



Oconee County Board of Commissioners

Request for Proposal Number FY1809-07

Document Scanning and Imaging Services

**PRE-SUBMITTAL
MEETING**

No pre-submittal meeting required for this solicitation

QUESTIONS DEADLINE:

Prior to 10:00 AM, Monday, October 23, 2017 Local Time

ACCEPTANCE DATE:

Prior to 10:00 AM, Friday, October 27, 2017 Local Time

**ACCEPTANCE
PLACE:**

Oconee County Board of Commissioners
Finance Department - Procurement
23 N. Main Street, Suite 203
Watkinsville, Georgia 30677

Please submit one (1) unbound original, three (3) copies, and one (1) electronic file of your firm's Cost and Technical Proposal. All prospective Offerors who are qualified in document scanning and imaging services are invited to submit a proposal.

**OPENING:
PLACE**

Oconee County Board of Commissioners
Commission Chambers
23 N. Main Street, Suite 205
Watkinsville, Georgia 30677

**INFORMATION
REQUESTS:**

Karen T. Barnett, CPPB
Purchasing Officer
(706) 769-2944
E-mail address: kbarnett@oconee.ga.us

This document can be downloaded from our web site:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

Issue Date: October 12, 2017

October 12, 2017
Oconee County Board of Commissioners
23 N Main Street
Watkinsville, GA 30677
Request for Proposal (RFP) #1809-07

Document Scanning and Imaging Services

Sealed proposals will be received in hand in the office of the Purchasing Officer, Oconee County Board of Commissioners (OCBOC), Suite 203, 23 N. Main Street, Watkinsville, GA. 30677, until 10:00 AM on Friday, October 27, 2017 from qualified individuals or firms interested in performing document scanning and imaging services for Oconee County, Georgia. Proposal shall include, but is not limited to, methodology for document extraction, manifesting, indexing, scanning, and document destruction, and cost. Please see RFP documents for full project scope.

At that time, date, and place given above, in Suite 205, the sealed proposals will be publicly opened and only the names of the Respondents will be read aloud. The RFP documents and forms can be obtained from the Office of the Purchasing Officer or the Oconee County Website at www.oconeecounty.com. No bonds are required for this RFP. No pre-submittal meeting is scheduled for this solicitation.

Questions regarding this RFP should be directed to Ms. Karen Barnett, CPPB, Purchasing Officer via Email at kbarnett@oconee.ga.us and shall be received no later than 10:00 AM on Monday, October 23, 2017.

The OCBOC reserves the right to cancel this solicitation and/or reject all proposals in whole or in part if Oconee County determines that cancellation and/or rejections are advantageous to the County. RFPs are legal and binding upon the Respondent when submitted. It will also be the responsibility of each Respondent to obtain any addenda issued from the Purchasing Office. The written RFP documents supersede any verbal or written prior communications between the parties.

By Oconee County Board of Commissioners

The Honorable John Daniell, Chairman



Oconee County Board of Commissioners

Request for Proposal Number FY1809-07

Document Scanning and Imaging Services

Request for Proposal

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A. Respondent's Mandatory Forms

Exhibit

A. Oconee County Insurance Requirements

Prepared By: Karen T Barnett, CPPB For: Administration Department
Purchasing Officer

Section 1: Background

1.1 Introduction

This is a request for proposal (RFP) for parties interested in completing a Document Scanning and Imaging Project. This RFP invites sealed proposals according to the requirements set forth in this document. The proposals will be reviewed and evaluated using the selection process described herein.

This RFP is subject to revision after the date of issuance via written addenda. Any such addenda will be posted on the Owner's web site (not distributed directly to potential Respondents). It is each Respondent's responsibility to obtain all RFP addenda prior to submitting its proposal.

The Owner will not be liable for any costs incurred by any Respondent or any other party in developing or submitting a proposal.

1.2 RFP Organization

This RFP consists of the following Sections, Attachments, and Exhibit:

- Section 1: Background
- Section 2: Project Overview
- Section 3: Professional Services Required
- Section 4: Procurement Process
- Section 5: Proposal Submission Requirements
- Section 6: Proposal Evaluation and Selection
- Section 7: Conditions for Respondents
- Attachment A: Mandatory Forms
- Exhibit A: Oconee County Insurance Requirements

Section 2: Project Overview

2.1 Purpose

Oconee County is requesting proposals from qualified contractors for document scanning, indexing, conversion, and destruction services. The contractor shall provide all labor, materials, tools, and equipment required for Extracting, Manifesting, Scanning/Imaging, Indexing, and Destroying Documents for Oconee County departments requesting service.

Oconee County wants to move to an entirely digital record keeping system. The departments in Oconee County that will require document imaging and scanning are included but not limited to:

- Administration
- Animal Services
- Board of Elections
- Clerk of Courts
- Coroner
- Code Enforcement
- County Clerk
- Facilities/Operations
- Finance
- Human Resources
- Public Safety
- Public Works
- EMA/Fire
- Tax Commissioner
- Tourism

The process will begin with the County Clerk's office, which has approximately 95,000 pages of documents. Other departments will need to be evaluated for page counts. **Please provide cost estimates on a per-page scanned basis, and identify separate costs for different types of pages to be scanned (8.5" x 11", 8.5" x 14, 11" x 17" etc.)**

Section 3: Professional Services Required

3.1 Scope of Services

The County requests proposals for the following services:

- Assess the volume of paper to be scanned for the County Clerk's department.
- Create Taxonomy in Laserfiche* or *another enterprise content management software* considered "equal" to Laserfiche.
- Scan/image documents with indexing and proper orientation at a minimum of 300 dpi, for a range of document sizes, applying the proper taxonomy.
- Extraction and Manifesting of documents from Oconee County locations to a vendor location where the scanning will take place.
- Creation of "Scan on Demand" functionality for image retrieval during the transition.
- Destruction of original documents after document scanning is complete, the specified time has passed, and with county approval.
- Provide training and guidance regarding document retrieval and document scanning.
- (OPTIONAL) - Optical Character Recognition (OCR) services. This process shall provide an accurate conversion of image data into a searchable PDF format.

