



# Request for Proposals (RFP)

## FLEET MAINTENANCE SERVICES

**Issue Date: Thursday, January 28, 2021**

JONES COUNTY BOARD OF COMMISSIONERS

166 INDUSTRIAL BLVD./P.O. BOX 1359

GRAY, GA 31032

PHONE: (478) 986-6405

ATTN: JASON RIZNER, COUNTY ADMINISTRATOR

[Jason.rizner@jonescountyga.org](mailto:Jason.rizner@jonescountyga.org)

**PROPOSALS WILL BE RECEIVED UNTIL FEBRUARY 25, 2021 AT 3:00 P.M.**

PROPOSALS ARE TO BE SEALED AND MAILED VIA USPS, FEDEX OR UPS TO THE ABOVE ADDRESS OR HAND DELIVERED TO THE COUNTY ADMINISTRATOR'S OFFICE LOCATED IN THE JONES COUNTY GOVERNMENT CENTER AT 166 INDUSTRIAL BLVD., GRAY, GA 31032. ENVELOPES SHOULD BE MARKED WITH "SEALED PROPOSAL – FLEET MAINTENACNE SERVICES."



I. OBJECTIVE

- a. The Jones County Board of Commissioners is seeking written proposals from qualified Contractors for fleet maintenance services for a period of two years, with the option, at the County's sole discretion, to extend for two additional one-year terms upon successful demonstration of exemplary contract performance.
- b. This RFP describes the required scope of services and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements may be cause for disqualification.

II. GENERAL INFORMATION

- a. The County desires to contract for vehicle maintenance and repair services, including tracking, scheduling, performing and following up on all regular preventative maintenance work and needed repairs, for the various classifications, and makes/models of vehicles in the County's Fleet. A list of existing County vehicles is attached (Exhibit A).
- b. It is the intent of the County to award a Professional Services Agreement in a form approved by the County Attorney, to the selected Contractor. The County reserves the right to further negotiate the terms and conditions of the Agreement. The County shall preserve the right to reject any proposal for noncompliance with Agreement requirements and provisions, or to not award an agreement because of unforeseen circumstances or if it is determined to be in the best interest of the County. This project will be awarded based on demonstrated ability and performance providing similar services at a fair and reasonable cost. This Agreement may not be awarded to the lowest respondent. The County does not guarantee a specific amount of work and the quantity of work may increase or decrease depending on the annual needs of the County and its fleet. The County reserves the right to utilize the dealer for services if deemed necessary to receive the highest quality service for a particular vehicle.
- c. The County also reserves the right to award the work contemplated in this RFP to multiple providers. Contractors may submit responses for only a portion of the work described in this request for proposals (for example, only the Heavy Equipment work or only the PM MINOR work).

III. SCOPE OF SERVICES

- a. The successful Contractor(s) will furnish all necessary materials, equipment, labor, and incidentals to perform such maintenance services and repairs as specified in Exhibit B (Technical Specifications) of this RFP. Contractor shall have adequate shop and storage facilities within reasonable distance of the County limits, with staff, material and equipment necessary to perform all routine maintenance and repair services.
- b. The Contractor shall maintain all County vehicles to the highest professional standards in accordance with all manufacturers' operations and maintenance manuals and servicing recommendations necessary to maintain the full benefit of the fleet and all associated manufacturers' warranties, and in compliance with all applicable laws and regulations.
- c. The County's preference is for the Contractor to have the ability to perform all required services. However, if a Contractor proposes to use a subcontractor for a portion of the required services, the Contractor is responsible for the performance of the work,



including but not limited to, billing, reporting, scheduling, delivery, work quality and warranty.

- d. The Contractor shall have any applicable licenses to perform the work outlined in this RFP.

#### IV. TENTATIVE SCHEDULE

- a. RFP release: January 28, 2021
- b. Deadline to submit questions: February 15, 2021, 5:00 p.m.
- c. Answers provided to questions: February 18, 2021
- d. Proposals due: February 25, 2021, 3:00 p.m.
- e. Review of Proposals: Weeks of March 1<sup>st</sup> and March 8th, 2021
- f. Contract approval: March 16, 2021 Board of Commissioners Meeting

#### V. PROPOSAL REQUIREMENTS

- a. Responses to this RFP must include completion of the following:
  - i. Proposer's Statement of Qualifications Form (Exhibit C)
  - ii. Cost Proposal Form (Exhibit D)
  - iii. List of References
  - iv. Affidavits

#### VI. EVALUATION CRITERIA AND SELECTION PROCESS

- a. It is the County's intent to select the Contractor with the best combination of qualifications and cost proposal. The selection committee will rank the proposals based upon the materials submitted by the proposing Contractors. The County may request a Contractor to submit additional information pertinent to the RFP. The County also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted by the Bidder. The County retains the sole discretion to determine issues of compliance and to determine whether a bidder is responsive and responsible.
- b. The Committee may choose to interview two or more closely-ranked Contractors, but will not expect or schedule time for elaborate presentations. The County's decision on qualification will be based on the evaluation of several factors including but not limited to the following:
  - i. Relevant work experience
  - ii. Experience of key personnel
  - iii. Completeness of the proposal
  - iv. Customer references
  - v. Cost proposal
- c. Following the selection of the most qualified Contractor, a final professional services agreement including budget, schedule and final Scope of Services will be negotiated before execution of the agreement.



- d. The County shall attempt to negotiate an agreement to perform the work with the proposer considered to be the most qualified. Should the County be unable to negotiate a satisfactory agreement with the proposer determined to be most qualified, at a price the County determines to be fair and reasonable, negotiations with that proposer will be formally terminated. The County shall then undertake negotiations with the next qualified proposers individually until an agreement is reached.
- e. These RFP procedures prohibit the practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful considerations, and prohibit County employees from participating in the selection process when such employees have a relationship with a person or business entity seeking an agreement under this RFP that would create a conflict of interest.

