



CITY OF GRIFFIN, GEORGIA

INVITATION TO BID

ITB #21-002

FOR

Water and Wastewater Data Management System

For all questions about this Solicitation contact:

Brandon Lewis, Deputy Director of Water and Wastewater
blewis@cityofgriffin.com

Deadline:
October 28, 2020 at 2:00 P.M.

IMPORTANT SUBMITTAL REQUIREMENT

Submittals must be properly labeled to ensure they are not inadvertently opened before the designated time. Affix the label below to the outside of the sealed submittal envelope or delivery package.

If the label below is not used (i.e. in case of some delivery services), it is the supplier's responsibility to ensure that the information is on the OUTSIDE of the delivery package. Submissions that do not comply may be rejected.

Submittals must also include the required number of copies specified in section 1.2.

Please make sure either the label below or the information on the label appears on the **OUTSIDE of the delivery package** and is clearly visible. There may be multiple solicitations open at any given time and if the sender organization and solicitation number are not discernable, your response may not be recorded as properly received.



RESPONSE SUBMITTAL

DELIVER TO:
BRANDON LEWIS
CITY OF GRIFFIN
100 S HILL STREET
PO BOX T
GRIFFIN, GA 30224

ITB/PROPOSAL #: ITB 21-002

ITB/PROPOSAL NAME: Water and Wastewater Data Management System

DUE ON OR BEFORE: 2PM, October 28, 2020

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____

CONTACT PHONE & EMAIL: _____

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CITY OF GRIFFIN, GEORGIA

INVITATION TO BID

21-002

Water and Wastewater Data Management System

1. SECTION I – SOLICITATION INFORMATION

Information in this section is solicitation-specific. Any conflicting information stipulated in this section shall supersede the General Terms & Conditions noted in Sections II - VII.

1.1. PURPOSE

The City of Griffin ("the City") is seeking to deploy a packaged Water and Wastewater Data Management System (DMS). This system is desired to insure the highest level of data security and reliability for regulatory reporting, process control tracking, and trending of various chemical and equipment applications.

The City of Griffin has been treating and distributing finished water since the 1890's. The system has two withdrawal points on the Upper Flint River, one just north of the City of Griffin servicing Harry Simmons Water Treatment Plant and Heads Creek Reservoir and a second one north of Molena servicing Still Branch Reservoir. The City of Griffin owns and operates a regional distribution system servicing Griffin, Williamson, Zebulon, Concord, Pike County, Spalding County, part of Coweta County and Meriwether County and has a current total permit for 24.5 MGD.

The City of Griffin is also the owner and operator of three wastewater treatment plants and one land application system. It has been in the business since the 1930's. It services all of the City of Griffin and portions of Spalding County and currently is permitted for 5.75 MGD.

1.2. SCHEDULE & SUMMARY

This Invitation to Bid will be governed by the following schedule and criteria:

DATES

Release of Request	Wednesday, September 30, 2020
Pre-Bid Meeting	No Pre-Bid Meeting
Questions due	Wednesday, October 14, 2020
Responses due	Wednesday, October 28, 2020 by 2:00 PM
Project manager	Brandon Lewis; blewis@cityofgriffin.com

1.3. SCOPE OF WORK

The City of Griffin ("the City") is seeking to deploy a packaged Water and Wastewater Data Management System (DMS). This system is desired to insure the highest level of data security and reliability for regulatory reporting, process control tracking, and trending of various chemical and equipment applications.

1.4. PACKAGING/SUBMISSION REQUIREMENTS

The following information and/or documents MUST be included with the supplier's response and in the order listed below:

- a. ___ Response Cover Page (*supplied*)
- b. ___ Bid Response Disclosures & Acknowledgement sheet (*supplied*). **Note: Non-Collusion and Conflict of Interest Disclosures section must be notarized**
- c. ___ Pricing Sheet (*supplied*)
- d. ___ References Sheet (*supplied*)
- e. ___ Company Registration paperwork – **to be done online***
- f. ___ Supplier Affidavit – **an additional copy (showing as notarized) of the Supplier (EV) affidavit must be included with response**

* If a complete and compliant (*both required documents uploaded*) registration has been submitted online, you may include a statement that you have a completed registration on file. Instructions and forms for registration may be found on the City's website under Resources.

A checklist for your convenience has been provided at the end of this document. This checklist is for your convenience only and should not be returned with the submittal.

1.5. EVALUATION CRITERIA

The basis of selection will be the lowest responsive and responsible bid considered best able to provide a packaged OMS, IVR and Field Staking Solution according to the specifications as outlined in this document. Each specification will be graded for compliance as follows:

- (1) Functionality is included with core product and requires no customization or configuration.
- (2) Functionality is available and requires product configuration to utilize.
- (3) Functionality is only available through customized extensions to the core product.
- (4) Functionality is not available.
- Other considerations will include, but are not limited to:
 - o Number of customers successfully utilizing all modules of the proposed packaged solution
 - o Successful integrations with plant SCADA systems
 - o References from similarly sized utilities
 - o Service contracts
 - o Training options for all levels of each module
 - o Value added options: such as user tutorials in video or print format, additional integrated products, e.g., Asset Management Solution, Backflow Management Solution, Large Meter Management Solution.

The City reserves the right to accept the BEST-EVALUATED RESPONSE as deemed by the Evaluation Committee, which may or may not be the lowest monetary response.



CITY OF GRIFFIN, GEORGIA

REQUESTS FOR PROPOSAL, INVITATIONS TO BID

GENERAL PROVISIONS

Sections II - VII review the general terms and conditions. **Any solicitation-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

2. SECTION II – GENERAL TERMS AND CONDITIONS

All available information, notices and addenda regarding this RFP shall be posted on the City's website. Effective July 1, 2018, House Bill 489 requires that any solicitation extended by a municipal corporation for goods and services valued at \$10,000 or more and any solicitation opportunity extended for public works subject to Chapter 91 of Title 36 of the O.C.G.A. also be posted on the Georgia Procurement Registry (GPR).

It is the Supplier's responsibility to check the City's website in order to confirm they have the most current information prior to submitting a response. Subsequent to the opening, all status notices will also be posted on the City's website.

2.1. RESTRICTIONS ON COMMUNICATIONS WITH STAFF

All questions about this solicitation must be submitted in the following format:

Company Name

- Question

Citation of relevant section of the solicitation

All questions regarding specification/technical issues must be in writing to the Project Manager for this solicitation (with a 'cc' to the Project Manager). The Project Manager, contact email and deadline for questions is noted in section 1.2.

All questions regarding administrative issues must be in writing to the Project Manager:

Address: Brandon Lewis
Deputy Director of Water and Wastewater
City of Griffin
P. O. Box T, Griffin, GA 30224

Email: blewis@cityofgriffin.com

No questions other than written will be accepted. No response other than written will be binding upon the City. Questions will be combined into one list of questions and responses and will be posted as an addendum.