****Note: Oconee County has referenced "Laserfiche" Document Imaging and Records Management System as one we would like to use or something that performs as well or better. We encourage recommendations for different document imaging and records management systems as long as the specifications meet or exceed Laserfiche. The County reserves the right to determine products and support of equal value. (See Agreement Terms & Conditions 7.8)***

3.2 Vendor Responsibilities

General

1. Vendor personnel will have appropriate background checks and appropriate insurance coverage. When vendor personnel are on premise, they will be able to be easily identified.
2. Vendor personnel must agree to confidentiality agreements and abide by all relevant laws when working with sensitive documents containing personally identifiable information (PII).
3. Vendor will prepare and present an introductory presentation to Subject Matter Experts (SMEs) which will contain the following:
 - a. Explain the extraction, document scanning/imaging, and retrieval request

- processes.
 - b. Explain physical extraction plan
 - c. Explain their "Chain of Custody" process
 - d. Explain their "Scan on Demand" process
4. Vendor will supply all boxes, supplies, packing material, and security tape required for the project.
 5. Vendor will have sufficient resources to be able to complete the project
 6. Vendor will take care to safeguard against theft, loss, and/or damage to the files during the extraction, vendor custody, and scanning phase.

Extraction Process

1. Vendor will assign a Project Manager (PM) to be responsible to manage all vendor activities.
2. The County and the Vendor will mutually develop a procedure, as well as a pickup and delivery schedule.
3. Vendor will determine best routes to move packed files from the files area to the secure holding area.
 - a. Packed boxes will be moved on two or four-wheel dollies holding between five and twelve boxes per load.
 - b. Minimize any potential safety issues with County personnel
 - c. Minimize any potential damage issues with County assets
4. Vendor will minimize disruption to daily operations by:
 - a. Verbally communicating with SMEs
 - b. Mitigating the noise associated with constructing, packing, and taping boxes, as best as possible
5. The Vendor PM will ensure that file groups are extracted in the order as determined by the County.
6. Vendor will create, explain, and execute a "Chain of Custody" process that explicitly lays out the process from start to finish.
 - a. Part of this process must be the use of "Chain of Custody" forms which adequately identify who was responsible for releasing and accepting custody of documents, and the date that the transfer occurred.
7. Vendor will physically extract files from the County locations, and store them in adequately sized boxes.
8. Vendor will manifest all documents that they collect from the county, and create a cover sheet for each box which easily identifies its contents.
9. At each file group area, the site will be evaluated for the most efficient manner to set up equipment, as well as adequate space to build and store empty boxes.
10. Coversheet data is sorted to match how the original files are currently stored. Example: by year or by Name or by Project or by Parcel ID or other. Coversheets are then printed in this order to expedite the extraction process. Coversheets for boxes must have a serialized number that can easily identify a box and its contents. This number will be used to reference that box during the scanning process.
11. Upon the completion of each file group, the SMEs verify that all files considered in scope have been extracted.
12. Vendor will remove all boxing supplies upon the completion of each file group.

13. As enough boxes are collected and readied for transport, Vendor will schedule the removal of the boxes. As the boxes are removed for secure holding and loaded on the truck, the box serialized number is recorded again to create the box inventory and box transportation manifest.
14. During the extraction process, the vendor will take care to ensure that county documents remain safe and secure during extraction, transportation, and while in vendor custody.
15. Any process file exceptions will be determined by the departments and coordinated with the SMEs and the County PM

Scanning Process

1. The vendor will scan/image documents, and upload them to Laserfiche for the county's use, while using the correct taxonomy, in whichever way is most efficient and effective.
2. The vendor will describe their intended process in detail with the county PM before the project is set to begin.
3. The vendor will scan/image all documents in a taxonomy group before moving on to the next group.
4. The vendor will coordinate with the county PM on any document scanning issues.
5. The vendor will communicate with the county PM about scanning progress, and deliver weekly updates about scanning progress.
6. The vendor will scan documents at 300 dpi, unless otherwise noted for a specific file group.
7. The county will be reviewing scans uploaded by the vendor for quality assurance, if there are scans that are of poor quality and need rescanning, the county PM will notify the vendor, and the vendor will rescan those documents within a timely manner.
8. "Scan on Demand" – Vendor will provide a "Scan on Demand" function for mid-stream document access:
 - a. County designates users authorized to make retrieval requests
 - b. File request routed to Vendor
 - c. Request turnaround is pre-determined by file group or department (24, 48, or 72 hour turnaround). Emergency requests allowed at the designated level.
 - d. Vendor knows which box to pull based on the manifest
 - e. Vendor pulls, preps, scans, and loads into Laserfiche
 - f. Upon receipt, Laserfiche notifies user of availability of requested images

Document Destruction Process

1. Vendor will retain all county documents for 90 days after scanning is complete. After the 90 day period, the Vendor will destroy files after obtaining email confirmation from the county PM.
2. During the scanning process, the vendor will take care to ensure that county documents remain safe and are stored adequately until 90 days after they are scanned.

3.3 Oconee County Roles and Responsibilities

1. County will provide a technical liaison to work with vendor to extract data from county servers and other computer systems.
2. County will dedicate a Project Manager to work with the Vendor Project Manager
3. County will designate Department Heads or Project Team Leaders as Subject Matter Experts (SME) for each file group.

4. County SMEs will be onsite and available in each section as the Vendor team moves from the extraction of one file group to the next.
5. County will provide a secure, lockable holding area where boxed files will be staged after manifesting and prior to being loaded for transport. The boxes can be stacked but no more than 4 high.

Section 4: Procurement Process

4.1 Communications and Owner Contact

The Owner Contact will act as the sole point of contact for this RFP and shall administer the RFP process. All communications shall be submitted by email, and shall specifically reference this RFP. All questions or comments should be directed to the Owner Contact preferably by email at the following:

Ms. Karen Barnett, CPPB
Purchasing Officer
Oconee County Finance Department
23 North Main Street
Watkinsville, Georgia 30677

Phone: (706) 769-2944
Fax: (706) 310-3574

Email: kbarnett@oconee.ga.us

Any explanation desired by a potential Respondent regarding the meaning or interpretation of the RFP or associated attachments must be requested five (5) days prior to the opening, unless otherwise specified.

No oral communications from the Owner Contact(s) or other individual is binding. With the exception of the Owner Contact(s), no contact with Owner staff, board members or any public official concerning the Project during the procurement process is allowed. Violation of this provision may result in disqualification of Respondent.