VII. SUBMISSION DEADLINE AND REQUIREMENTS

- a. Proposals are to be submitted in envelopes clearly marked with the Contractor's name, address and phone number, and "Proposal for Fleet Maintenance Services". Proposal packages should include one original and two copies of the proposal.
- b. Proposals are to be submitted to the County on or before Thursday, February 25, 2021 at 3:00 p.m. Proposals received after the stated deadline shall not be accepted. Electronic submissions will not be accepted. Proposal packages are to be delivered to:

Jones County Government Center  
166 Industrial Boulevard  
Post Office Box 1359  
Attn: Jason Rizner, County Administrator  
Gray, Georgia 31032

- c. Other Requirements:
  - i. The proposal shall be signed by an authorized official of your firm.
  - ii. The proposal shall be valid for a minimum of 90 days.
  - iii. The County reserves the right to reject any or all proposals, to modify the RFP, or to cancel the RFP.

VIII. QUESTIONS

Questions about this RFP should be submitted by email to Leslie Faulk at [leslie.faulk@jonescountyga.org](mailto:leslie.faulk@jonescountyga.org) by March 21, 2019 at 4:00 p.m. Responses to all questions will be posted by March 27, 2019 to the County's website at [www.jonescountyga.org](http://www.jonescountyga.org).

IX. LIMITATIONS



- a. All reports and pertinent data or materials shall become the sole property of the County and may not be reproduced without the explicit written permission of the County.
- b. No compilation, tabulation, syntheses or analysis of data, nor definition, opinions, etc., should be anticipated by the proposer from the County, unless volunteered by a responsible official in that agency. Good business practice, such as formal letters of request, and making of appointments, should be followed.
- c. The Request for Proposals does not commit the County to award a contract, to pay any costs incurred in preparation of the proposal, or to procure or contract for services or supplies. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals, if it is in the best interests of the County to do so. The County may require the proposer selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from such negotiations.

X. GENERAL INFORMATION

- a. The County reserves the right to reject and or all bids or proposals, to waive technicalities, and to make a selection and final award as deemed to be in the best interest of the County.
- b. Provider selection will be based on the information contained in the bids or proposals, and incomplete or inaccurate information may result in disqualification of a proposal or a bidder.
- c. The Jones County Board of Commissioners reserves the right to amend or revise bid or RFP documents. Contractors are responsible for monitoring the Jones County Vendor Registry site for any addenda that may be issued.
- d. The proposal submitted by each proposed service provider will be treated as best and final. There will be no opportunity to negotiate fees during the selection process.
- e. The County does not guarantee the purchase of any/all equipment or services.
- f. The County reserves the right to terminate any contract for this equipment and/or services for any of the following reasons:
  - i. If the equipment/service is not delivered/completed on an agreed-upon schedule.
  - ii. If the equipment/services delivered is not the same equipment/services bid.
  - iii. Receipt of substandard product/service.
  - iv. Poor workmanship.



### EXHIBIT A – County Vehicle and Equipment List

The following vehicle schedule contains a list of the vehicles currently owned or leased by the County. The County reserves the right to amend the vehicle schedule from time to time and without notification as vehicles in the County fleet are replaced. Please note that this list is subject to change. Vehicles may be added or removed at any time.

#### Vehicles

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Class</b>	<b>Department</b>
2010	Dodge	Charger	PP	4H
2008	Ford	F350	M	Animal Control
2009	Ford	Ranger	L	Animal Control
2014	Ford	F-150	L	Animal Control
2002	Ford	Crown Vic	PP	Building Maintenance
2003	Chevrolet	Express Van	L	Building Maintenance
2005	Ford	F-150	L	Building Maintenance
2006	Ford	F-150	L	Building Maintenance
2006	Chevrolet	Trail Blazer	L	Building Maintenance
2012	Ford	Escape	L	Building Maintenance
2014	Chevrolet	Express Van	L	Building Maintenance
2019	Chevrolet	Express Cargo Van	L	Building Maintenance
1998	Chevrolet	2500 Van	L	EMA
2004	Transhaul	Tartan...trailer	TR	EMA
2005	Surrey	33HSI R	TR	EMA
2005	Ford	F250	M	EMA
2006	Thaule Trailer	C65X142BST3KTL	TR	EMA
2009	Ford	E350	AMB	EMA
2010	Ford	Exp	FC	EMA
2012	Ford	Escape	L	EMA
2013	Ford	F-250	FC	EMA
2017	Ford	Explorer	PC	EMA
2017	Ford	Explorer	PC	EMA
2019	Pierce	Custom Saber Fr	FT	EMA
2005	Ford	Cutaway	AMB	EMA Support
1981	Chevrolet	CC7D042	FT	EMA/Fire Rescue
1986	Ford	C800D	FT	EMA/Fire Rescue
1989	Spartan	Fire Truck	FT	EMA/Fire Rescue
1991	Blue Bird	Bus	B	EMA/Fire Rescue
1992	Ford	F-700	FT	EMA/Fire Rescue
1994	GMC	C7H042	FT	EMA/Fire Rescue
1995	Pierce	Saber	FT	EMA/Fire Rescue
1995	Pierce	Saber	FT	EMA/Fire Rescue
1996	Ford	F-800	FT	EMA/Fire Rescue
1997	Ford	F-450	AMB	EMA/Fire Rescue
1998	Pierce	4900 4X2	FT	EMA/Fire Rescue
2000	International	Navistar	FT	EMA/Fire Rescue
2000	International	Navistar	FT	EMA/Fire Rescue
2001	International	4900 4X2	FT	EMA/Fire Rescue