From the issue date of this request until an award has either been made or deemed closed for other reasons, institutions or individuals providing submissions are not permitted to communicate with members of the commission, the evaluation team or City employees, other than the Project Manager, with regard to the purpose or intent of this document. The exception to this is the submission of written technical questions to the project manager. The City reserves the right to reject the submission of the offending supplier if this provision is violated.

Any updates or changes to this and related documents will be posted on <https://vendorregistry.com/>, the City's website <http://www.cityofgriffin.com/>, or by selecting "Resources" and then "Bid Opportunities" from the City home page. **It is the Supplier's responsibility to refer to the website for any addenda or other pertinent information before responding to this ITB request.**

2.2. PUBLIC DISCLOSURE AND PROPRIETARY INFORMATION

For the purposes of this procurement, the provisions of the Official Code of Georgia (O.C.G.A) Open Records Act will be in effect. All bids and any other public record with respect to solicitation shall be subject to public inspection, upon request, after the posting of the Notice of Intent to Award (NOIA) or Notice of Award (NOA). This is being done in order to protect the integrity of the procurement process unless otherwise required by law. For any Open Records requests, the City may assess fees for the costs of producing these public records as permitted by the Georgia Open Records Act. Those submitting a response should refer to the O.C.G.A. Open Records Act for further clarification.

Exceptions to the availability of information include 1) bona fide trade secrets meeting confidentiality requirements that have been properly marked and documented; 2) matters involving individual safety as determined by the City; 3) company financial information requested by the City to determine supplier responsibility that are not otherwise made public; and 4) other constitutional protections.

The supplier must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The supplier shall mark the cover sheet of the proposal and all copies with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend: "*The data contained in page(s) _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged/confidential information. It is requested that such data not be disclosed to the public except as may be required by law.*" Further, to protect such data, each section containing such data shall be specifically identified, the pages must be identified as "CONFIDENTIAL" and marked financial information must be noted that it has not and is not available to the public under any circumstance. An entire submittal cannot be identified as confidential and may be considered non-responsive if so marked.

Suppliers must be prepared to defend the reasons why the material is to be held confidential. If a competing supplier or other person seeks review or copies of another supplier's confidential data, the City will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the City and hold the City harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the City to disclose the information. If the owner of the asserted data refuses to indemnify and hold the City harmless, the City may disclose the information.

Information received in response to this request will become the property of the City and will not be returned. The City will not release or divulge any bona fide confidential information to third parties without the consent of the Supplier unless required to do so by applicable law or order a court of competent jurisdiction.

3. SECTION III –OVERVIEW AND PROCEDURES

Sections II - VII review the general terms and conditions. **Any solicitation-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

3.1. COMPANY BACKGROUND & EXPERIENCE

Suppliers that have not contracted with the city in the past year should provide a list of clients for whom similar services, as detailed in this solicitation, have been provided during the past 3-4 years. References must be for the organization or person submitting the response. Subcontractor's references are not acceptable.

The list must include:

- Dates of service
- Name of contact person
- Title of contact person
- Phone number of contact person

The Supplier will also disclose any services terminated by the client(s) and the reason(s) for termination. Failure to provide this information will disqualify the response submission.

3.2. REFERENCES

References should be for historical projects of similar size and scope. Details regarding these references are noted on the Reference page.

3.3. SOLICITATION REQUIREMENTS

3.3.1. SPECIAL CONDITIONS

By submitting a solicitation response, Suppliers certify that their proposals are made without collusion or fraud and they have not offered or received any inducements in connection with their proposals. They further agree that this solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia and they shall comply with applicable federal, state and local laws and regulations. Any contracts or leases resulting from the award of a Solicitation are to be for a period of not more than one year, with four renewal options for a total period not to exceed five years. Any exceptions to this policy must be noted and agreed to by both parties in writing, prior to the issuance of the Notice of Award. Pricing must remain firm for the duration of the initial term of the resulting contract; failure to hold firm pricing for the initial contract will be considered as sufficient cause for termination. Proposal submissions must remain valid for a minimum period of ninety (90) days after the submission due date unless otherwise stipulated.

Any resulting contract shall not be binding upon the City nor should any action be started until it has been executed by both parties and a copy of the fully executed contract has been delivered to the successful Supplier. Specifications noted in this RFP shall be incorporated into the resulting contract. The City reserves the option to prepare and negotiate its own contract, giving due consideration to the stipulations of the supplier's proposed contract and associated legal documents.

The City reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive supplier's submittal is not in line with the budgeted amount for the project. The City, at its sole discretion, reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction will be enacted only if it is in the best interest of the City and constitutes no guarantee of scope.

The City also reserves the right to add to the contract any future work or purchased goods, with the agreement of the supplier, at prices offered in this solicitation document. This option will be enacted during the contract or within six months subsequent to the end of the contract, if in the best interest of the City and with the agreement of both parties.

3.3.2. RESPONSES

In responding to a solicitation, ALL item numbers with appropriate formatting must show some type of acknowledgment in order for the response to be properly evaluated. Failure to respond to all specification criteria items may be deemed as sufficient reason to reject a submission. If formatting is not provided for a response at the item level, any non-compliance must be clearly marked, detailed and included with the solicitation response. Any items not identified shall be deemed as in compliance. Suppliers must: 1) complete any/all required forms; 2) indicate agreement or disagreement on each mandatory requirement and, if requested, provide additional information on how the specifications will be exceeded or not met; and 3) provide complete and detailed responses to any and all non-mandatory requirement that can be fulfilled.

If determined to be in the City's best interests, a Best and Final Offer (BAFO) may be requested. A BAFO may be requested when:

- The prices for all responsive and responsible submittals exceed budget;
- No single responsive and responsible submittal meets all requirements;
- When all responses are unclear or deficient in one or more areas;
- When the grading scores of two or more submittals require additional evaluation;
- At the discretion of the evaluation team to clarify submittals or to negotiate costs or other deliverables.

3.3.3. PACKAGING OF SOLICITATION

Submissions must be by the following method:

No e-mail, fax or scanned submissions will be accepted. Hard copies are to be submitted in a sealed package containing an unbound original and the number of copies specified in Section I. The sealed package must be labeled on the outside as follows:

(Supplier Name)
ITB # (21-002)
(Water and Wastewater Data Management System)

Supplier response to this solicitation must consist of the following documents in addition to any solicitation-specific information requested:

- **Pricing**
- **Completion Schedule (when applicable),**
- **Supplier Registration is to be completed online, with the following forms needing to be uploaded**
 - **Supplier Affidavit (E-Verify) (available online),**
 - **W-9 (available online),**
 - **Some responses may require an additional notarized Supplier affidavit. (See section 1.4),**
 - *The City cannot award to a supplier that is not registered and compliant,*
- **Reference list of a minimum of three (3) references (supplied).**

3.3.4. SUBMISSION OF SOLICITATION

The original and specified copies of the solicitation response must be delivered to the Project Manager no later than the time and date specified in Section I. Any response received after stated time or delivered to another department other than that of the Project Manager, will not be accepted. The City of Griffin will not be responsible for any responses not received by the Project Manager prior to the deadline.