The Owner's Contact(s) may designate alternate contacts, such as Owner's Representative or other County staff, in order to address specific inquiries.

4.2 Procurement Schedule

The current procurement schedule is as follows and is subject to change at any time:

Issue RFP	October 12 th , 2017
Questions Deadline	October 23 ^h , 2017
Submit Proposal	October 27 th , 2017
Proposal evaluation / selection	October 30 th , 2017
Tentative Award Contract	November 7 th , 2017

4.3 Pre-Submittal Meeting

There will be no pre-submittal meeting for this solicitation.

Section 5: Proposal Submission Requirements

5.1 Submittal Place and Deadline

Four paper documents (one original and three copies), and 1 digital version of the sealed proposal (in PDF format on memory stick), must be mailed or hand-delivered with a cost proposal submitted in a separate sealed envelope no later than **October 27th at 10:00:00 AM local time**, addressed to:

Ms. Karen Barnett, CPPB
Purchasing Officer
23 North Main Street
Suite 203,
Watkinsville, Georgia 30677

Proposals forwarded by facsimile or e-mail will not be accepted.

The County may choose not to accept a submittal of a Respondent who is in default on the payment of taxes, licenses or other monies due to the County.

Each Respondent assumes full responsibility for timely delivery of its Proposal at the required location. Any Proposal received after the submittal deadline will be deemed non-responsive and returned. **The delivered package containing the Proposal documents must display “Proposal Enclosed – Document Scanning and Imaging Project” on the outside.**

The Respondent shall furnish and sign all information required by the Proposal Documents. The person signing the documents must initial erasures or other changes. An authorized agent of the company must sign documents.

Attach a sealed cost proposal inside the back cover page of the Proposal with the Project Name and “Cost Proposal” clearly marked on the outside of the envelope.

5.2 Submission Content

The content requirements set forth in this Proposal represent the minimum content requirements for the Proposal. It is the Respondent's responsibility to include information in its Proposal to present all relevant qualifications and other materials. The Proposal, however, should not contain standard marketing or other general materials. It is the Respondent's responsibility to modify such materials so that only directly relevant information is included in the Proposal.

The Proposal must include the following information in the order listed:

- Transmittal Letter

- Part 1 – Executive Summary
- Part 2 – Qualifications and Experience
- Part 3 – Project Understanding and Approach
- Part 4 – Project Schedule and Site Locations
- Part 5 – Cost Proposal (Sealed Envelope)
- Appendix A – Resumes
- Appendix B – Financial Condition
- Appendix C – Completed Mandatory Forms

5.2.1 Transmittal Letter

Respondents must submit a transmittal letter (maximum one page) on the Respondent's letterhead. It must be signed by a representative of the Respondent who is authorized to sign such material and to commit the Respondent to the obligations contained in the Proposal. The transmittal letter must include the name, address, phone number and e-mail address for the Respondent Contact, and must specify who would be the Respondent's signatory to any contract documents executed with the Owner. The transmittal letter may include other information deemed relevant by the Respondent.

5.2.2 Part 1 – Executive Summary

The executive summary (maximum one page) must include a concise overview of the key elements of the Proposal and must summarize and refer to information in the RFP concerning satisfaction of the Scope of Services and Concept.

5.2.3 Part 2 –Qualifications and Experience

This relates to the project principal, the project manager, key staff and any sub-contractors if applicable. This section should describe:

- a) Approximate number of people to be assigned to project;
- b) Extent of principal involvement;
- c) References, licenses and/or certificates supporting qualifications;
- d) Team qualifications and experience of those anticipated to work on this project;
- e) General information about the firm, contact information
- f) Prior demonstrated experience in accomplishing similar projects;
- g) Demonstrated timeliness on similar projects;
- h) Names of key members who will be performing the work on this project, and:
 1. Their responsibilities on this project
 2. Current assignments and location
 3. Unique qualifications
 4. Percentage of their time that will be devoted to this project

5.2.4 Part 3 – Project Understanding and Approach

Provide a project understanding and approach for the scope of work presented in Section 3 of the RFP.

This is the heart of the response and deals with the contractor's ability to clearly define the tasks and activities necessary to meet the objectives outlined in the scope of work. For each phase, the approach should:

- a) Describe the tasks and activities, the methodology that will be used to accomplish them, and which team members will work on each task;
- b) Describe the products that would result from each task or activity;
- c) Identify points of input and review with staff, technical advisory committee and the public; and
- d) The time frame estimated to complete each task

5.2.5 Part 4 – Project Schedule and Site Locations

Provide a project schedule for the scope of work presented in Section 3 of the RFP.

Provide the expected completion time for each of the following, including extraction, scanning, and destruction:

- 50,000 pages of 8.5" x 11" documents
- 100 pages of 30" x 42" documents
- 1,000 pages of pages bounded within books

NOTE: These are to be used for example and time estimation purposes, and are not descriptions of amount of pages to be scanned (which will be far greater).

Provide the expected turnaround time for scanning 95,000 pages of documents, including extraction, scanning, and destruction. For this example, assume that of the 95,000 pages of documents, 90,000 pages are 8.5" x 11", 2,500 pages are larger (11" x 17"), and 2,500 pages are bounded within books of various sizes.

Provide a company contact and site address for the Oconee County Courthouse location. Provide the approximate miles (one-way) and hours (by vehicle) from the Vendor's facility to the Oconee County Courthouse location. Also provide a list of vehicles used for transport of documents. Pictures of your facility, transport vehicles, and equipment would be helpful but not required.

5.2.6 Part 5 – Cost Proposal

Provide a Cost Proposal for the scope of work presented in the RFP.

- a) Provide in the proposal cost estimates on a per-page scanned basis, and identify separate costs for different types of pages to be scanned (8.5" x 11", 8.5" x 14", 11" x 17", etc.) along with any costs associated with unbinding/rebinding documents.
- b) Provide in the proposal cost estimates for all costs associated with the use of Laserfiche or equal, both licensing and annual fees, and any other fees that might be associated with the installation, training, and continued use of Laserfiche or equal.
- c) Provide cost estimates for use of the "Scan on Demand" function.
- d) Provide cost estimates associated with any/all parts of the process related to

document extraction, document scanning, indexing, conversion, and destruction services.

