

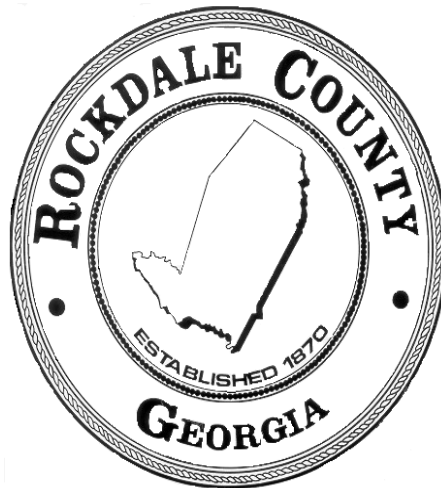
REQUEST FOR PROPOSALS

No. 21-06

ROCKDALE COUNTY, GEORGIA

March 24, 2021

Home Delivered Meals for the Senior Services Division for the General Services Department



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for the **Home Delivered Meals for the Senior Services Division of the General Services Department.** Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at meagan.porch@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: meagan.porch@rockdalecountyga.gov

To maintain a “level playing field”, and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

PROPOSAL COPIES FOR EVALUATION:**Technical Proposal:**

One (1) hard copy, one (1) original hard copy and one (1) USB Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked “Original” and the Copies clearly marked “Copies.”*). Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting. All sealed Proposals and Flash Drives must be submitted to the Rockdale County Finance Department, 958 Milstead Avenue, Conyers, GA 30012 no later than **5:00 P.M., local time, Tuesday, April 27, 2021**. An original copy of the Proposal and an original copy of the Price Proposal Form must be emailed to Meagan.Porch@rockdalecountyga.gov no later than **2:00 P.M., local time on Thursday, April 22, 2021**. *We are not accepting Proposals in person at this time.*

Price Proposal:

One (1) hard copy of the price proposal form is required to be submitted in a separate sealed envelope labeled “Proposal Form” when submitting by mail.

CONTRACT TERM:

The Contract Term will be 1-year (12 months) with the option to renew 4 (four) additional 1-year (12 months) terms.

Because this contract contains four (4) renewal periods and the price of materials is subject to change from year to year, it is appropriate to allow the Contractor to offer price increases prior to the renewal of the contract for the following year. Therefore, 90 days prior to the end of the contract, the Contractor will advise the County in writing of their desire to renew the contract and will provide the County with an updated price list (this should be the same price list from the original bid with any necessary additions

that became evident during the previous year's operations). The County will review the price increases and if necessary, negotiate with the Contractor to finalize pricing. Once both parties have agreed to the contract extension pricing, the County will prepare an Amendment to the original contract outlining the extension period, the new pricing that has been approved by both parties, and any other changes to the contract that become necessary to improve the operational effectiveness of the Agreement.

DUE DATE:

One Original Proposal and One Price Proposal Form must be received by email to Meagan Porch at Meagan.Porch@rockdalecountyga.gov no later than **2:00 P.M., local time, Thursday, April 22, 2021.** Proposals received after this time will not be accepted.

PRE-PROPOSAL CONFERENCE:

There will be a **MANDATORY** Pre-Proposal Conference via Zoom on **Monday, April 5, 2021 at 10:00 A.M., local time.** An Addendum will be posted with the meeting information. Any questions and/or misunderstandings that may arise from this RFP may be asked and answered at the pre-proposal conference; however, oral responses are not authoritative. Proposers are encouraged to review the RFP before attending the pre-proposal conference. Questions received after the pre-proposal conference must be submitted in writing to meagan.porch@rockdalecountyga.gov or at the above address. Mandatory Site Visits will be scheduled with the vendors at this conference. Site visits will be completed by doing a virtual tour via a Zoom. The deadline for all site visits will be **Monday, April 12, 2021 at 5:00p.m., local time.** *Any contractor who intends to submit a proposal is required to attend this meeting and consent to having a site visit completed. The site visit during the COVID pandemic will be conducted virtually through Zoom.*

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to meagan.porch@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Friday, April 15, 2021.** It shall be the proposers responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.

QUANTITIES

The quantities listed in the Proposers Response Schedule are provided as an estimate for proposal purposes. The County will not be obligated to quantities beyond actual needs.

ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at www.rockdalecountyga.gov Bid Opportunities, and scrolling down to the bottom of the page.