Responses must be submitted to:

City of Griffin
Attention: Brandon Lewis, Deputy Director of Water and Wastewater
P. O. Box T, Griffin, GA 30224

Or delivered to:

Attention: Brandon Lewis, Deputy Director of Water and Wastewater
100 S Hill Street, 3rd Floor
Griffin, GA 30223

***Note: Notify Project Manager via email (blewis@cityofgriffin.com) if submittal is mailed via Post Office (USPS).**

3.3.5. ALTERNATE SOLICITATION DOCUMENTS

Documents prepared by the City must be used for the submission of Solicitation Response. Alternate quotes or responses that deviate from the requirements of this solicitation may not be considered. Suppliers shall not insert in their submission any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering the subject matter thereof.

3.3.6. ADDITIONAL INFORMATION/ADDENDA

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the opening date. Suppliers should not rely on any representations, statements, or explanations other than those made in this Invitation to Bid and its' addendums. Where there appears to be a conflict between the Invitation to Bid and any addenda issued, the last addendum issued will prevail. It is the Supplier's responsibility to check for addendums (under Bid Opportunities) on the City's website.

Suppliers must acknowledge any issued addenda. Responses which fail to acknowledge the supplier's receipt of any addendum will result in the rejection of the response if the addendum contains information which substantively changes the City's requirements.

3.3.7. PROPOSAL PRICING, ERRORS AND OMISSIONS

3.3.7.1. In the event there is a discrepancy between a unit price submitted and the extended price, the unit price will prevail.

3.3.7.2. All corrections, changes or erasures to the proposal submission are to be initialed in ink.

3.3.8. WITHDRAWAL OF RESPONSE

A supplier may withdraw his response before the submittal deadline without prejudice to the supplier by submitting a written request of withdrawal to the Project Manager.

3.3.9. LATE SUBMITTAL, LATE MODIFICATIONS & LATE WITHDRAWALS

Solicitation submittals received after the opening date and time will not be accepted. Modifications received after the opening date will not be considered. The City assumes no responsibility for the premature opening of a response not properly addressed and identified or not delivered to the proper designation.

3.3.10. MINIMUM RESPONSE ACCEPTANCE PERIOD

Responses shall be valid and may not be withdrawn for a minimum period of 90 days from the date specified for receipt of bids. Suppliers will be asked for an 'expiration date' for the bid submitted, when appropriate. This does not impact the contract price once a solicitation has been awarded.

3.3.11. DISQUALIFICATION OF RESPONSES OR SUPPLIERS

Suppliers may be disqualified from participation in the solicitation process for reasons that include, but are not limited to the following:

- 3.3.11.1. Evidence of collusion;
- 3.3.11.2. Attempting to manipulate the submittal pricing for its' own benefit (i.e. pricing resulting in a failure of the City's ability to enforce the Contract or impose the remedies intended following breach by Supplier);
- 3.3.11.3. Being in arrears on any of its existing contracts with the City or in litigation with the City or having defaulted on a previous contract with the City;
- 3.3.11.4. Being in arrears on taxes owed to the State of Georgia;
- 3.3.11.5. Poor, defective or otherwise unsatisfactory performance of work for the City or any other party on prior projects which, in the City's judgment and sole discretion, raises other party on prior projects which, in the City's judgment and sole discretion, raises party on prior projects which, in the City's judgment and sole discretion, raises doubts as to Supplier's ability to properly perform the work;
- 3.3.11.6. Any offering of gifts, unauthorized compensation or other unethical actions to City employees with respect to interest in any business activity; or
- 3.3.11.7. Any other cause which, in the City's judgment and sole discretion, is sufficient to justify disqualification of the supplier or the rejection of their submittal;

3.3.12. REJECTION/CANCELLATION/AWARD OF SOLICITATIONS

The City reserves the right to:

- a) reject any and all submittals received outside the time/place stated in the notice;
- b) reject any submittals which show omissions, irregularities, alteration of forms or unsolicited responses;
- c) waive any minor technicalities of form, or formalities of the responses without prejudice to other responses;
- d) reject any or all responses or any part thereof;
- e) obtain clarification on any point in a respondent submittal or obtain additional information;
- f) accept the response that is in the best interest of the City, regardless of whether or not it is the lowest;
- g) award the solicitations received on the basis of individual items or on the entire list of items.

The City also reserves the right to cancel this solicitation at any time and will not be liable for any cost/losses incurred by the Supplier throughout this process.

Where applicable, the City reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the City. If the City determines that an aggregate award to one supplier is not in the City's best interest, "all or none" offers will be rejected.

3.3.13. COST INCURRED BY SUPPLIERS

All expenses involved with the preparation and submission of the solicitation response to the City, or any work performed in connection therewith, is the responsibility of the supplier(s).

3.3.14. SOLICITATION OPENING

All solicitations will be opened on the pre-determined opening date. The solicitation details and related documents will not be publically announced or reviewed at the solicitation opening; they will be turned over to an evaluation committee. No awards will be made or implied at this time. The Status field on the City's website will be updated

following any change in the Solicitation process. Refer to section 2.1 for details regarding this Status. **Any solicitation-specific exceptions to the 'non-public opening' will be noted in the Schedule (section 1.2).**

3.3.15. AWARD AND RESULTING CONTRACT

Award will be made to the lowest responsive and responsible Supplier whose submittal is compliant to the terms of this solicitation request. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, the delivery terms and other criteria, as well as price, will be taken into consideration in making the award.

Any resulting contract shall not be binding upon the City nor should any action be started until it has been executed by both parties and a copy of the fully executed contract has been delivered to the successful Supplier. Specifications noted in this solicitation shall be incorporated into the resulting contract. The City reserves the option to prepare and negotiate its own contract, giving due consideration to the stipulations of the supplier's proposed contract and associated legal documents.

3.3.16. PROTESTS

Protest may be filed by the affected party regarding any aspect of the solicitation, evaluation or award. All protests must be in writing, include the information listed below and directed to the Project Manager. Protests regarding the specifications or how a solicitation was written must be filed at least seventy-two (72) hours prior to the deadline. Protests regarding the validity of the evaluation team or the evaluation process must be filed within seventy-two (72) hours of the notice to respondents. Protests regarding the recommended awardee must be filed within ten (10) days of the Notice.