5.2.7 Appendices

Financials - The Respondent shall also submit the most recent certified annual report, including audited balance sheets and profit and loss statements, in the proposal. All information pertaining to the financial soundness of the Respondent shall remain confidential. Oconee County will only choose a respondent found to be financially sound.

Resumes-Contractors are to submit resumes of the key members to work on this project.

Completed Mandatory Forms – Contractor must complete and return all mandatory forms with proposal.

Section 6: Proposal Evaluation and Selection

6.1 Evaluation Criteria

The selection committee will evaluate and rank the responsive Proposals by applying the weighted comparative evaluation criteria set forth below.

Criteria Description	Value
Qualifications and Experience	20
Project Schedule and Site Locations	25
Project Understanding and Approach	35
Cost Proposal	20
Appendices shall be scored as pass/fail	---

6.2 Selection

After the evaluation process is complete, the top-ranked Respondent will be either selected for award or offered the opportunity to negotiate the final terms of the agreement. If the Owner determines that the top-ranked Respondent's proposed final terms of the of the agreement are not advantageous to the Owner, the Owner may choose to either select or negotiate with the next-ranked Respondent.

Section 7: Instructions to Offerors

7.1 Vendor Registration And Bid Notification System

Applicants are encouraged to sign up for our new registration system, which is powered by Vendor Registry. The system allows you to quickly register and update details such as what products and services you provide as well as your contact information. This will enable us

and Vendor Registry to notify you of important bid opportunities in the future. Proposals are not rejected for a failure to register.

To Register or check if you are registered:

- Please visit our website at www.oconeecounty.com
- Hover over "Departments"
- Select Finance Office
- On left side of the webpage click on Vendor Registration
- Complete your registration by following the instructions provided

If you need assistance, please call 865-777-4337.

7.2 Subcontractors

All Offerors shall include a list of all subcontractors with their proposal. The County reserves the right to reject the successful respondent's selection of subcontractors for good cause. If a subcontractor is rejected, the contractor may replace that subcontractor with another subcontractor subject to the approval of the County. Any such replacement shall be at no additional expense to the County nor shall it result in an extension of time without the County's approval.

7.3 Open Records

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Oconee County Board of Commissioners. All such materials shall remain the property of Oconee County and will not be returned to the respondent.

If the Contractor has notified the Purchasing Office that the Contractor's submittal contains trade secrets and commercial or financial information, which is privileged and confidential, those portions of the submittal shall be protected and shall not be released outside of the Government. The title page and each page containing proprietary information must be marked.

7.4 Examination Of Proposal Documents

1. Before submitting a Proposal, each offeror shall:
 - a) Examine the Proposal Document Package thoroughly.
 - b) Become familiar with local conditions affecting cost of Work progress or performance.
 - c) Become familiar with federal, state and local laws, ordinances, rules and regulations affecting cost or Work progress or performance.
 - d) Study and carefully correlate Applicant's observations with the Proposal Document Package.
 - e) Notify the County concerning conflicts, errors, or discrepancies in Proposal Document Package.
2. Proposal submission will constitute **Incontrovertible** representation that offeror understands and has complied with requirements contained in this Article, and the offeror has read and understood the Proposal Document Package and hereby

stipulates that the documents are sufficient on scope and detail to indicate and convey understanding for terms and conditions in order to perform work.

7.5 Discrepancies

Should an offeror find discrepancies in the plans and/or specifications or be in doubt as to the meaning or intent of any part thereof, the offeror shall request clarification from the County in writing, not later than five (5) working days prior to the proposal opening. Any changes to the RFP that result from such a clarification request, will be communicated through a written addendum and posted on the Finance Department "Solicitations" page at www.oconeecounty.com. Failure to request such a clarification is a waiver of any claim by the offeror for additional expenses because its interpretation was different than the County.

7.6 Competition Intended

It is the County's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Purchasing Officer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Purchasing Officer not later than five (5) working days prior to the date set for proposals to close.

7.7 Copies Of Proposal Documents

1. Complete sets of RFP Documents, shall be used in preparing submittals. The County assumes no responsibility for errors or misrepresentations resulting from using incomplete sets of Proposal Documents
2. The County, in making RFP Documents available on the above terms, does so only to obtain Proposals on Work and does not confer license or grant for any other use.
3. Any part of the RFP Documents may be modified by Addenda.

7.8 Addenda And Interpretations

1. All questions shall be directed to Ms. Karen Barnett, CPPB, Purchasing Officer of the Oconee County Finance Department by email at kbarnett@oconee.ga.us no later than **10:00 AM on Monday, October 23, 2017**. Procurement is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Oconee County staff regarding the RFP may result in the disqualification of the offeror. Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
2. If any revisions to the RFP or procurement process become necessary or desirable, the Owner may issue written addenda. **The Owner will not transmit addenda to potential Respondents.**

The Owner will post all addenda on the Owner Project website at the following address:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

It is the Respondent's responsibility to obtain all addenda prior to submitting its Proposal.

7.9 Submission of Proposals

1. Sealed Proposal

Please submit one (1) unbound original, three (3) copies and (1) complete proposal in electronic format. Proposals shall be submitted in a sealed envelope marked on the outside with the project name, offeror's name, date, and time of opening on face. If Proposal is sent through mail, or other delivery system, sealed envelope shall be enclosed in separate envelope with same notations as above on face.

Proposals will be received until **10:00 AM local time on Thursday, October 27, 2017** to the attention of Karen Barnett, CPPB, Purchasing Officer in the Oconee County Courthouse Purchasing Office, Finance Department at 23 North Main Street, Suite 203, Watkinsville, Georgia 30677.

Submittals or modifications received after the due date and time will not be considered. Oconee County Government assumes no responsibility for the premature opening of submittals not properly addressed and identified, and/or delivered to the proper destination. Late proposals properly addressed to the Oconee County Board of Commissioners shall be returned to the respondent unopened.

2. Driving Directions

To Oconee County Courthouse from I-85: Take I-85 North to Georgia Highway 316 (Lawrenceville/Athens exit). Drive 39 miles. Turn right onto Oconee Connector. Drive 5 miles. (Oconee Connector becomes Mars Hill Road, then Experiment Station Road). Turn right on North Main Street. Drive 0.1 miles. Oconee County Courthouse is on the right side of the street. Public parking is in the back of the Courthouse.