2001	International	4900 4X2	FT	EMA/Fire Rescue
2001	International	4900 4X2	FT	EMA/Fire Rescue
2001	International	Navistar	FT	EMA/Fire Rescue
2001	International	Navistar	FT	EMA/Fire Rescue
2001	InternationalPierce.	Navistar	FT	EMA/Fire Rescue
2001	International	Navistar 4000 Series	FT	EMA/Fire Rescue
2001	International	Navistar 4000 Series	FT	EMA/Fire Rescue
2006	R-Vision Travel Trailer	Trail Cruiser	TR	EMA/Fire Rescue
2008	Ford	F-550	FT	EMA/Fire Rescue
2009	Ford	F-550	AMB	EMA/Fire rescue
2010	Ford	F-550	FT	EMA/Fire Rescue
2014	Ford	F-150	L	Environmental
2001	Chevrolet	S-10	L	Golf
2002	Ford	Truck	L	Golf
2011	Ford	Goshen	SSV	Jones County Ext. Office (4H)
2008	Ford	E350	L	Jones Senior Center
2011	Ford	Cutaway GCII	SSV	Jones Senior Center
2002	Chevrolet	1500	L	Parks and Rec
2005	Chevrolet	Colorado	L	Parks and Rec
2005	Ford	Crown Vic	PP	Parks and Rec
2006	Chevrolet	Colorado	L	Parks and Rec
2006	Chevrolet	Tahoe C1500	L	Parks and Rec
2008	Ford	Ranger	L	Parks and Rec
2016	Ford	F-250	L	Parks and Rec
2003	Chevrolet	Silverado	L	Parks and Rec.
2002	Chevrolet	1500	L	Planning & Zoning
2004	Chevrolet	1500	L	Planning & Zoning
2019	Ford	F150	L	Planning & Zoning
1986	GMC	Brigadare	H	Public Works
1994	Ford	F-250	L	Public Works
1995	Mack	Dump Truck	H	Public Works
1997	Ford	F-250	L	Public Works
1998	GMC	6500	PC	Public Works
1998	Ford	DRW Super Duty	H	Public Works
1999	Ford	F-350	M	Public Works
1999	Freightliner	Truck	STRC	Public Works
2000	Ford	F-150	L	Public Works
2001	Chevrolet	1500	L	Public Works
2001	Chevrolet	1500	L	Public Works



2003	International	4300 Fuel Truck	H	Public Works
2003	Chevrolet	Box Dump	M	Public Works
2004	International	7600	H	Public Works
2005	International	4300 DT	H	Public Works
2005	International	4300 DT	H	Public Works
2005	International	7600	H	Public Works
2005	International	7600	H	Public Works
2005	Silverado	Crew Cab	L	Public Works
2005	Chevrolet	Silverado	L	Public Works
2005	Chevrolet	Silverado	L	Public Works
2005	Chevrolet	Silverado	L	Public Works
2005	Chevrolet	Silverado	L	Public Works
2006	Ford	Crown Vic	PP	Public Works
2007	Ford	F-750	H	Public Works
2007	Ford	F-750XL	H	Public Works
2008	Peterbilt	340	STRC	Public Works
2008	Ford	Crown Vic	PP	Public Works
2008	Ford	Ranger XLT	L	Public Works
2017	Ford	F-150	L	Public Works
2017	Ford	F-150	L	Public Works
2017	Ford	F-150	L	Public Works
2017	Ford	F-150	L	Public Works
	Ford	F-350	M	Public Works
2004	Volvo	Roll Off	H	Sanitation
2004	Freightliner	Roll Off	H	Sanitation
2008	Peterbilt	328 Roll Off	STRC	Sanitation
2019	Mack	GU64FR64F	H	Sanitation
2020	Mack	GR64FR	H	Sanitation
1994	Mack	Roll Off	M	Sanitation
1984	Chevrolet	Blazer	PC	Sheriff
1984	Chevrolet	Blazer	PC	Sheriff
1984	Chevrolet	Step Van	PC	Sheriff
1985	Chevrolet	Blazer	PC	Sheriff
1985	Chevrolet	Pickup	PC	Sheriff
1986	Chevrolet	C30	PC	Sheriff
1988	Chevrolet	S-10	L	Sheriff
1988	Chevrolet	S-10	L	Sheriff
1989	Blue Bird	Bus	B	Sheriff
1989	AM General	Humvee	PC	Sheriff
1991	Chevrolet	Crew Cab	L	Sheriff
1993	Ford	F-350	PC	Sheriff





1994	AM General	Humvee	PC	Sheriff
1996	Ford	Econoline	L	Sheriff
1997	Ford	F-150	L	Sheriff
1997	Ford	Taurus Wagon	L	Sheriff
1997	Crime Scene	Van	PC	Sheriff
1998	Ford	Lgt Conv. Truck	PC	Sheriff
1999	Ford	F-150	PC	Sheriff
2002	Ford	Explorer	PC	Sheriff
2003	Toyota	Camry Solara	PP	Sheriff
2003	Ford	Expedition	PC	Sheriff
2004	Dodge	Durango	L	Sheriff
2004	Savannah	Truck	L	Sheriff
2005	Ford	Crown Vic	PC	Sheriff
2005	Harley Davidson	FLHPI MC	MC	Sheriff
2006	JAG	Camper Trailer	TR	Sheriff
2006	Ford	Econoline Wagon	L	Sheriff
2006	Unknown	Trail Vision Camper	PC	Sheriff
2007	Ford	F-350	PC	Sheriff
2008	Honda	Accord	PC	Sheriff
2008	Dodge	Charger	PC	Sheriff
2008	Ford	Crown Vic	PC	Sheriff
2008	Ford	Crown Vic	PC	Sheriff
2008	Am General	Humvee	PC	Sheriff
2008	Am General	Humvee	PC	Sheriff
2008	Hyundai	Tiberion	PP	Sheriff
2010	Chevrolet	Tahoe	PC	Sheriff
2010	Chevrolet	Tahoe	PC	Sheriff
2011	Dodge	Charger	PC	Sheriff
2011	Dodge	Charger	PC	Sheriff
2011	Chevrolet	Tahoe	PC	Sheriff
2012	Ford	Explorer	PC	Sheriff
2012	Ford	Explorer	PC	Sheriff
2012	Ford	Explorer	PC	Sheriff
2012	Ford	F-150	PC	Sheriff
2012	Chevrolet	Tahoe	PC	Sheriff
2012	Chevrolet	Tahoe	PC	Sheriff
2013	Dodge	Charger	PC	Sheriff
2013	Dodge	Charger	PC	Sheriff
2013	Dodge	Charger	PC	Sheriff
2013	Dodge	Charger	PC	Sheriff
2013	Dodge	Charger	PC	Sheriff