FILING A PROTEST

Only suppliers intending to submit a response may protest a solicitation and only suppliers that respond to a solicitation may protest the evaluation /award. All Protests must be directed to the Project Manager, be in writing and contain the following information in order to be valid:

- 3.3.16.1. The name (company), address, telephone number and email of the protestor
- 3.3.16.2. Signature and printed name of the protestor
- 3.3.16.3. Identification of the solicitation and the sections contested
- 3.3.16.4. A statement of reason for the protest including copies of relevant supporting documents
- 3.3.16.5. A description of the remedy requested.
- 3.3.16.6. A decision will be rendered by the Project Manager. Should the protest need to be escalated, it shall continue as needed through the following stages: City Attorney, Board of Commissioners, court system.

3.4. INSPECTION AND ACCEPTANCE OF EQUIPMENT (FOR PURCHASE)

Where applicable, all items quoted and furnished that are to be purchased must be completely new, free from defects and operate as intended unless otherwise specified in writing. Discontinued, remanufactured or demonstrator items will not be accepted unless specifically requested. The manufacturer's standard warranty shall be identified and copies of the warranties are to be presented upon request. In addition, all items supplied shall comply with all Federal and State regulations, applicable and effective on the date of acceptance. All items must meet or exceed all existing Federal, State and Local health, safety, lighting, emissions and noise standards.

The City reserves the right to inspect and test any equipment being offered in the solicitation prior to making any award. The City may also request a demonstration or site visit for evaluation purposes. The equipment delivered under this solicitation shall remain the property of the seller until a physical inspection of the equipment is made and accepted by the City. In the event that the equipment supplied to the City is found to be defective or does not conform to the City's specifications, the City reserves the right to cancel the order upon written notice to the seller and to return the equipment to the seller at the seller's expense.

3.5. STATEMENT OF EXPERIENCE AND QUALIFICATIONS

The supplier may be required, upon request, to prove to the satisfaction of the City that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any supplier is not satisfactory, the

response of such supplier may be rejected. The City reserves the right to request clarifications of any response or to conduct discussions for the purpose of clarification. Any clarifications made as a result of these discussions are to be provided in writing.

3.6. NON-COLLUSION AFFIDAVIT

By submitting the notarized signature in the response, the supplier represents and warrants that such response is genuine and real and not made in the interest or on behalf of any person not therein named. It is further warranted that the supplier has not directly or indirectly solicited any other supplier to put in a sham submittal, or any potential supplier to refrain from submitting and that the supplier has not in any manner sought by collusion to secure any advantage over any other supplier. By submitting a response, the supplier represents and warrants that no official or employee of City has, in any manner, an interest directly or indirectly in the solicitation or in the contract which may be made under it, or in any expected profits to arise therefrom. It is further warranted that the supplier is independent of the City.

3.7. HOLD HARMLESS AND INDEMNIFICATION

The supplier agrees, insofar as it legally may, to indemnify and hold harmless the City, its officers, employees and agents from and against all loss, costs, and expenses, including attorneys' fees, claims, suits and judgments in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by supplier, its officers, employees, and agents under any of the terms of this contract.

3.8. SOLICITATION BONDS (Bid, Performance, Payment)

For any solicitation as required and noted in Section 1 of this solicitation document, a one hundred ten percent (110%) Performance bond and a one hundred ten percent (110%) Payment bond shall be furnished payable to, in favor of, and for the protection of the City. When Bid bonds are required, they must be in a sum equal to five percent (5%) of the total amount of the supplier's response and may be in the form of a surety issued bond or cashier's check made payable to the City of Griffin. Bid bonds are returned to the unsuccessful suppliers when the Notice of Award has been issued or contract has been executed. When bonding is required, failure to submit appropriate bonding will result in automatic rejection of response. Performance and/or Payment bonds must be presented within ten (10) days of the Notice of Intent to Award or prior to the award of contract, whichever is later. Surety companies executing bonds must appear on the Treasury Department's most current publication (Circular 570 as amended) and be authorized to do business in Georgia. Unless otherwise specified, bonds shall be in effect for a period of one year from the completion of the project. The bond amounts shall be increased as the contract amount is increased. No alternative securities are currently accepted in lieu of performance or payment surety bonds.

4. SECTION IV – OTHER GENERAL SPECIFICATIONS

Sections II - VII review the general terms and conditions. **Any solicitation-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

4.1. LIQUIDATED DAMAGES

Pursuant to O.C.G.A. § 36-91-24, it is understood that the Notice-to-Proceed and the time for completion of the work as specified are ESSENTIAL conditions of any resulting contract and that the performance and completion of this work within the specified time is vital to the City's economic interests. If the Supplier neglects, fails or refuses to complete the work within the mutually agreed time specified, the City may impose liquidated damages for each day of non-compliance past the scheduled completion date. Unless otherwise specified in Section I of this document or in the resulting contract, liquidated damages may be assessed at a rate of 1%, with a limit of \$500.00 per day of non-compliance.

4.2. FORCE MAJEURE

The City and Supplier will be excused from the performance of their respective obligations under this Contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including but not limited to, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, order/act of any governmental authority, provided that:

- 4.2.1.** The non-performing party gives the other party prompt written notice within three (3) business days describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence

and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

4.2.2. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

4.2.3. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure;

4.2.4. The non-performing party uses its best efforts to remedy its inability to perform. Economic hardship of the Provider will not constitute Force Majeure. The term of the Provider shall be extended by a period equal to that during which either party's performance is suspended under this Section.

The provisions of this section shall not preclude the City from canceling or terminating any resulting award (or any order for any goods or services included herein), or from revising the scope of the Work, as otherwise permitted under this ITB.

4.3. SUPPLIER'S INVOICE

4.3.1. The Supplier shall prepare and submit invoices to the attention of the project manager at: City of Griffin, Attn: (Brandon Lewis), PO Box T, Griffin, GA 30224. A proper invoice must include the items listed below:

(a) Name and address of the Supplier.

(b) Invoice date and invoice number. (The Supplier should date invoices as close as possible to the date of the mailing or transmission.)

(c) Purchase order number for supplies delivered or work completed.

(d) Description, quantity, unit of measure, unit price, and extended price of supplies delivered.

(e) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).

(f) Name and address to which payment is to be sent.

(g) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.

(h) Any other information or documentation required by the contract (e.g., evidence of shipment).

4.3.2. A summary invoice shall be provided for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:

(a) Name of supplier

(b) Purchase Order number

(c) Ship to Department and Address

(d) Description, Quantity, unit price, and extension of each item.

(e) Date of delivery or shipment.

4.4. TAX LIABILITY

The City is exempt from sales tax under Georgia law. The successful Supplier will be provided with the City's Sales and Use Tax Certificate of Exemption number upon request. No purchase made by an entity or supplier is qualified to be exempt other than those made directly by the City.

4.5. PAYMENT

Payment will be made for deliverables satisfactorily executed and accepted by the City; standard terms are net 30.