3. County Forms and Documents

In Attachment A of the RFP documents, a checklist of all County forms and documents required is provided. Utilizing this list will help ensure you have met Oconee County requirements and put together a successful proposal. If you have ANY questions about these forms, please do not hesitate to contact Karen Barnett, Purchasing Officer.

1. Each Proposal shall contain the following completed forms. County forms must be used without substitution unless otherwise specified. They are:
 - a) Addenda Acknowledgement Form
 - b) Respondent's Information Sheet
 - c) Local Business Initiative Affidavit
 - d) Execution of Proposal
 - e) Respondent's Certification and Non-Collusion Affidavit:
 - f) Drug-Free Workplace Certificate
 - g) **Georgia Security and Immigration Compliance Act Affidavit***
 - **Contractor Affidavit**
 - Sub-Contractor Affidavit
 - h) List of Subcontractors
 - i) References Form
 - j) W-9 (Form not provided)

k) Current copy of Certificate of Insurance (Form not provided)

****Must be submitted with proposal or it will be deemed non-responsive.***

2. Applicants should submit one (1) unbound original, three (3) copies and one (1) digital copy of technical and cost proposal, as well as all applicable forms. If any of the forms do not apply to you, please mark "N/A" on the form and include it in the proposal.

7.10 Insurance

The Contractor is responsible for all personal/liability insurance and worker's compensation coverage for himself and all employees as described in Exhibit A of this RFP.

7.11 Opening Of Proposals

Proposals will be publicly opened and names of submitting firms will be read at **10:00 AM on Friday, October 27, 2017** at the Oconee County Courthouse, Commission Chambers, Suite 205, 23 North Main Street, Watkinsville, Georgia 30677.

7.12 Proposals To Remain Open

Proposal shall remain open for acceptance by the County for sixty (60) calendar days after Proposal opening. The County may, at its sole discretion, release any Proposal prior to that date.

7.13 Award of Price Agreement/Contract

1. To extent permitted by applicable state and federal laws and regulations, the County reserves right to reject any and all Proposals, to waive any and all informalities, and to disregard nonconforming, non-responsive, or conditional Proposals. Proposals may be considered irregular and subject to rejection if they show serious omission, unauthorized form alterations, use of unauthorized forms, unauthorized alternate Proposals, incomplete or unbalanced unit prices, or other irregularities.

In case of error in the extension of prices in the proposal, the unit price will govern. No proposal shall be altered, amended, or withdrawn, unless the acceptance date has expired, after the opening date of proposals. Negligence on the part of the contractor in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.

Any mistake, which is obviously a clerical one, such as an error in price extension, or in placement of decimal points, reversal of prices, FOB destination, FOB point of origin, etc., may be corrected by Oconee County after verification is made by the Applicant. However, under no circumstances can unit prices be changed.

2. Contract will be awarded by the County pursuant to applicable law. Nothing contained herein shall place duty upon the County to reject Proposals or award Proposal based upon anything other than the County's sole discretion as described herein.

3. The County may consider qualifications and experience for subcontractors, suppliers, persons, and organizations proposed for Work.
4. The County may conduct investigations deemed necessary to assist in evaluating Proposals and to establish responsibility, qualifications, and financial ability for Applicants, proposed Subcontractors, persons, and organizations to do Work. The County reserves the right to reject Proposal from any Applicant not passing evaluation.
5. The County will award the contract at the County's Discretion.

7.14 Required Documents After Award

1. Oconee County Occupational Tax (Business) License:

Applicant shall provide evidence of a valid Oconee County occupation tax license if the applicant maintains an office within the unincorporated area of Oconee County. Incorporated, out of County, and out of State applicants are required to provide an Oconee County Occupational Tax License as well.

2. Certificate of Insurance:

Contractor shall have insurance provider email a Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate needs to include an "additional insured" language for the County.

3. Performance and Payment Bonds, if required per RFP documents:

No bonds are required for this RFP.

Section 8: Agreement Terms and Conditions

Contractors interested in obtaining a contract with Oconee County, GA to provide Document Scanning and Imaging Services shall prepare a written proposal to include, but not be limited to, the following terms and conditions.

8.1 Procedures

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Department Director or his/her authorized representative(s). The Contractor shall not comply with requests and/or orders issued by anyone other than Department Director or his/her authorized representative(s) acting within their authority for the County. Any change to the Agreement must be approved in writing by the Finance Director and the Contractor.

8.2 Delays

If delay is foreseen, the Contractor shall give immediate written notice to the Department Director. The Contractor must keep the County advised at all times of the status of the project. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes Procurement to purchase services elsewhere and charge full increase in cost and handling to defaulting Contractor.

8.3 Delivery Failures

Time is of the essence. Should the Contractor fail to deliver the proper services or item(s) at the time and place(s) specified, or within a reasonable period of time thereafter as determined by the Department Director, or should the Contractor fail to make a timely replacement of rejected items when so requested, the County may purchase services or items of comparable quality in the open market to replace the rejected or undelivered services or items. The Contractor shall reimburse the County for all costs in excess of the Agreement price when purchases are made in the open market; or, in the event that there is a balance the County owes to the Contractor from prior transactions, an amount equal to the additional expense incurred by the County as a result of the Contractor's nonperformance shall be deducted from the balance as payment.

8.4 Hold Harmless Clause

The Contractor shall, indemnify, defend, and hold harmless the County from loss from all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this paragraph, "County" and "Contractor" includes their employees, officials, agents, and representatives. "Contractor" also includes subcontractors and suppliers to the Contractor. The word "defend" means to provide legal counsel for the County or to reimburse the County for its attorney's fees and costs related to the claim. This section shall survive the Agreement.

8.5 Local Business Initiative

Any purchase or contract of under \$100,000 bid or otherwise placed by Oconee County, herein "County", may be awarded to a Local Business, as defined according to Oconee County Policy, in case of equivalent bids. In cases in which a bid by a Local Business is within 7% of the lowest overall bid supplied by a non-local business, the County is authorized to negotiate with Local Business with the lowest bid among the Local Business to allow such Local business to match the lowest bid supplied by a non-local business. In the event a Local Business matches the lowest bid, including all other terms, quality and conditions of the bid, then the Local Business may be awarded the contract. In the event the bids of more than one Local Business are within 7% of the lowest overall bid of a non-local business, the Local Business with the lowest bid price will be given the first opportunity to match the lowest overall bid. If this Local Business declines to do so, then the Local Business with the next lowest bid within 7% will be given the opportunity to match the lowest bid and this process will continue until a contract is reached with a Local business or there is no other Local Business within 7% of the lowest overall bid.