2013	Dodge	Charger	PC	Sheriff
2014	Dodge	Charger	PC	Sheriff
2014	Dodge	Charger	PC	Sheriff
2014	Dodge	Charger	PC	Sheriff
2014	Dodge	Charger	PC	Sheriff
2014	Dodge	Charger	PC	Sheriff
2014	Ford	Explorer	PC	Sheriff
2015	Ford	Explorer	PC	Sheriff
2015	Ford	Explorer	PC	Sheriff
2015	Ford	Explorer	PC	Sheriff
2015	Ford	Explorer	PC	Sheriff
2015	Ford	Explorer	PC	Sheriff
2015	Ford	Explorer	PC	Sheriff
2016	Dodge	Charger	PC	Sheriff
2016	Dodge	Charger	PC	Sheriff
2016	Dodge	Charger	PC	Sheriff
2016	Dodge	Charger	PC	Sheriff
2016	Dodge	Charger	PC	Sheriff
2016	Dodge	Charger	PC	Sheriff
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2018	Dodge	Charger	PC	Sheriff
2018	Dodge	Charger	PC	Sheriff
2018	Dodge	Charger	PC	Sheriff
2018	Dodge	Charger	PC	Sheriff
2018	Chevrolet	Tahoe	PC	Sheriff
2019	Dodge	Charger	PC	Sheriff
2019	Dodge	Charger	PC	Sheriff
2019	Dodge	Charger	PC	Sheriff
2019	Dodge	Charger	PC	Sheriff
2019	Dodge	Durango	PC	Sheriff
2019	Chevrolet	Tahoe	PC	Sheriff
	MRAP Military	Armored vehicle	H	Sheriff
2005	Ford	Crown Vic	PC	Sheriff
2007	Ford	Crown Vic	PC	Sheriff



2009	Ford	Crown Vic	PC	Sheriff
2005	Chevrolet	Trailblazer	L	Tax Assessor
2010	Ford	F-150	L	Tax Assessor
2019	Ford	Explorer	L	Tax Assessor
2011	Ford	Goshen	SSV	Transit
2017	Ford	Startrans E350	SSV	Transit
2017	Ford	Startrans E350	SSV	Transit
1989	Ford	F-800	H	Water
1997	Ford	F-250	L	Water
2007	Ford	F-150	L	Water
2008	Ford	Crown Vic	PP	Water
2008	Ford	F-650	H	Water
2008	Chevrolet	Silverado	L	Water
2013	Ford	F-150	L	Water
2014	Ford	F-150	L	Water
1998	International	Navistar	L	Water
2006	Chevrolet	Colorado	L	Water
2013	Ford	F-150	L	Water

### Equipment

Year	Make	Description	Department
	Hustler	Trailer..Utility ..Model BP510	Animal Control
2006	Shelby 5101	6' x 16' Utility Trailer	Building Maintenance
	Homemade	Trailer...4' x 8' utility trailer	Building Maintenance
	Horton Hauler	Trailer..Enclosed 6' x 14'	Building Maintenance
		5' x 8' Utility Trailer	Building Maintenance and P & R
	Genie AW-24	Man Lift	Building Maintenance and P & R
2016	John Deere	Mower..Zero Turn 48"	EMA
2010	Fireblast	MTS Trainer	EMA
	Homemade	Trailer ...6' x 12' Dual axle trailer	EMA
2016	Freedom	Trailer 7 x 12.5	EMA
2011	John Deere	22B Greensmower Trailer	Golf
2011	John Deere	2500 Reel Mower	Golf
2010	John Deere	2500E	Golf
2018	Cushman Hauler	800 x Gas cart	Golf
2012	John Deere	8000 Reel Mower	Golf
2009	John Deere	8800 All Terrain Cut	Golf
	Buffalo Blower	ckb	Golf
	EZ Go	Cushman	Golf



	EZ Go	Cushman	Golf
2009	John Deere	Gator	Golf
	Toro	Green Mower	Golf
	Smithco	Green Roller	Golf
2008	John Deere	Mower...Precision Cut 8500	Golf
2005	John Deere	Mower...Tri-Plex 2653A	Golf
	John Deere	Sprayer	Golf
	Dakota	Top Dresser	Golf
2011	John Deere 8800	Tractor	Golf
2007	John Deere	Tractor 4520	Golf
2001	John Deere	Tractor...5220 Utililty	Golf
	Theo's Muffler and TraileTrailer...6'	x 10' utility trailer	Golf
2018	EZ-GO	TXT Gas Golf Carts..50 each	Golf
2011	John Deere	Utility Tractor	Golf
	Toyota	Forklift Model 42-5FG15	Keep Jones Beautiful
2015	Toro HDX Auto	Workman UTV	Parks and Rec
2009	John Deere	Mower..8800 Terrain Cut	Parks and Rec
2012	John Deere	1200 Hydro Bunker Rake	Parks and Rec
	John Deere	1200a Bunker Rake	Parks and Rec
2018	Cushman Hauler	800 x Gas cart	Parks and Rec
2011	John Deere	8800 Terrain Cut Mower	Parks and Rec
1989	John Deere	970 Tractor	Parks and Rec
1989	John Deere	970 Tractor	Parks and Rec
	John Deere	970 Tractor Utility	Parks and Rec
2010	John Deere	Bunker Rake	Parks and Rec
	John Deere	Bunker Rake	Parks and Rec
	John Deere	Gator...Pro Gator with sprayer	Parks and Rec
2014	Grasshopper	Mower 61 Inch cut	Parks and Rec
2013	Grasshopper	Mower...72 inch cut	Parks and Rec
2013	Grasshopper	Mower...72 inch cut	Parks and Rec
2009	John Deere	Mower..8800 Terrain Cut	Parks and Rec
2012	John Deere	Mower..8800 Terrain Cut	Parks and Rec
2012	Homemade	Trailer 6' x 12'	Parks and Rec
	Homemade	Trailer 6.5' x 12'	Parks and Rec
2013	Superor	Trailer 6'10" x 10"Parks	and Rec
2012	John Deere	Trailer....22B	Parks and Rec
	Theo's Muffler and TraileTrailer...6'	x 10' Dual axle utility trailer	Parks and Rec
2010	Homemade	Trailer...7' 8"x 17'	Parks and Rec
	Brown	Trailer...7' x 20' gooseneck	Parks and Rec
2015	John Deere	Z920 M Zero Turn Mower	Parks and Rec
2018	John Deere	5075E Utility Tractor	Public Works