4.6. ESTIMATED QUANTITIES

The quantities of items specified in the Solicitation Schedule are estimates only and are not purchased by this contract. If the City's requirements do not result in orders in the quantities described as "estimated", that fact

shall not constitute the basis for an equitable price adjustment. Delivery shall be made only as authorized by orders issued in accordance with the Ordering process.

4.7. ASSIGNMENT OR NOVATION OF CONTRACT

The Supplier shall not assign or transfer, whether by Assignment or Novation, any of its rights, duties, benefits, obligations, liabilities, or responsibilities under the Contract without the written consent of the City; provided, however, that assignments to banks, trust companies or other financial institutions for the purpose of securing a bond may be made without the consent of the City.

4.8. TERMINATION FOR CAUSE

The City reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the Supplier at least thirty (30) days before the effective date of termination. The Supplier will not be relieved of any outstanding responsibilities or unfinished obligations under this contract. Receipt of items by the delivery date is critical to the terms of this contract. The City considers late delivery of contract items as reasonable cause to terminate the contract.

Prior to termination, a Cure Notice will be issued by the City. The Notice will identify the problems and deadlines that need to be met to remedy the problems to avoid termination for default. If the Supplier does not respond with an acceptable action plan to remedy the default or commence to remedy the default within a period of five (5) business days (or such longer period as the City may authorize in writing) after the issuance of notice, the City may issue termination for cause.

The Supplier also has a right to terminate this contract for cause by providing a written notice of intent to terminate at least thirty (30) days prior to the effective date of the contract termination.

4.9. TERMINATION FOR CONVENIENCE

The City reserves the right to terminate the resulting contract, in whole or in part, in the event the City determines that such termination is in the best interest of the City, such as an unforeseen project cancellation. Any such termination shall be effected by the delivery of a notice specifying the extent to which performance of work under the contract is termination and the date upon which the termination becomes effective. The City will payment of deliverables satisfactorily executed according to industry standards or proven loss with respect to materials, etc.

4.10. TERMINATION FOR FUND APPROPRIATION

The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Supplier. In the event of the City's termination of the resulting contract for fund appropriation, the Supplier will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

4.11. CHANGES

All work and materials furnished for this project shall be made in conformance with the contract documents. Changes in the scope of work or the terms and conditions of this contract may be made only by written agreement of the parties. Changes that involve an alteration to the payment amounts shall not commence until approved by the City and a Change Order has been issued.

4.12. REPORTING DISPUTES

The Supplier shall report any contract disputes and/or problems to the Project Manager, both verbally and in writing within 48 hours of their occurrence.

5. SECTION V –INSURANCE REQUIREMENTS

Sections II - VII review the general terms and conditions. **Any solicitation-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

Prior to commencing work, the Supplier shall procure and maintain at their own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Supplier, his agents, representatives,

employees or Subcontractors. A Certificate of Insurance (COI) and any other documents required by the City must be submitted to the City prior to the commencement of any work. In the event of failure to supply the required documentation, the City shall have the right to recover any costs or damages incurred.

The City of Griffin, its agents, elected officials, and employees shall be included as additionally named insured with respect to all liability policies herein except the professional liability coverage and worker's compensation which shall be indicated on all applicable certificates of insurance. The insurance Certificates indicated above shall carry a written notice of change cancellation and shall be submitted in a reasonable period prior to the execution of any work under this contract. It shall be the responsibility of the Supplier to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under the contract. The Supplier's insurance policy shall be primary for the additional insured, and not excess over any policy held by the additional insured.

The information described below sets forth minimum amounts and coverage and is not to be construed in any way as a limitation on the Supplier's liability.

5.1. STANDARD INSURANCE REQUIREMENTS

5.1.1. The City reserves the right to require higher insurance limits on any contract, provided notice of such requirement is stated in the solicitation.

5.1.2. *Commercial General Liability Insurance* - \$1,000,000 limit per person, \$2,000,000 per occurrence for property damage and bodily injury. The Supplier should indicate in the proposal and on the insurance certificate that the coverage provided is occurrence based. The City of Griffin shall be named as "additional insured" as its interest may appear and "waiver of subrogation granted". The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Suppliers
- Broad Form Property Damage
- Personal Injury

5.1.3. *Automobile Insurance* - \$1,000,000 limit per person or \$2,000,000 combined single limit for property damage and personal injury.

- Owned/Leased Autos
- Non-owned Autos
- Hired Autos

5.1.4. *Umbrella Coverage*

5.1.4.1. *Workers' Compensation and Employers' Insurance* -- with benefits and monetary limits as set forth by Title 34, Chapter 9 of the O.C.G.A. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Supplier is otherwise required by law to provide such coverage. The Supplier shall supply the City with proof of compliance with the Workers' Compensation Act while performing work for the City by way of a COI. This proof must be received by the City **prior to** the commencement of work. If the Supplier does not meet the requirement for workers' compensation coverage, the certificate of insurance shall state that the Supplier waives subrogation in regard to workers' compensation.

5.1.4.2. *Professional Liability/Errors & Omissions Insurance* - \$2,000,000 or as per project (ultimate loss value per occurrence). Primarily E&O insurance is designed to protect the professional advice providers (i.e. consultants, financial services) or professional service-providing professionals (i.e. medical providers, lawyers).

5.2. OTHER INSURANCE PROVISIONS

5.2.1. All Coverage

- 5.2.1.1. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.
- 5.2.1.2. If the Supplier, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the Supplier resulting from said breach.
- 5.2.1.3. Alternatively, the City may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to the Supplier, the City may deduct from sums due to the Supplier any premium costs advanced by City for such insurance.

5.2.2. Commercial General Liability and Automobile Liability Coverage

- 5.2.2.1. The City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Supplier; products and completed operations of the Supplier; premises owned, leased or used by the Supplier or premises on which the Supplier is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- 5.2.2.2. The Supplier's insurance coverage shall be primary insurance as respects the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of the Supplier's insurance and shall not contribute with it.
- 5.2.2.3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- 5.2.2.4. Coverage shall state that Supplier's insurance shall apply separately to each insured against to whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.2.3. Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the City, member of its' City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of the Supplier in the performance of services under this Agreement (*see 5.1.4.1*).

5.2.4. Deductibles and Self-Insured Retention

Any deductibles or self-insured retentions must be declared to the City.

5.2.5. Acceptability of Insurer

Insurance is to be placed with Georgia admitted 'A' rated carriers or better by A.M. Best's rating service.

5.2.6. Verification of Coverage

Supplier shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

5.2.7. Subcontractors

Subcontractors must also be insured under the policies of insurance required herein.

6. REQUIRED IMMIGRATION/ENTITLEMENT AFFIDAVITS FOR GEORGIA

For the successful Suppliers contracting for physical labor or providing services with the City:

6.1. VENDOR/CONTRACTOR AFFIDAVIT

6.1.1. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Supplier understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this Agreement. The Supplier further agrees that such compliance shall be attested by the Supplier through execution of the Supplier affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar supplier affidavit. The Supplier's fully executed affidavit is attached hereto as an Exhibit and is incorporated into this Agreement by reference herein.

