone Number**

Dear: \_\_\_\_\_

Our firm Proposer's Name is currently responding to the County's Request for Qualifications On-Call Professional Building Code Inspection Services. We would like to use project name where our organizations worked together as one of our firm's references.

This letter authorizes your organization to discuss our firm and the Project with the County of Jackson and their representatives.

Thank you for your support.

Sincerely;

**EXHIBIT C**

Certification of Sponsor Drug – Free Workplace

The undersigned 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 undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Contractor's employees during the performance of the Contract; and
- (2) Each Contractor who hires a Subcontractor to work in a drug-free workplace shall secure from that Subcontractor the following written certification:

"As part of the subcontracting agreement with \_\_\_\_\_(Contractor's name)\_\_\_\_\_, (Subcontractor's name)\_\_\_\_\_ certifies to the Contractor that a drug free workplace will be provided for the Subcontractor's employees during the performance of this Contract pursuant to paragraph (7) of subsection (b) of Code Section 50-24-3."

Also, the undersigned 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.

**EXHIBIT D**

Contractor Affidavit under O.C.G.A §13-10-9 (b) (1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of

\_\_\_\_\_ 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  
(E-Verify Number NOT FEIN)

\_\_\_\_\_  
Name of Contractor

Public Employer: Jackson County Government

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

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

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