2018	John Deere	5090E Utility Tractor	Public Works
1997	Champion	840 Steel Pump Roller x100787x	Public Works
2012	Aspault Zipper	Asphalt Zipper AZ-500B	Public Works
2004	Caterpillar	Backhoe...Cat	Public Works
2003	Caterpillar	Backhoe...Cat 420 D	Public Works
2005	Caterpillar	Backhoe...Cat 420 D	Public Works
2006	John Deere	Backhoe...JD 310SG	Public Works
1991	Caterpillar	Dozer D6 Cat	Public Works
2008	Caterpillar	Dozer D6 KXLARO	Public Works
2015	Hooper	Flatbed Trailer	Public Works
2008	Superline	Flatbed Trailer	Public Works
	Drexel	Forklift..R60SL	Public Works
	Caterpillar	Hammer attachment H115S	Public Works
2018	John Deere	HX15 Flex Wing Mower	Public Works
2018	John Deere	HX7 Rotary Mower	Public Works
	Buffalo Turbane Blower	Large Blower	Public Works
1994	Caterpillar	Loader...928F Front End Loader	Public Works
1995		Lowboy	Public Works
2003	Caterpillar	Motor Grader...12H	Public Works
2003	Caterpillar	Motor Grader...12H	Public Works
2003	Caterpillar	Motor Grader...12H	Public Works
2011	Komatsu	Motor Grader...555	Public Works
2011	Caterpillar	Motorgrader...12M	Public Works
1998	John Deere	Motorgrader...JD 670B	Public Works
2011	Hustler	Mower...23 Hp...48" cut	Public Works
2013		Mower...Side mower for New H.Tractor ser. no. 0239	Public Works
	Sakai	Roller...Vibratory Asphalt Roller	Public Works
2014	Hamm	Roller..Packer roller	Public Works
unk	Core Cut	Saw...Asphalt saw... cc1800	Public Works
2011	Caterpillar	Skid Steer track loader	Public Works
unk	Laymor	Sweeper...8ch broom	Public Works
2006	Dura Patcher	Tar Wagon...Orange in color	Public Works
	Caterpillar	Trackhoe...315CL	Public Works
2006	Caterpillar	Trackhoe...315CL	Public Works
2007	Caterpillar	Trackhoe...320CL	Public Works
2013	John Deere	Tractor and Side Arm Mower	Public Works
2013	New Holland	Tractor T5050	Public Works
2001	John Deere	Tractor...5220 Utility	Public Works
2006	John Deere	Tractor...JD 5303	Public Works
2006	John Deere	Tractor...JD 5303	Public Works
	Homemade	Trailer...5' x 10' Utility trailer	Public Works



2009	Homemade	Trailer...7 x 11 Dual axle	Public Works
2005	Superline	Trailer...Dual axle equipment trailer	Public Works
		Trailer...Dual Axle for Asphalt Zipper	Public Works
2005	Superline	Trailer...Dual axle trailer for equipment	Public Works
unknowHonda		4 Wheeler	Sheriff
	Haulmark	Trailer	Sheriff
	Hooper	Trailer	Sheriff
2012	RU2FAST	Trailer..Speed trailer	Sheriff
2019	Caterpillar	305E Mini Excavator	Water
	Caterpillar	Backhoe...Cat	Water
1991	John Deere	Backhoe...JD	Water
1998	New Holland	Backhoe...NH	Water
1998	Mighty Mole	Boring Machine	Water
	Drexel	Forklift	Water
2018	Ditchwitch	Hydroexcavator MV800	Water
2017	J-Bar	Rotary Mower	Water
	Homemade	Trailer...Pipe Trailer	Water
2000	Butler	Trailer...Trencher mounted on trailer...8 x 15	Water
2007	Superline	Trailer...Used to haul equipment on 1E9DE20267A283220	Water
2006	Theo	Trailer...Utility trailer 5 x 10	Water
	Vermeer	Trencher	Water
	Massey Ferguson	Tractor...MF	Water



## **EXHIBIT B – TECHNICAL SPECIFICATIONS**

### **1. OVERVIEW**

- g. Contractor shall provide vehicle maintenance and repair services for the County-owned vehicles as listed in Exhibit A – County Vehicle Schedule, which may be amended from time to time. Contractor shall perform general and preventative maintenance (PM), routine repair, and emergency repair services, including tracking, scheduling, performing and following up on all regular preventative maintenance work and routine and major repairs.
- h. Contractor shall maintain County Vehicles included in this Agreement in an operable and safe condition and to the highest professional standards, in accordance with all manufacturers’ servicing recommendations necessary to maintain the full benefit of the fleet and all associated manufacturers’ warranties, and in compliance with all applicable laws and regulations. All work performed or equipment and parts supplied by the Contractor shall be subject to inspection and approval of the designated County Representative. Failure to pass inspection on any maintenance, repair, or service item shall result in non-payment for that item until such time that the Contractor can present the item to the County in an acceptable form.
- i. Unless otherwise specified herein, the Contractor shall provide all supplies, parts, personnel, equipment, tools, materials, supervision, and other items or services necessary to perform the motor vehicle maintenance functions as defined in these Technical Specifications. All supplies and materials shall be OEM quality.
- j. Upon contract award, the County shall provide Contractor with the names and contact information of all County Representatives authorized to make decisions about work to be completed. Contractor shall not begin work on a vehicle without prior approval from a designated County Representative.
- k. Work shall occur at the Contractor’s maintenance facility, or, if pre-arranged, in the field as needed.
- l. The Contractor shall provide an experienced, competent superintendent who will be responsible for effectively supervising all work in progress. In addition to supervision of work in progress, the Superintendent must be capable of instructing his/her subordinates in correct and proper maintenance and safety techniques.
- m. Services by the Contractor shall comply with all safety, environmental and other applicable laws and regulations, including all required recordkeeping and reporting related to such compliance. The Contractor is responsible for the proper disposal of all waste materials generated in the performance of this contract. All hazardous material



will be disposed of in accordance with applicable laws and regulations. Appropriate records shall be maintained and available for inspection by the County within two (2) business days.