6.2. SUBCONTRACTORS

6.2.1. The Supplier understands and agrees that, in the event the Supplier employs or contracts with any subcontractor or subcontractors in connection with this Agreement, the Supplier shall:

- 6.2.1.1. Be responsible to the City for the acts and omissions of a sub-contractor or persons employed by said sub-contractor to the same extent that the Supplier is liable to the City.
- 6.2.1.2. Secure from each such subcontractor an indication of the employee number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;
- 6.2.1.3. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Supplier further understands and agrees that the Supplier shall require the executed subcontractor affidavit to become a part of the agreement between the Supplier and each such subcontractor. The Supplier agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Department at any time."

7. TITLE VI –as applied through the Civil Rights Restoration Act of 1987

The CITY OF GRIFFIN, GEORGIA, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4, as amended by The Civil Rights Restoration Act of 1987, hereby notifies all suppliers that no person shall on the grounds of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the CITY regardless of whether those programs, services, and activities are federally-funded or not. Further, it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

***Please separate and use the following pages with your response submittal.
Additional pages may be used as needed. Thank you for your interest and
participation in this opportunity.***



CITY OF GRIFFIN, GEORGIA

SPECIFICATIONS AND

RESPONSE SUBMITTAL COVER

ITB #21-002

For

Water and Wastewater Data Management System

Submitted by:

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

Submittal Deadline:
Wednesday, October 28, 2020 at 2:00 P.M.



SPECIFICATIONS & RESPONSE

21-002

Water and Wastewater Data Management System

OVERVIEW

The City of Griffin ("the City") is seeking to deploy a packaged Water and Wastewater Data Management System (DMS). This system is desired to insure the highest level of data security and reliability for regulatory reporting, process control tracking, and trending of various chemical and equipment applications.

8. SECTION VIII: SPECIFICATIONS and PRICING

8.1. See Attachment A



SUPPLIER DISCLOSURES 21-002

All solicitations **MUST** contain signed and notarized statement of **Non-Collusion and non-Conflict of Interest**. Any **YES** response for other disclosures must be detailed and attached to this sheet as part of your submittal. Reference to 'Supplier' denotes the organization submitting the response as well as the principal representing the organization.

Collusion. Collusion exists when two or more parties act together to achieve a fraudulent or unlawful act. Collusion inhibits free and open competition and is in violation of antitrust laws.

I certify that this solicitation response is genuine and is not a collusive or sham proposal. I further state that:

- The prepared response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a quote or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud; and
- The price(s) submitted has/have been arrived at independently and without consultation, communication or agreement with any other supplier, supplier or potential responder to the solicitation; and
- No attempt has been made or will be made to induce any company or person to refrain from responding to this solicitation, or to induce them to submit a budget that is higher than the budget in this solicitation, or to submit any intentionally high or noncompetitive response or other form of nonresponsive submittal; and
- I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I also certify that I am authorized to sign for this Supplier.

Conflict of interest. A Conflict of Interest exists when personal interests interfere in any way with the best interest of the City. This can arise if any agent of the City or their families will receive a monetary or other type of benefit based on the award of this project or if any supplier has an unfair competitive advantage over other suppliers. A conflict is also perceived if any previous history would make it impossible for the supplier to objectively fulfill the obligations associated with this project.

I certify that there is no known conflict of interest with the City or any employee or agent of the City. There is presently no interest and no interest shall be acquired that would directly or indirectly conflict in any manner with the performance of this solicitation, should it be awarded.

Company Name

Signature of Authorized official of company

Printed Name

Sworn to and subscribed before me this ____ **day of** _____, **2020.**

Notary Public: _____

County: _____

Commission Expires: _____

OTHER SUPPLIER DISCLOSURES

Any response of 'Yes' must be explained in full (separate sheet may be used).

Debarment. Supplier certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Has the Supplier been deemed ineligible from participating in any business with any government agency in the past five (5) years?

- _____ **Litigation.** Within the past five (5) years, has the Supplier been the subject of or party to any civil or criminal proceedings or investigations based on wrongful death, fraud, theft, breach of contract, safety, misrepresentation or any other conduct?
- _____ **Financial stability.** Financial stability demonstrates that the Supplier has the resources to complete and the ability to remain in business for the duration of the subsequent contract. Has any petition of bankruptcy, orders or judgment been filed against the supplier in the past five (5) years?
- _____ **Liquidated Damages.** Liquidated Damages are types of compensation designed to reimburse the City for certain problems or delays associated with a project; it serves as protection to both parties in the form of 'contract completion insurance'. Has the Supplier been assessed any liquidated damages or defaulted on any project with a government agency in the past five (5) years?
- _____ **OSHA.** Has the Supplier been cited for any OSHA violations in the past five (5) years?
- _____ **COMMUNICATIONS.** Has the Supplier communicated OR discussed pricing with anyone associated with the City, other than the Project Manager, since the solicitation was published?

SUPPLIER ACKNOWLEDGEMENTS *(please initial)*

- _____ **Resources.** We agree that we have the resources needed for the satisfactory completion of the project.
- _____ **Exceptions.** All deviations and exceptions to this RFP must be expressly stated in writing and attached as an Exception page. The absence of any exceptions assures the City of their full agreement and compliance with all specifications, terms and conditions, requirements and obligations of this RFP.
- _____ **Occupational Tax License.** If a City of Griffin Occupational Tax License is needed in order to fulfill the project, we will obtain such license prior to the confirmation of contract.
- _____ **Insurance.** We understand the insurance requirements noted and are prepared to supply the required insurance endorsements for these requirements prior to the confirmation of contract.
- _____ **Terms and Conditions.** The specifications, as well as the terms and conditions of this Request for Proposal shall be incorporated as an integral part of the final contract.

The Supplier has examined, carefully studied and hereby acknowledges the Specifications and any Addenda and agrees to provide the required services in accordance with this proposal. **The Supplier agrees to all specification items listed unless specifically noted on an Exceptions page.** The Supplier further certifies that they are not currently debarred from submitting proposals by any agency of the State of Georgia or the federal government.

Specifications Acknowledgement _____

Addendum No. _____ dated _____ Acknowledgement _____

Addendum No. _____ dated _____ Acknowledgement _____

Addendum No. _____ dated _____ Acknowledgement _____

Suppliers must acknowledge the Specifications and any issued addenda. Responses which fail to acknowledge the Supplier's receipt of any addendum will result in the rejection of the response if the addendum contained information which substantively changes the City's requirements.

SOLICITATION RESPONSE SIGNATURE

I am registered (and compliant) with the City's online registration system: Yes ____ Not yet ____
The City cannot award to a supplier that is not registered and compliant.

NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY /STATE/ZIP: _____

PHONE (including area code): _____ E-MAIL: _____

 AUTHORIZED SIGNATURE TITLE

NAME (PRINTED)

TITLE (PRINTED)

FAILURE TO RETURN THIS PAGE AS PART OF YOUR SOLICITATION RESPONSE MAY RESULT IN REJECTION OF RESPONSE. THIS FORM MUST BE COMPLETED FOR EACH SUBMITTAL IF YOU HAVE NOT DONE WORK FOR THE CITY IN THE PAST YEAR.

REFERENCES

The City of Griffin requests a minimum of three references where work of a similar size and scope has been completed within the past 3-4 years.

REFERENCE 1:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 2:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 3:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

COMPLETED BY:

Company Name: _____

Contact Person: _____

(Signature)

(Printed Name)



SUPPLIER REGISTRATION

Supplier Registration with the City Of Griffin consists of the following:

The City of Griffin now has online self-service registration, via Vendor Registry. In order to be registered as a City of Griffin supplier, you must access the registration via the City's site. This will give you the opportunity to keep your information accurate and current. It also permits unlimited NIGP commodity codes, allowing for notifications based on your specific business criteria. In addition to the visibility to the City, this service will allow for other agencies in our area to have visibility of your company and it will allow you to have visibility of opportunities from other agencies in our area. There is no charge for this basic service, but you do have the option to automatically expand your visibility to other areas for a small fee to Vendor Registry at any time.

TO REGISTER:

- ✓ Please visit our website at www.cityofgriffin.com
- ✓ Select "Resources"
- ✓ Select "Register my Business with the City"
- ✓ Complete your registration by following the instructions provided
 - Two documents (forms included below) will be required to be **uploaded online** before your registration is complete. They are:
 - **Supplier Affidavit** – This document is also referred to as the E-Verify affidavit and has been updated to reflect new laws that have recently gone into effect. An E-Verify (EV) number is REQUIRED by the State of Georgia (OCGA § 13-10-91) if you provide labor or services to the City that is valued in excess of \$2,499.99. In addition to the EV number and signature, the affidavit must be notarized. If you are a sole proprietor or your company provides only products, simply initial the statement that applies to your situation and sign. **There is no need to notarize the affidavit unless you provide your EV number.**
 - **W-9** – This document supplies the Employer Identification Number (EIN) or the Social Security (SS) number of the supplier.

Note: *If you have problems getting registered, Vendor Registry is available to answer questions and help get you registered; they can be reached toll-free at (865) 777-4337. The City is also available to help.*

If you are registered on Vendor Registry with another agency other than City of Griffin, you can 'piggyback' off of your existing profile to create a profile for Griffin. Contact Vendor Registry or our Accounting Department for help in creating this new record.



SUPPLIER (*E-VERIFY*) AFFIDAVIT AND AGREEMENT

Must be included with this response

Please initial the appropriate statement for your current and future business relations with the City of Griffin, sign and have notarized if applicable (one must be initialed):

- A) ____ My company provides products only for the City (no physical labor or services).
B) ____ I am a sole proprietor and have no employees.
C) ____ My company is providing labor or services on a one-time basis that amounts to under \$2,500.00.
D) ____ My company provides labor or services to the City and I have supplied the EV number below (notarization below is required).

BY: Authorized Officer or Agent

Printed Name

Date

Company / Contractor Name

Title of Authorized Officer or Agent of Contractor

While the City requests a signed affidavit from every supplier, only those that provide labor or services that could amount to \$2,500 or more to the City (item D above) MUST supply the actual E-Verify number issued by Homeland Security and have this affidavit notarized.

NOTARIZATION REQUIRED FOR E-VERIFY NUMBER SUBMISSIONS:

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is contracting with the City has registered with and is participating in a federal work authorization program in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period.

The undersigned contractor further 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 City of Griffin, Georgia, of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the subcontractor's execution of the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08 or a substantially similar subcontractor affidavit. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City at the time the subcontractor(s) is retained to perform such service.

EEV / (E-Verify # issued by Homeland Security IF checked above)

Sworn to and subscribed before me

This _____ day of _____, 2020 ____

Notary Public _____

My commission expires: _____

* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by 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. 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

ATTACHMENT A

Water and Wastewater Data Management System (DMS) Functional Requirements

The following sections provide an overview of the requirements the City of Griffin foresees as mandatory in a Water and Wastewater Data Management Solution. The requirements are not intended to be all-inclusive and respondents are encouraged to describe additional product capabilities where appropriate.

For the compliance section please respond as follows:

- 1 – Functionality is included with core product and requires no customization or configuration.
- 2 – Functionality is available and requires product configuration to utilize.
- 3 – Functionality is only available through customized extensions to the core product.
- 4 – Functionality is not available.

Software Package Requirements

The system should provide a site-licensed software package with the following capabilities:

- ___ S1 The software package proposed must be furnished by the Vendor that produces and maintains the software. The software shall also be a client/server-based system to be stored internally on the City's network, and not a hosted or web-based system.
- ___ S2 Software shall be a Water and Wastewater Data Management System that is tailored to the water industry and capable of storing data for laboratory, wastewater treatment plant, and water treatment plant water quality data.
- ___ S3 The software shall be capable of accepting data from manual input, mobile forms, and electronic transfers from outside contract laboratories.
- ___ S4 Access to the client software should be managed by individual user login IDs and passwords from an Active Directory domain. Administrators should be allowed to define access rights for individual login IDs.
- ___ S5 The system should be accessible from the City's Administration Office, Wastewater Treatment Plants and Water Treatment Plants through individual workstations.
- ___ S6 The software should allow for data querying and ability to export into Excel for data analysis and reporting. Data querying must be based on Location, Parameter, and Date Range.
- ___ S7 The software vendor shall install and configure the software on the City's network and workstations with the assistance of the City's IT. The software requirements shall be provided with the proposal.
- ___ S8 The Bid shall include the cost of the full setup of the software and also include any annual license or subscription fees.
- ___ S9 The software should not be a "cloud" based platform, but instead should utilize the City's network and store data on local servers and workstations only.
- ___ S10 Software must be a client/server with a SQL centralized database.
- ___ S11 Software must run on Windows 10.
- ___ S12 Software must run on Microsoft Windows Server 2012 through 2019.
- ___ S13 Software must be able to store data based on Location and Parameter values.
- ___ S14 Software must provide a sample scheduling tool for both State/Permit required and process control sampling plans. The software must be able to show sample schedules on a calendar.

Daily Log/Benchsheet Forms

The system should provide a comprehensive suite of forms for daily logs and benchsheets to be utilized for the data gathering duties of both operations and laboratory personnel.