8.6 Georgia Security and Immigration Compliance Act

Contractors submitting a proposal in response to this RFP must provide the following information in the submittal to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

1. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
2. By completing the affidavit that is provided with this solicitation, the contractor is attesting to the following:

- a) The affiant has registered with and is authorized to use the federal work authorization program;
 - b) The user identification number and date of authorization for the affiant;
 - c) The affiant is using and will continue to use the federal work authorization program throughout the contract period;
 - d) Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and
 - e) Upon contracting with a new subcontractor, a contractor or subcontractor shall notify Oconee County and shall deliver a completed Subcontractor Affidavit to Oconee County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.
3. Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

8.7 Substitutions

No substitutions or cancellations are permitted after Agreement award without written approval by the Finance Department. Requests for substitutions shall be reviewed and may be approved by the County at its sole discretion.

8.8 Brand or Manufacturer's Reference

The County has determined that any manufacturer's brand defined in the RFP Specifications meets the County's product and support need. The manufacturer's reference is not intended to be restrictive, but descriptive of the type and quality the County desires to purchase. Proposals for similar manufactured products of like quality will be considered if the Proposal is fully noted with the manufacturer's brand name and model unless "No Substitutions" has been noted in the proposal documents. The County reserves the right to determine products and support of equal value.

8.9 Exemption from Taxes

The Contractor shall not charge the County for Georgia State Sales or Use Taxes or Federal Excise Tax on the finished goods or services provided under the Agreement. However, this exemption does not apply to the Contractor, and the Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Agreement, including, but not limited to, taxes on materials purchased by a Contractor for incorporation in or use on a construction project. Nothing in this section shall prohibit the Contractor from including its own sales tax expense in connection with the Agreement in its Agreement price.

8.10 Invoicing and Payment

Upon completion of work, the Contractor shall submit a proper invoice, in duplicate, detailing a breakdown of all charges that shall be based on completion of tasks or deliverables.

Invoices shall be submitted to:

Oconee County Board Of Commissioners
Attn: Finance Department
P. O. Box 1527

All such invoices will be paid within thirty (30) days by the County unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

Contractor shall provide the purchase order number on the pricing form.

8.11 Assignment of Contract

The Agreement may not be assigned in whole or in part without the written consent of the Finance Department.

8.12 Termination

Subject to the provisions below, this Agreement may be terminated by the County upon thirty (30) days advance written notice to the Contractor; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Agreement may be extended upon written approval of the County until said work or services are completed and accepted.

1. Termination for Convenience

The County may terminate this Agreement for convenience at any time in which the case the parties shall negotiate reasonable termination costs.

2. Termination for Cause

In the event of Termination for Cause, the thirty (30) days advance notice is waived and the Contractor shall not be entitled to termination costs.

3. Termination Due to Unavailability of Funds in Succeeding Fiscal Years

If funds are not appropriated or otherwise made available to support continuation of the performance of this Agreement in a subsequent fiscal year, then the Agreement shall be canceled with no further cost to the County.

8.13 Agreement Disputes

The Contractor shall give written notice to the Finance Director of intent to file a claim for money or other relief within ten (10) calendar days of the occurrence giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The claim, with supporting documentation, shall be submitted to the Finance Director by US Mail, courier, or overnight delivery service, no later than sixty (60) days after final payment. The Contractor shall submit its invoice for final payment within thirty (30) days after completion or delivery of the services. If the claim is not disposed of by agreement, the Finance Director shall reduce his/her decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of the County's receipt of the claim.

The Finance Director's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director or his/her designee. The Finance Director shall render a decision within sixty (60) days of receipt of the appeal.

8.14 Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

8.15 Applicable Laws/Forum

This Agreement shall be governed in all respects by the laws of the State of Georgia. Any judicial action shall be filed in the State of Georgia, County of Oconee.

8.16 Notices

All notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

TO CONTRACTOR:

TBD

TO COUNTY:

Oconee County Finance Department
Division of Procurement
23 N. Main Street, Suite 206
Post Office Box 1527
Watkinsville, Georgia 30677

8.17 Licensure

To the extent required by the State of Georgia or the County of Oconee, the Contractor shall be duly licensed to sell the goods or perform the services required to be delivered pursuant to this Agreement.

8.18 Non-Collusion Affidavit

By submitting a response to this solicitation, the applicant represents and warrants that such proposal/bid is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the applicant has not directly or indirectly induced or solicited any other contractors to put in a sham proposal/bid, or any other person, firm or corporation to refrain from submitting and that the contractor has not in any manner sought by collusion to secure to that contractor any advantage over any other contractor.

By submitting a proposal/bid, the contractor represents and warrants that no official or employee of Oconee County, GA Government has, in any manner, an interest, directly or indirectly in the solicitation or in the contract that may be made under it, or in any expected profits to arise there from.

8.19 General Indemnification

It is understood that in the event of contractor negligence, Oconee County is protected against third-party claims. The Contractor is required to provide legal counsel to protect the owner and pay all damages arising from its negligent act.

8.20 Anti-Discrimination

Oconee County, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all respondents that 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 proposals in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

By submitting their proposals, all respondents certify to Oconee County that they will conform to the provisions of the Federal Civil Rights Act of 1964. In every contract of over \$10,000 the provisions in 1 and 2 below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c) Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of (a.) above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

8.21 Ownership

Oconee County is the owner of all work and related documentation done on behalf of the County unless otherwise agreed to in writing. All work and related documentation shall be promptly turned over to the County upon request. This requirement shall survive the termination of the agreement between the parties, and is enforceable by injunction action if necessary, in which case the Contractor shall be liable for the County's actual legal fees and costs.

8.22 Change Orders

Pricing for this contract shall remain as agreed upon until the job is completed. Any changes in the specifications or work scope will require a contract amendment. The contractor shall submit a price change request to the Department Director detailing

the additional services required with the associated costs. If approved by the Board of Commissioners, the Finance Department will issue a contract amendment for signature.