- n. The Contractor must give all Jones County maintenance requests top priority attention. The Contractor shall provide a turn-around time of one business day for Preventative Maintenance Services, plus any routine repair services resulting from the Preventative Maintenance Services, and any simple repairs. Contractor shall provide a turn-around time of two business days for major repairs, or as agreed upon by the County Representative.
  - o. The designated County Representative(s) shall have access at all times to work completed or in progress and shall be furnished with all reasonable means and facilities for ascertaining the progress of work and the quality of the materials used. All work performed and all materials furnished shall be subject to the County Representative(s)' inspection and approval. Any item not meeting the County Representative(s)' complete satisfaction shall be replaced immediately.
  - p. Defective work or materials shall be made good, and unsuitable material may be rejected notwithstanding the fact that such defective work and unsuitable materials have been previously inspected by the County Representative(s) and accepted. All work, which is determined by the County Representative(s) to be defective in its construction or is deficient in any way, shall be remedied or removed by the Contractor at his expense in a manner acceptable to the County. The County's Public Works Director or his/her designee shall decide all questions that may arise regarding the quality or acceptability of materials furnished or work performed, the manner of performance and rate of progress of the work, and the acceptable fulfillment of the contract. The Public Works Director's decision shall be final.
  - q. The Contractor or Agency shall provide replacement and repair (if applicable) of vehicle tires in accordance with the County of Lomita needs. Disposal of unserviceable tires shall be the Contractor's responsibility in accordance with approved environmental procedures.
  - r. The Contractor shall ensure that employees have current and valid professional certifications before operating County vehicles. Vehicle drivers must be licensed by the State of California to operate vehicles used in the performance of this contract on federal, state, and local highway systems.
2. PREVENTATIVE MAINTENANCE (PM)
- a. Preventive maintenance (PM) is a term used to describe the performance of regularly scheduled maintenance procedures of a vehicle to prevent the possibility of malfunctions. The County strives to maintain all vehicles in the best possible operational





conditions. This should be accomplished by adhering to and/or exceeding the manufacturer's recommended minimum maintenance requirements.

- b. PM MINOR SERVICE (every 5,000 miles) – All vehicles EXCEPT Heavy Equipment
- i. Drain and replace engine oil. Replace oil filter.
  - ii. Lubricate and give suspension system “look and shake” inspection. Visually inspect the shocks for leaks.
  - iii. Inspect and replace (if needed) the air filter and cabin air filter (if equipped).
  - iv. Inspect the exterior of the vehicle for damage, check the windows/mirror for cracks or dings, and check that the license plates are secured on the front and rear.
  - v. Inspect operation of all directional signals and lights, including all interior and exterior lights.
  - vi. Inspect operation of all instruments and gauges.
  - vii. Inspect operation of heat/defroster and air conditioner. Visually inspect all interior knobs and handles (doors, locks, dash panel).
  - viii. Inspect operation of safety equipment: horn and seat belts.
  - ix. Inspect operation of the parking brake.
  - x. Inspect operation and lube the hood latch and door locks.
  - xi. Inspect operation of the transmission and check the fluid level. Fill with the specified transmission fluid if needed, as suggested by the manufacturer.
  - xii. Inspect the wiper blades and wiper arms. Fill the window wash reservoir, as needed.
  - xiii. Inspect operation of brakes and/or air brake system, and fluid levels, fill as needed. Visually inspect and clean the calipers, wheel cylinders, rotors, drums, and brake lining. Record the approximate front and rear remaining lining wear in percentage remaining terms (30% remaining). Brakes should be replaced if less than an estimated 35% remains in brake-lining life.
  - xiv. Inspect the steering operation. Inspect the power steering fluid level and fill as needed.
  - xv. Inspect for coolant leaks in the radiator or hoses. Tighten hose clamps as needed. Inspect the coolant level in the reservoir and fill as needed.
  - xvi. Inspect the battery water level and fill, if needed. Clean the battery cables and terminals if needed.
  - xvii. Inspect condition of the engine mounts.
  - xviii. Inspect the condition and tension of all belts and hoses.
  - xix. Inspect and clean or replace the PVC valve, if needed.
  - xx. Inspect fuel lines, hoses, and fittings for leaks and tighten as required.
  - xxi. Inspect tire wear, tread depth and air pressure, fill if needed.
  - xxii. Inspect condition of wheels, lug nuts, and studs.
  - xxiii. Inspect condition of drive line and U-joints. Lube as required.
  - xxiv. Inspect exhaust system for leaks.
  - xxv. Inspect condition of the frame and cross members.
  - xxvi. Attach sticker that shows mileage of next service due.



- c. PM MAJOR SERVICE (30,000 mile service) – All Vehicles EXCEPT Heavy Equipment
  - i. Perform all items from the PM minor service checklist, plus:
    - 1. Perform a pressure check of the coolant system for leaks.
    - 2. Replace the air, cabin, and fuel filters.
    - 3. Perform a complete system check to include the ignition/timing, the charging voltage, charging amperage and the cranking amperage. The results must be recorded on the PM checklist.
    - 4. Drain the transmission fluid, replace the filter, adjust the transmission bands (if required) and replace the pan gasket. Fill transmission with manufacturer required type and specified amount of transmission fluid. Road test should be performed to ensure the fluid is circulated and that the bands are adjusted properly to have a smoothly operating vehicle.
    - 5. Replace all spark plugs, spark plug wires, distributor cap and rotor, and PVC valve with new OEM parts.
    - 6. Drain engine coolant and replace with new OEM coolant.
    - 7. Remove thermostat and gasket and replace with new OEM part.
    - 8. Pressure test coolant system, check for leaks and tighten all hose clamps and fittings.
    - 9. Inspect differential fluid level and fill as needed with manufacturer recommended fluid.
    - 10. Inspect transfer case fluid level and fill as needed with manufacturer recommended fluid.
    - 11. A road test shall be performed for each preventive service performed for diagnosing problems, checking the effectiveness of repairs and for testing the overall operation of the vehicle.
- d. PM – Heavy Equipment
  - i. 250-Hour Service
    - 1. Change engine oil and filter
    - 2. Inspect and clean engine crankcase breather
    - 3. Inspect and clean engine air filters
    - 4. Visually check intake and exhaust system for leaks
    - 5. Inspect fan and alternator belts; adjust if necessary
    - 6. Lubricate machine; service all grease fittings.
    - 7. Check coolant level in radiator and test antifreeze.
    - 8. Inspect cooling system for leaks and fill if necessary
    - 9. Check transmission and differential housings; check oil level and fill if necessary.
    - 10. Check hydraulic system for leaks and fill if necessary.
    - 11. Check gear oil compartments for leaks and fill if necessary
    - 12. Drain moisture and sediment from fuel tank and inspect for leaks
    - 13. Drain moisture and sediment from air reservoir and inspect for leaks
    - 14. Inspect seat belt for damage or expiration.
    - 15. Verify operation of alarms, indicators and gauges.
    - 16. Verify operation of back-up alarm and lights.