- ___ F1 The Vendor shall work with each Treatment Plant's staff to develop and configure all necessary Daily Log/Benchsheets for each Treatment Plant based on their current excel forms in Exhibit A.
- ___ F2 The Daily Log/Benchsheets shall be in an excel format within the software for easy adoption by the operator/staff.
- ___ F3 Software should allow for the ability to add, update, and/or delete the Daily Log/Benchsheets by the City's authorized staff without the need of the Vendor.
- ___ F4 Software should have a mobile platform for City's staff to be able to collect the data on a iOS based mobile device (phone/tablet), which will also populate these forms automatically. This will be a future item to be implemented.
- ___ F5 Software should have the ability to receive data from the City's SCADA System of meter and instrumentation readings, which will also populate these forms automatically.

Reports Capability

The system should provide a robust reports module/function that shall include the following features:

- ___ R1 The Vendor shall work with each Treatment Plant's staff to configure all necessary State Reports for each Treatment Plant in Exhibit B.
- ___ R2 The Wastewater Treatment Plant State Reports have to meet the State of Georgia's NetDMR submission format.
- ___ R3 Software should allow for the ability to add, update, and/or delete the State Reports by the City's authorized staff without the need of the Vendor.
- ___ R4 Software should allow for a way to develop customizable report formats by the City's staff.
- ___ R5 Software should allow for excel templates to be used as report format populating the report from the software's database.
- ___ R6 Software must be able to generate reports by multiple date ranges including: (Daily, Monthly, Yearly, Multi-year)
- ___ R7 Software must be able to provide standard calculation including: (Minimum, Maximum, Average, Total, Count, Geo Mean)

Training

The Vendor should provide comprehensive training of the software system as follows:

- ___ T1 Training of the daily usage and management of the software should be included as part of the proposal.
- ___ T2 Training should be conducted onsite and tailored to each user group.
- ___ T3 Training shall be hands-on style of training with the software.

Go-Live

The Vendor should deploy the customized system according to the following schedule.

- ___ G1 There shall be a (2) month deployment period to verify all Forms and Reports features are working correctly.
- ___ G2 Vendor shall guarantee immediate response during the Go-Live period for any software issue.

Field Crew Mobile Device Option

The system should provide an option for field crews to interact with DMS using a mobile device. The requirements are as follows:

- ___ M1 Allow for field crews to view complete and submit specialized data collection forms for activities such as: (water quality monitoring, water sampling, water distribution system monitoring, wastewater collection system monitoring)
- ___ M2 This feature should be web-based allowing for data entry from devices equipped with mobile connectivity.
- ___ M3 List the type of mobile device(s) compatible with your organization's DMS solution and all hardware and software requirements.

System Integration Requirements

SCADA

The City of Griffin utilizes a Windows based HMI and SQL based historian.
The DMS/SCADA integration requirements are as follows:

- Provide for data acquisition of online process equipment instrumentation.
- Allow for import of historical data to be used for trending.

Please describe your organizations proposed approach to the design and development of the SCADA interface, and any experience you have interfacing with Advanced Control Systems products and/or SCADA solutions in general.

Please detail any assumptions made in regards to interface code development and testing responsibilities.

Cyber Security

The City of Griffin requires that all systems be secure in their deployment, operation and interfaces with users and other systems.

Please describe in detail the following:

1. The technical, procedural and policy controls that the vendor has in place to maintain security and integrity of the system during implementation, maintenance and lifecycle.
2. The manner in which customer authentication takes place, where user account and passwords are stored, and encryption technologies used while data is at rest and in transit.
3. The manner in which City of Griffin user authentication and access control is managed.
4. The security protocols and encryption technologies used for mobile and non-mobile users.
5. Any technical, procedural and policy controls the vendor has in place to maintain the security and integrity of other systems operated by the City of Griffin.

Product Configuration Capabilities

The City of Griffin is seeking to reduce both deployment and long term support costs by implementing a solution that is configurable and requires minimal custom code development.

Please describe in detail the following:

1. The extent of functionality that can be tailored to City of Griffin requirements without resorting to the development of customized extensions.
2. The software tools utilized to facilitate product configuration.
3. How custom application functionality can be incorporated into the core product.
4. How the City of Griffin specific configuration and any custom components would be impacted by product upgrades.
5. The extent that the proposed solution and all shared resources use Active Directory log-ins.

System Infrastructure Requirements

Please provide a description of the system infrastructure requirements for the proposed products including:

1. Client and server hardware requirements and recommended specifications
2. All third party software requirements including Operating System and Relational Database Management System.

System Deployment

The City of Griffin intends to take the following phased approach to DMS deployment:

Project Phase Description

Phase 1 – Installation

- Product installation and configuration on city servers.

Phase 2– Water Treatment Plants

- System configuration of Water Plant data sheets, laboratory benchsheets, departmental and state reports, and SCADA integration.
- Systematic testing of data entry functions and generation of reports.
- Staff training.

Phase 3– Wastewater Treatment Plants

- System configuration of Wastewater Plant data sheets, laboratory benchsheets, departmental and state reports, and SCADA integration.
- Systematic testing of data entry functions and generation of reports.
- Test import of DMR's to CDX NetDMR site.
- Staff training.

Phase 4– Go Live

- Formal staff training with all users.
- 2 month period of as needed product support including testing, technical support, and any further custom configuration needed.

Provide a summary of your organizations approach to product deployment and a project schedule that includes an estimated time frame for each of the above phases.

Resource and Training Requirements

Please provide a description of the City of Griffin resources required to support both the deployment and system maintenance and support activities. For each resource, list the following:

1. Resource type, e.g. Project Manager.
2. Estimated percent of time required for deployment phase and post deployment (support) phase.
3. Required technical skills (e.g. SQL)
4. Training requirements.

Product Information

Please provide a brief description of proposed DMS solution. Include with the description the following information:

1. Number of years proposed DMS has been in development.
2. Current version number
3. Number of upgrades to product in past five years.
4. Number of sites in production
5. Description of user group activities (e.g. annual meetings)

Pricing**Implementation Services****Project Phase/Component Cost**

- System design and core product configuration
- Development and testing of SCADA interface
- System deployment as described in System Deployment Section (Phases 1-4)
- Estimated travel and living expenditures

Software and Maintenance

Please provide pricing for all products required to support site-licensed DMS, including trouble call entry capabilities, system summary and reporting modules.

Product Name	Quantity	Unit Price	Total Price	Warranty Period
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Please provide a five year schedule for software maintenance fees.

Product Name	Year 1	Year 2	Year 3	Year 4	Year 5
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Training

Please provide pricing of all recommended training courses. Please indicate the location of the training in the description field.

Course Name	Description	Cost
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References

Provide three references for electric utilities that have deployed a similar solution to that which is being proposed. For each reference please provide:

- Company name
- Contact name
- Contact phone number and email address
- Name and version of DMS
- Brief description of system interfaces
- Years in production