8.23 Safety Measures

Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and process of the work, all necessary safeguards for the protection of the workmen and public including traffic control and warning signs

8.24 Contractor's Title to Materials

No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The contractor warrants that he has good title to all materials and supplies used by him in the work, free from liens, claims, or encumbrances.

8.25 Agreement

Each proposal is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all of the commodities or services described therein shall constitute an agreement between the Respondent and the County which shall bind the Respondent on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted proposal. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

1. The Board of Commissioners may enter into contracts and agreements as provided by state law. All capital contracts or agreements must be approved by the Board, and may be amended with the issuance of a change order under the signature of the Chair.
2. "no parole evidence"- prohibits oral modifications to the contract or allowance for past practices by the County.
3. Modifications, such as a written change order or amendment signed by the contracting authority, shall be the only allowable method for modification of the contract.

Attachment A

Mandatory Forms

Exhibit A

Oconee County Insurance Requirements

(End of RFP Documents)



Oconee County Board of Commissioners

ATTACHMENT A

1. Offeror's Checklist & Required Forms



RFP #FY1809-07

**DOCUMENT SCANNING and IMAGING PROJECT
OFFEROR'S CHECKLIST**

Company Name: _____

ITEM DESCRIPTION

Offeror's Checklist

1. *Required Forms:*

- Addenda Acknowledgement Form
- Respondent's Information Form
- Local Business Initiative Affidavit
- Execution of Proposal
- Respondent's Certification and Non-Collusion Affidavit
- Drug-Free Workplace Affidavit
- Georgia's Security and Immigration Compliance Act Affidavit
 - Contractor Affidavit

2. *Requested Information per Technical portion of the RFP:*

- General description of Contracting Firm & Sub-Contractor's List
- Recent Experience; Respondent's Reference Form
- W-9 (form not provided)
- Licenses- Current Copy of Any Licenses/Certifications/Permits
- Copy of Current Insurance/Certificate of Insurance
- Any other information Offeror would like to include.

3. *Cost Proposal (sealed in separate envelope)*

Authorized Signature

Title

Print Name

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFP #FY1809-07

**DOCUMENT SCANNING and IMAGING PROJECT
Addenda Acknowledgement**

The Respondent has examined and carefully studied the Request for Proposal and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No./Date_____

Addendum No./Date_____

Addendum No./Date_____

Addendum No./Date_____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

Email

Respondents must acknowledge any issued addenda. Proposals which fail to acknowledge the Contractor's receipt of any addendum may result in the rejection of the proposal if the addendum contains information that substantively changes the Owner's requirements.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFP #FY1809-07

**DOCUMENT SCANNING and IMAGING PROJECT
Respondent's Information Form**

1. Legal Business Name_____

2. Physical Address_____

3. Billing Address_____

4. Type of Business:_____ Tax ID Number: _____
(Association, Corporation, Partnership, Limited Liability Company, etc)

5. Name & Title of Authorized Signer:_____

6. RFP Contact_____

7. Phone_____ Fax_____

8. E-mail_____ Company Website_____

9. Has your company ever been debarred from doing business with any federal, state or local agency?

Yes _____ No _____ If Yes, please state the agency name, dates and reason for debarment.

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL



RFP #FY1809-07

DOCUMENT SCANNING and IMAGING PROJECT

Local Business Affidavit of Eligibility

***Legal Name of Business:** _____

1. Billing Address:

Physical Address: (if different)

_____	_____
_____	_____
_____	_____

2. Year business was established in Oconee County: _____

3. Occupational Tax License number issued and County/City where issued: _____

4. Business Type (circle one): Corporation Partnership Sole Proprietorship

5. Does your business have more than one office in Oconee County? Yes No

If yes, specify the location(s): _____

6. Is your business' principal base of operations in Oconee County? Yes No

7. Does your business have any locations outside of Oconee County? Yes No

If yes, specify the locations(s): _____

8. Bank (branch in Oconee County): _____

CERTIFICATION: I hereby certify under penalty of perjury that the information, which I have provided, on this form is true, and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.	
Attest: _____	*Authorized Signature: _____
Sworn to and subscribed before me this _____	*Print Name: _____
day of _____, 20 _____	*Title: _____
Commission Expires: _____	
 (Seal)	
 <div style="text-align: right;">*Non-Local Business _____ (Check Here)</div>	

***Mandatory Document** – Complete all areas above and return with your proposal. If your business is NOT local, please complete only those areas marked with an asterisk (*)*



RFP #FY1809-07

DOCUMENT SCANNING and IMAGING PROJECT
Execution of Proposal

DATE: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

___ That this proposal was signed by an authorized representative of the firm.

___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

___ That all labor costs associated with this project have been determined, including all direct and indirect costs.

___ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the time frame required.

(Typed or Printed) **Business Name**

Authorized Signature

Date

(Typed or Printed) **Name & Title**

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFP #FY1809-07

**DOCUMENT SCANNING and IMAGING PROJECT
Respondent's Certificate and Statement of Non-Collusion**

I _____ certify that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences, and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the Contractor or the Contractor's associates with any County staff, or elected officials since the date this **RFP #FY1809-07, Document Scanning and Imaging Project** was issued except: 1) through the Purchasing Office 2) at the Pre-Conference Meeting (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any Contractor violating this provision.**

I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP.

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFP #FY1809-07

**DOCUMENT SCANNING and IMAGING PROJECT
Drug-Free Workplace**

I hereby certify that I am a principle and duly authorized representative of:

Whose address is:

And it is also that:

1. The provisions of Section § 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; and,
2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,
3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting Agreement with _____,

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 the Official Code of Georgia Annotated Section § 50.24.3"; and,

4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date

Signature

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFP #FY1809-07

**DOCUMENT SCANNING and IMAGING PROJECT
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information of all of its new employees.