17. Check inflation pressure of tires and fill if necessary.
18. Check operation of brake system and fill fluid level if necessary.
- ii. Inspect batteries, cables and terminals and fill if necessary.
- iii. Verify operation of air conditioning and clean cab filters.
- iv. Visually inspect ground engaging tools (GET) and undercarriage.
- v. Inspect hydraulic cylinders for leaks or damage.
- vi. Inspect glass, doors, latches and body panels for damage.
- vii. Check operational performance of machine.
- viii. Fluid analysis of engine oil.
- ix. Attach sticker that shows mileage of next service due.
- e. 500-Hour Service
  - i. All items in 250-hour service Plus:
    1. Inspect secondary engine air filters and change primary engine air filter.
    2. Inspect and clean fuel tank cap and fill screen.
    3. Change fuel system filter and clean primary bowl and screen.
    4. Change transmission oil and filter; clean breather.
    5. Change hydraulic tank filter and clean screen.
    6. Fluid analysis of oil compartments and coolant.
- f. 1000-Hour Service
  - i. All items in 250-Hour Service and 500-Hour Service Plus:
    1. Replace coolant filter (if equipped)
    2. Inspect air dryer (if equipped)
    3. Inspect Rollover protective structure.
- g. 2000-Hour Service
  - i. All items in 250-Hour Service, 500-Hour Service, and 1000-Hour Service plus
    1. Change antifreeze except when coolant is ELC
      - a. When ELC add ELC extender @ 3000 hour intervals
    2. Change oil in hydraulic tank and change filter.
    3. Change oils in gear oil compartments.

### 3. REPAIRS

#### a. RECOMMENDED REPAIRS

- i. As a result of PM Service, the Contractor may make recommendations for further repair service. The Contractor shall support their recommendations for such repair work by using diagnostic statistics, accepted performance standards, vehicle history records, mileage, and other customary means. Necessary repairs identified by the contractor must be submitted in writing with a cost estimate to the County's designated representative. No repair work shall occur prior to authorization by the County's designated representative.

#### b. UNSCHEDULED REPAIRS

- i. Non-routine maintenance and repairs, other than emergencies, will be handled by appointment through the County Representative. If a County employee contacts the Contractor about a vehicle requesting service without prior



notification to the Contractor from the appropriate County Representative, the Contractor shall call the County Representative for instructions. If a County vehicle has a breakdown or is in need of delivery or towing after hours, the Contractor shall contact the County Representative for instructions.

#### 4. SUBCONTRACTORS

- a. The County's preference is for the Contractor to have the ability to perform all required services. However, work may be subcontracted provided the following requirements are met. Contractor shall not subcontract any portion of the services provided for herein without prior written approval of the County. Where written approval is granted by the County, Contractor shall supervise all work subcontracted by Contractor and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work to subcontractors shall not relieve Contractor from any of its obligations under this Agreement with respect to the Services. Contractor is obligated to ensure that any and all subcontractors performing any Services shall be fully insured in all respects and to the same extent as set forth in the Professional Services Agreement.
- b. The County reserves the right to disapprove the use of any Subcontractor and to review the qualifications of any Subcontractor for working on County Vehicles and Equipment when necessary to protect the rights, liabilities, and interests of the County. The Contractor shall have full responsibility for the correction of any work performed by the Subcontractor found to be faulty whether or not the County has conducted a review of the Subcontractor's qualifications for performance of such work. The charges for subcontracted services to the County shall be the amount of the subcontractor's invoice for services performed, or the contract price, whichever is less. There shall be no mark-up of the Subcontractor's billing by the Contractor. The coordination and management of work by the Subcontractor shall be performed by the Contractor and be included in the base bid for the contract.



### Exhibit C – Proposer’s Statement of Qualifications Form

Please provide requested information in full. Proposers who do not provide the requested information or submit a full and complete Cost Proposal (Exhibit D) may have their proposal deemed unresponsive during the selection process. All information provided by the proposer will be subject to verification by the County.

#### I. CONTRACTOR INFORMATION

The primary contact shall be the person with the authority to negotiate contracts with the County.

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

Primary Contact and Title: \_\_\_\_\_

Legal Address of Contractor: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

#### II. LIST OF SUBCONTRACTORS

Provide a list of all subcontractors to perform work on this contract, including relevant licenses, permits, and certifications.

Subcontractor Name	Work to be Performed	Licenses, Certifications, Permits

#### III. CONTRACTOR’S AND SUBCONTRACTOR’S QUALIFICATIONS

Describe the experience your shop has in providing fleet maintenance services, including any relevant work for governmental agencies. Include a description of Contractor’s and any subcontractor’s core-competency and experience with similar work that is described in the Technical Specifications (Exhibit B). Attach a separate sheet, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**IV. LICENSES AND CERTIFICATIONS**

Provide a listing of any relevant certifications, permits, or licenses for Contractor's or subcontractor's personnel and equipment use. Include the license number and type and indicate whether the license is held by the Contractor or subcontractor.

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**V. HEAVY EQUIPMENT**

Describe any experience and/or certifications your shop has for servicing heavy equipment, such as backhoes, skid steers, trackhoes or similar.

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**VI. SHOP OPERATIONS**

Number of employees: \_\_\_\_\_ Number of years in business: \_\_\_\_\_

Describe if and how your shop will provide secured parking for County vehicles left overnight:

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How will you meet the required turnaround time for PMs and service repairs?