QUALIFICATIONS OF OFFERORS:

Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

PROPRIETARY INFORMATION

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA:

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Staffing and Availability – Evaluation of the list of personnel specifically assigned to the RFP proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Organization and Staffing, evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County. **(30%)**
- Experience/Performance – Review of personnel qualifications and experience. Management approach to projects, past performance on projects of similar nature and complexity as the proposed project. Evaluation of client references including but not limited to references submitted in qualification response; overall responsiveness to County's needs. Provider financial capability, qualifications and experience. **(35%)**
- Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. **(10%)**
- Cost (per meal) - **(10%)**
- Value/Quality of Product – Review based quality and appropriateness of product for proposed project. Value and quality of product reviewed for applicability for project **(15%)**.

INSURANCE:

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:	Limits of Liability:
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Professional Liability/General Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012

BONDS:

A Bid Bond is not required for this RFP.

PERMITS:

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.**

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF PROPOSAL:

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

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

INTEREST OF:

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFP No. **21-06** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Telegraphic or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
 - i. Federal I.D. #58-6000882
 - ii. Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

PROJECT SCOPE OF SERVICES

INTRODUCTION

The Rockdale County Board of Commissioners is requesting proposals from qualified Vendors capable of preparing and delivering frozen meals that will Meet the Dietary guidelines for Americans published by the Secretaries of Health and Human Services and Agriculture, and the RDA's (which are now included in the DRI's) established by the Food and Nutrition Board, Institute of Medicine of the National Academy of Sciences. The meals must provide at least one-third of the Recommended Daily Allowances (RDA/DRI's) for older persons 60 years and older. These meals will be delivered to the home of seniors or may also be provided in the form of a shelf-stable meal for emergency uses by seniors in the home-delivered programs, or a combination of such meals type. The nutritional content of therapeutic/modified meals may vary according to the type diet prescribed. Meals served include the following:

Home Delivered Meals

- Lunch---Monday through Friday
- Shelf-Stable Meals (2 per client-2 or 3 times per year)
- Pandemic orders (as scheduled)

The successful Vendor will:

- Participate in menu planning activities to review, adjust, and complete the proposed menu cycles submitted including obtaining the information from the program participants in the menu planning process.
- Provide delivery schedule and delivery times to requested site
- Complete nutritional analysis performed by a Registered Dietician licensed by the state of Georgia, with the proposed menus to be submitted 45 days prior to the beginning of the cycle.

Vision, Mission, and Values – Rockdale County Board of Commissioners

Vision: “Perfectly positioned community with a rock-solid approach dedicated to excellence in customer service, quality of life, and global economic development”

Mission: “To protect and enhance the general health, safety, and welfare of the public: to provide quality public services, as determined by law and citizen needs, through innovative leadership and teamwork of its citizenry, official and employees to provide services in a fair, respectful, effective and professional manner, consistent with available human, natural, and economic resources.

Values: Professionalism, Responsiveness, Integrity, Dependability, Effectiveness

Restrictions on Communication with Staff

From the issue date of this RFP until a contractor is selected and the selection is announced, Vendors are not allowed to communicate for any reason with any Rockdale County Board of Commissioners and/or Senior Center staff, except through the Issuing Officer named herein. The Rockdale County Board of Commissioners reserves the right to reject the proposal of any Vendor violating this provision. All questions concerning this RFP must be submitted in writing to Meagan Porch at: meagan.porch@rockdalecountyga.gov as the Issuing Officer. No questions will be accepted except in written format. Only written responses will be binding upon the Rockdale County Board of Commissioners.

Definition of Terms

Atlanta Regional Commission (ARC)
Home Delivered Meals (HDM)
Meals on Wheels (MOW)
Notice of Award (NOA)
Request for Proposal (RFP)
Rockdale County Senior Services (RCSS)

Contract Terms

The contract will be on Rockdale County's fiscal year (SFY) basis (January 1 – December 31). The contract will have options to renew after **the original contract term**, additional contract periods with a contract end date of December 31st of each year. The annual renewal of the Vendors contract shall be based on the availability of funds and the Vendors successful contract performance the preceding year. Contract award will be by the issuance of a Notice of Award. Renewals will be accomplished through the issuance of Notice of Award Amendments.

MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be present in the proposal before further consideration will be given. Vendor's response indicates the page number(s) where each mandatory requirement is substantiated.