The Employment Eligibility Verification "E-Verify" site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Oconee County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the Oconee County Board of Commissioners, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the Oconee County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Karen T. Barnett, CPPB
Oconee County Purchasing Officer
23 N. Main Street, Suite 206
Watkinsville, GA 30677
Fax: (706) 310-3574
Email: kbarnett@oconee.ga.us



RFP #FY1809-07

DOCUMENT SCANNING and IMAGING PROJECT

Immigration and Security Form

Georgia Security & Immigration Compliance (GSIC) Act Affidavit

Contractor's Name:	
County Solicitation Number	RFP#FY1809-07

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above 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.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify TM Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date of Authorization

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

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

[NOTARY SEAL]

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

RFP #FY1809-07

DOCUMENT SCANNING and IMAGING PROJECT

Immigration and Security Form

Georgia Security & Immigration Compliance (GSIC) Act Affidavit

Contractor's Name:	
County's Solicitation Number:	RFP#FY1809-07

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new subcontractor used to perform under the identified County contract.

[illegible]



RFP #FY1809-07

DOCUMENT SCANNING and IMAGING PROJECT
Immigration and Security Form
Georgia Security & Immigration Compliance (GSIC) Act Affidavit

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation Number:	RFP#FY1809-07

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above 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.

EEV / E-Verify TM Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date of Authorization

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

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

[NOTARY SEAL]

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



RFP #FY1809-07

**DOCUMENT SCANNING and IMAGING PROJECT
Sub-Contractors**

Please list any subcontractors that you will be working with during the course of this contract:

SUBCONTRACTOR ONE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

SUBCONTRACTOR TWO

Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

SUBCONTRACTOR THREE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFP #FY1809-07

DOCUMENT SCANNING and IMAGING PROJECT

Contractor References

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this proposal.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL



Oconee County Board of Commissioners

EXHIBIT

A. Oconee County Insurance Requirements

Exhibit A

Oconee County Insurance Requirements

The following recommended minimum insurance limits apply to vendors doing business with the Oconee County Board of Commissioners. The Standard Insurance Limits are recommended for all procurements of goods and ancillary services. The specific requirements for vendors providing high risk services supersede the Standard Insurance Limits. Coverage types and limits are recommended minimums and should be increased as appropriate based on contract value and potential risks to the County.

To achieve the appropriate coverage levels, a combination of a specific policy written with an umbrella policy covering liabilities above stated limits is acceptable.¹

Important:

All policies shall contain a provision that coverage afforded under the policies shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) calendar days after written notice has been given to the certificate holder on the certificate of insurance. All such coverage shall remain in full force and effect during the initial term of the agreement and any renewal or extension thereof.

All policies must be issued by an insurance company licensed to do business in the State of Georgia, with a minimum AM Best rating of A-, and signed by an authorized agent.

¹ For example: If appropriate limits are \$2 million per occurrence and \$2 million aggregate, acceptable coverage would include a specific policy covering \$1 million per occurrence and \$1 million aggregate written with an umbrella policy for an additional \$1 million.

-
- Certificate Holder should read:
Oconee County Board of Commissioners
23 North Main Street
Watkinsville, Georgia 30677
 - Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by projected name and project/bid number.
 - Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
 - No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Oconee County as to form and content has been filed with Oconee County.

Exhibit A

- Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
- The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
- The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

A. STANDARD INSURANCE LIMITS FOR GOODS AND ANCILLARY SERVICES

Workers Compensation (WC):	Statutory Limits – required in all contracts
Bodily injury by Accident – each employee	\$ 100,000
Bodily injury by Disease – each employee	\$ 100,000
Bodily Injury by Disease – policy limit	\$ 500,000
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

B. HIGH RISK INSURANCE LIMITS

1. Ambulance Service:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	

Exhibit A

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 3,000,000
Professional liability	\$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

2. Asbestos Abatement:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 3,000,000
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Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and contractor's pollution liability policies.

Exhibit A

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3. **Building Remodeling and Construction:** This includes all aspects of building work, including, but not limited to, ducts, electrical, HVAC, painting, plumbing, roofing, etc.

Workers Compensation (WC):

Required for all Contracts

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000 (per project)
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Property Coverage or Builders Risk Policy Equal to or greater than the existing building limit if performing renovations.

If hazardous substances are involved:

Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Other specific coverage requirements / levels may exist depending on project size, scope, and type.

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and contractor's pollution liability policies.

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4. **Consulting Services:**

Workers Compensation (WC):

Required for all Contracts

NO EXEMPTIONS

Exhibit A

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Professional Liability Type and limits defer by consulting type

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

5. Custodial Services:

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile and professional liability policies.

Exhibit A

6. **Elevator Maintenance** (includes all passenger and freight elevators):

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit \$ 1,000,000

Personal & Advertising Injury Limit \$ 1,000,000

General Aggregate Limit \$ 2,000,000

Products/Completed Ops. Aggregate Limit \$ 2,000,000

Automobile Liability

Combined Single Limit \$ 1,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.

7. **Food Service:**

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit \$ 1,000,000

Personal & Advertising Injury Limit \$ 1,000,000

General Aggregate Limit \$ 2,000,000

Products/Completed Ops. Aggregate Limit \$ 2,000,000

Liquor Liability (When applicable) \$ 1,000,000

Automobile Liability

Combined Single Limit \$ 1,000,000

Exhibit A

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and liquor liability policies.

- 8. Information Technology:** See Standard Insurance Limits and Professional Liability insurance which includes Errors and Omissions coverage.
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9. Landscaping / Lawn Care:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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If herbicide, fungicide, pesticide or other chemical application is involved:

Environmental Impairment Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and environmental impairment liability policies.

Exhibit A

10. **Medical/Therapist Services** (including optical and laboratory): This includes all contracted medical services, including but not limited to, assisted physician services, laboratory equipment maintenance, and patient testing.

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Professional liability (malpractice)	\$ 3,000,000
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Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

11. Pest Control:

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Exhibit A

Automobile Liability

Combined Single Limit	\$ 1,000,000
Environmental Impairment Liability (with 1 year extended reporting period)	
Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional environmental impairment liability policies.

12. **Recreational Services:** This includes a broad range of contracted services, including, but not limited to, golf course management, amusement services, pyrotechnic display, camps and clinics not sponsored by the agency.

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
Umbrella Liability	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.

13. **Refuse Transportation and Disposal:** See the "Solid Waste Collection and Disposal Services of Oconee County, Georgia" for insurance requirements. Document available upon request.

Exhibit A

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and contractor's pollution liability policies.

14. Security:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000
Professional Liability Insurance	\$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and professional liability policies.

15. Staffing Services:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Exhibit A

Automobile Liability

Combined Single Limit

\$ 1,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.