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Describe how your shop ensures that diagnostic assessments and repair recommendations are necessary.

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Do you use OEM or aftermarket parts for repairs? \_\_\_\_\_



**Exhibit D – Cost Proposal Form**

ITEM DESCRIPTION	COST PER VEHICLE PER SERVICE
<b>PM MINOR SERVICE</b>	
Passenger Vehicles	
Trucks/Vans	
Super Duty Trucks	
<b>PM MAJOR SERVICE</b>	
Passenger Vehicles	
Trucks/Vans	
Super Duty Trucks	
<b>HOURLY LABOR RATE</b>	
Passenger Vehicles	
Trucks/Vans	
Super Duty Trucks	
<b>PM - HEAVY EQUIPMENT</b>	
Skid Steer (or Similar)	
Backhoe (or Similar)	
Trackhoe (or Similar)	
<b>OTHER ITEMS</b>	
EMERGENCY CALL OUT (per occurrence)	
REMOVE/REPLACE TIRE WITH BALANCE	
MARKUP ON PARTS/MATERIALS – Percentage (%)	

The Contractor affirms that in the event they are selected as the successful Contractor, all work will be performed in the specified manner and under the terms and conditions specified at the prices listed above.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **References**

**Government/Company:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_

**Date of Project:** \_\_\_\_\_

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**Government/Company:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_

**Date of Project:** \_\_\_\_\_

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**Government/Company:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_

**Date of Project:** \_\_\_\_\_



## Contractor Insurance Requirements

**Contractor's Insurance Provisions:** During the life of the contract and for such additional time as may be required, the contractor will provide, pay for, and maintain in full force and effect the insurance outlined here for coverage at not less than the prescribed minimum limits of liability, covering the contractor's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

**Certificate of Insurance:** Before starting work, the contractor will give the owner a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverage required here are in effect and specifying that the liability coverage are written on an occurrence form and that the coverage will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without 60 days advance written notice to:

Jones County Board of Commissioners  
P. O. Box 1359  
Gray, Ga. 31032

Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the owner to identify a deficiency from evidence provided will not be construed as a waiver of the contractor's obligation to maintain such insurance.

The acceptance of delivery by the owner of any certificate of insurance evidencing the required coverage and limits does not constitute approval or agreement by the owner that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements.

If the contractor fails to maintain the insurance as set forth here, the owner will have the right, but not the obligation, to purchase said insurance at the contractor's expense. Alternately, the contractor's failure to maintain the required insurance may result in termination of this contract at owner's option.

**Insurance Primary:** All coverage required of the contractor will be primary over any insurance or self-insurance program carried by the owner.

**No Reduction or Limit of Obligation:** By requiring insurance, the owner does not represent that coverage and limits will necessarily be adequate to protect the contractor. Insurance affected or procured by the contractor will not reduce or limit the contractor's contractual obligation to indemnify and defend the owner for claims or suits which result from or are connected with the performance of this contract.

**Duration of Coverage:** All required coverage will be maintained without interruption during the entire term of this contract and following final acceptance of the property by the owner.



**Subcontractor's Insurance:** The contractor will cause each sub-contractor employed by contractor to purchase and maintain insurance of the types specified below. When requested by the owner, the contractor will furnish copies of certificates of insurance evidencing coverage for each subcontractor.

**Insurance Limits and Coverage:** To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions, and coverage of Insurance Service Office (ISO) policies, forms, and endorsements.

If the contractor has any self-insured retentions, or deductible under any of the following minimum required coverage, the contractor must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductible and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductible will be the contractor's sole responsibility.

**Commercial General Liability:** The contractor will maintain commercial general liability insurance covering all operations by or on behalf of the contractor on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits and coverage:

Minimum limits:           \$1,000,000 each occurrence  
                                  \$2,000,000 general aggregate with dedicated limits per project site  
                                  \$2,000,000 products and completed operations aggregate

**Worker's Compensation:** Contractor's that have employees, sub-contractors, helpers, assistants, or individuals providing assistance on the contract work will maintain workers' compensation covering them during the term of this contract.

Minimum limits:           Workers' compensation –Statutory Limit  
                                  Employer's liability:  
  \$100,000 bodily injury for each accident  
  \$100,000 bodily injury by disease for each employee  
  \$500,000 bodily injury disease aggregate



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

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

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

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

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_, 202\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

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

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



**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with ( \_\_\_\_\_ - name of contractor) on behalf of (Jones County ) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_, 202\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

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

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



**Affidavit Verifying Status  
County Public Benefit Application  
Jones County Board of Commissioners**

By executing this affidavit under oath, as an applicant for a Jones County Georgia Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Jones County Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one) for \_\_\_\_\_ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

\_\_\_\_\_

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\*

\_\_\_\_\_

Alien Registration number for non-citizens

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

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

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_



**OPTIONAL — FOR NON-BIDDERS ONLY**

**JONES COUNTY BOARD OF COMMISSIONERS – PURCHASING DEPARTMENT  
NO BID STATEMENT**

In an effort to make the procurement of goods and services for the County as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated. Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

- Specifications - Restrictive, too light", unclear, specialty item, geared toward one (1) brand or manufacturer only. *(Please explain in detail below).*
- Manufacturing - Unique item, production time for model has expired, etc.
- Bid Time - Insufficient time to properly respond to bid or proposal.
- Delivery Time - Specified delivery time cannot be met.
- Payment - Payment terms unacceptable. *(Please be specific)*
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - Remove our firm from your bidders list for the particular commodity or service.
- Keep - Please keep our company on your bidders list for future reference.
- Project is: \_\_\_\_/ Too Large \_\_\_\_\_ / Too Small \_\_\_\_\_/ Site or Location is Too Distant
- Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. *(Please be specific)*
- Our company would only be interested in this project as a subcontractor or supplier.

**VENDOR STATEMENT:**

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Bid Description: \_\_\_\_\_

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

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

Company Official Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**JONES COUNTY BOARD OF COMMISSIONERS – PURCHASING DEPARTMENT**  
**(478) 986-6405 x 1161**  
[leslie.faulk@jonescountyga.org](mailto:leslie.faulk@jonescountyga.org)