Vendors Qualification Requirements - List here any mandatory qualifications for this applicant prior to being able to provide this specific program/service.

Vendor must have a minimum of 5 years of experience providing Frozen Meal services.

Business Requirements - List here any business requirements that must be met prior to the Rockdale County Board of Commissioners accepting this proposal.

Vendor must have current Operating Permit, ServSafe Certification, Inspection Reports, and Dietetic Registration Card

Mandatory Submission Requirements – List here all mandatory submission requirements.

Vendor must have completed all budget documents and narrative; must have responded to all sections of the proposal; must have signed all required forms; must submitted the number of originals and number of copies according to the Proposal Submission requirements.

Budget Requirements – The Rockdale County Board of Commissioners provides allocation and budget forms. (Appendix A) Vendor's budget proposal includes a narrative that details their budget and service plan.

Vendor must submit a narrative to discuss costs and/or revenue and persons/units served.

TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. Vendor must demonstrate their ability to satisfy all Qualifications and Technical Requirements to perform the required services. The technical Proposal must be structured in the following order and labeled with the corresponding titles stated below using the same outline numbers.

Company Structure - The Vendor will include the following information:

- a. Vendor must submit an organizational chart displaying its overall business structure.
- b. Vendor shall include in the proposal the legal form of their business organization, the state of incorporation (if a corporation), the business office location, hours of operation, and the contact name during the term of any resulting contract.
- c. Vendor shall submit a list of Board of Directors and/or Advisory Board members, including their occupations and addresses.

Experience

The Vendor must have at least five (5) full consecutive years' experience as a frozen meals preparer and packaging provider. The Rockdale County Board of Commissioners reserves the right to verify all information submitted regarding Vendors experience, education and other qualifications.

The Vendor will provide a list of all organizations for whom similar services, as detailed in the RFP, have been provided during the past three (3) years. This list will include:

- a. Dates of Service
- b. Name of contact person
- c. Title of contact person
- d. Phone number of contact person
- e. Description of the work performed
- f. Time period of the project or contract
- g. Staff months required
- h. Contract Amount
- i. Customer reference (including contact person, e-mail address and current telephone number)

The Vendor will also disclose any services terminated by the organizations and the reason(s) for termination. Vendor will provide details of its experience, minimum of five (5) years, as required above. Information submitted should demonstrate that the Vendor has sufficient experience to successfully meet the requirements of this program or service.

A. Vendor will submit detailed documents of its experience as required above, to include two (2) letters of recommendation from the state or local agency where the experience was obtained which shall meet the following requirements:

1. Must be submitted on letterhead of the party submitting the recommendation and must contain current telephone numbers, mailing address, and e-mail addresses for points of contact.
2. Contact individuals submitting recommendations must be current employees of the organization and authorized to make recommendations on behalf of the organization.
3. Contact individuals should be able to attest to the Vendors qualifications relevant to experience in providing services similar to those contained in this RFP.
4. Letters of Recommendations shall be dated no more than six months (6) prior to the proposal submission date

Financial Stability and Cash Flow – The Vendor will provide financial information that would allow proposal evaluators to ascertain the financial stability of the agency.

- A. A copy of the Vendors most recent audit report.
- B. If a private company, the Vendor will provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution's letterhead, stating the Vendors financial stability.
- C. Vendors financial plan to maintain adequate cash flow without interruption to services pending reimbursement from this contract
- D. A description of any cash flow problems in the recent past that could not be resolved within 90 days.

Business Litigation – The Vendor will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition. Failure to fully disclose or accurately state litigation may result in the proposal not being further reviewed.

Scope of Services for Home Delivered Meals:

The meals must be packed in individual microwavable and conventional oven containers and delivered frozen to the Olivia Haydel Senior Center home-delivered meal distribution point no earlier than 7:00 a.m. and no later than 8:00 a.m. of the day such meals are to be served. Frozen Meals will be delivered on a daily schedule. Frozen box meals will be delivered on Monday and Tuesdays.

The number of meals to be provided is an approximated number and may be less depending on funding. (Dates will be prorated for the first year of the contract.)

Federal and state regulations require that special and therapeutic/modified diets must be available. The definition for these diets is as follows:

Special – Modification of the regular menu to meet religious and/or ethnic need(s).

Therapeutic/modified diet – a normal diet altered to meet requirements under different conditions of health or disease. The diet may be modified in consistency, content, (calories, carbohydrates, protein, fat, sodium, or specific nutrients), flavor, methods of preparation or service, and frequency of feeding. A registered dietitian must plan therapeutic menus. Food vendor must state that name and registration number of the dietitian retained by Vendor to plan therapeutic and regular meals.

The food vendor must have the capacity to provide the following types of diets:

Regular- This diet provides at least 1/3 of the DRI's/RDA's as established by the Food and Nutrition Board of the National Academy of Science Research Council.

NAS (No added salt) – A regular diet without added salt or high sodium food items.

NCS (No concentrated sweets) – A regular diet without concentrated sweets or sweetened beverages.

1500 ADA – This diet provides 3 ounces of meat, ½ cup vegetable, 2 breads/starches, ½ cup fruit (unsweetened), 1 fat, and 1 cup skim milk to equal 62 grams of CHO, 30 grams of protein, 15 grams of fat and 530 calories.

Mechanical soft – This diet designated to minimize the amount of chewing necessary to ingest food. It also restricts foods that may irritate the mouth or throat.

2 grams sodium – This diet designated for clients who cannot have more than 200 mg. of sodium day.

Renal – (60 grams of protein, 2 grams sodium, 2 grams potassium) – This diet is for clients who have chronic renal insufficiency or other renal problems.

Vegetarian – This diet will vary depending on the request.

Other Meals

Shelf-stable meals must be available for emergency and weekend use. These meals must meet the DRI/RDA requirements.

Meals that will be stored by the client for emergency use in the case the conditions prevent the regular delivery of the standard meals. These meals must have a shelf life of no less than one (1) year.

All meals served must meet the current 1/3 of the RDAs/Adequate Intakes, 200 Dietary Guidelines for Americans, as these reflect the most recent scientific evidence and provide the best-known guidance for meeting the nutrition needs of older adults in America. Additionally, the meals must adhere to the Georgia Department of Human Resources' Home-Delivered Meal Standards.

Meal Specifications

A. Serving Schedule

1. Number of Meals required per day 60-85

The quantities of meals, locations, and days stated are given as a general rule for bidding but are not guaranteed amounts. They represent the best estimate of meal ordering projections at this point.

2. Time Schedule

Meals must be delivered to the Olivia Haydel Senior Center distribution point no earlier than 7:00 a.m. and no later than 8:00 a.m. of the day such meals are to be served. Frozen Meals will be delivered on a daily schedule. Frozen box meals will be delivered on Mondays and Tuesdays. See Appendix B for information on scheduling during the pandemic.

Rockdale County Senior Services will not be responsible for payment of unapproved substituted menu items, inadequate portions or meals or items not delivered at specified time and temperature standards, or meals damaged during delivery.

In the event Vendor fails to deliver meals scheduled Vendor agrees to pay the reimbursement claims to the Purchaser promptly. Vendor will then charge to the Purchaser the agreed upon price for the quantity of meals that were actually delivered plus the quantity that were not delivered, but were replaced by the Purchaser as described above. The Vendor may not profit or gain by not serving meals in the case of a replacement meal costing less than the bidder price.

In the event the Purchaser is unable to procure any replacement meal, meals, or other food or supply item, the Purchaser will then make a deduction for the cost of each meal that did not comply with the specifications. In making meal cost deductions, the following guidelines will be used, with the specified percentages based on the total contract cost of that meal as specified in the bid:

- Entrée – 50 percent
- Vegetable – 20 percent
- Milk – 10 percent
- Dessert – 10 percent
- Bread – 5 percent
- Disposables/Condiments – 5 percent

Additionally, the purchaser will make an additional deduction to equal the calculated unit cost of the meal.

Upon delivery of meals to the site, an authorized on-site representative of Rockdale County Senior Services must sign a receipt (furnished by the Vendor) in triplicate, evidencing the time of the receipt of food. The Vendor must adhere to the attached delivery schedule. (Appendix B – Delivery Schedule)

3. Holidays on which Home-Delivered Meal Service is not required.

- Scheduled Holidays: *
 - New Year's Day
 - Martin Luther King, Jr. Holiday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Holidays (Thanksgiving Day and the day following)
 - Christmas Eve
 - Christmas Day

* If a holiday falls on a Monday, the meal will be delivered on the Friday before the Monday holiday or on the following Tuesday. Holiday schedule arrangements will be made with the Food Services Manager or the Social Service Manager.

Meal Standards

1. Menu Planning

The menus must be submitted by the Vendor's Registered Dietitian to Rockdale County Senior Services (RCSS) at least six (6) weeks prior to planned implementation to allow adequate time for review and approval by the Rockdale County Board of Commissioners/Olivia Haydel Senior Center and/or Nutrition Site Council and the ARC Registered Dietitian. Approved menus may not be modified without prior written permission from Rockdale County. The Vendor must supply sufficient copies of each approved home-delivered meal menu for posting at the at the home-delivered meal distribution site. Each menu must show day of week and date of each meal. Vendor must submit a copy of proposed four-week cycle menu and a computerized nutritional analysis with proposal.

Menu planning must adhere to the following stipulations

- a. Regular and Special Meals- the Vendor must agree in writing that all regular and special menus will be planned and written on a minimum four-week cycle by a registered dietician. The Vendor's Registered Dietician must agree to meet with the Rockdale County's staff and Site Council representatives in order to change menus, as required, on a quarterly basis and to revise menus to accommodate participant preferences (ethnic and religious background must be taken into consideration). Food Vendors must respond to the preferences and evaluations of the majority of the nutrition program participants within two weeks from date of receipt of a request from Rockdale County and /or ARC Registered Dietician. The vendor must submit a four-week cycle menu and a computerized nutrient analysis with proposal. **The menu cycle must be changed a minimum of twice per year, but Rockdale Senior Services prefers for the cycle to be changed quarterly. Food vendors must stipulate in the proposal how often the menu cycle will be changed. Food vendors must stipulate in the proposal how specific adjustments to accommodate senior needs will be met (i.e. does not eat meat, allergic to seafood, etc.).**
- b. Therapeutic/Modified Meals- The Vendor must agree that therapeutic/modified menus will be planned and written on a three-month cycle (optional four-month cycle) by a registered dietician.
- c. The Vendor must submit the name and registration number of the dietician. The Georgia Dietetic Association Manual must be followed in planning the therapeutic meals. Specific information related to therapeutic diets, such as number of calories, amount of carbohydrate (for diabetic diet) or amount of sodium (low sodium diets), must be provided along with the menu. A copy of the dietician license is due at the time of the application and is to be submitted anytime during the contract period the assigned dietician changes.
- d. The Food Vendor must have the capability of providing shelf-stable meals. Shelf-stable meals must meet one-third DRI/RDA requirements. Prior written approval by RCSS/ARC Registered Dietician for shelf-stable meals must be received by the Food Vendor prior to serving and may not be changed by the vendor without written approval from RCSS/ARC Registered Dietician. Vendor must submit a written nutritional analysis of shelf-stable meals with the proposal. Additionally, a copy of the proposed menu for shelf-stable meals must be submitted with the proposal.
- e. The Vendor must agree to provide a written nutritional analysis of the regular Home Delivered Meals menu for each cycle during the contract period.
- f. Permission to make menu substitutions must be requested in writing by the Food Vendor two weeks in advance and must be approved in writing, before use, by RCSS and/or the ARC Registered Dietician.
- g. The Vendor must agree to rotate the menu plan at least twice per year.

2. Meal Preparation Site (s)

The Vendor must specify in writing the location of meal preparation site(s) and give written permission for inspection by Rockdale County Senior Services Representatives prior to awarding of the contract. The Department of Human Resources Health Department establishes standards for meal preparation sites. In order to test compliance with these standards, the proposal must describe the size of the preparation area, the amount of space available for freezer storage, the amount of space for dry storage and the methods to be used in the cleaning of all storage, serving and transportation equipment. Vendors who prepare frozen/chilled meals on-site must be equipped with blast freezer/chiller and other equipment necessary for safe food processing. Additionally, the Vendor must assure that written procedures for preparing frozen/chilled meals, based upon local, state, and federal standards, are posted in the kitchen where meals are prepared and processed. Frozen/chilled meals must be prepared and processed under the guidance/supervision of a Registered Dietician or persons with comparable nutrition expertise. Once Rockdale County has entered into a contract with the selected Vendor for FY2020, the ARC Registered Dietician and /or RCSS will retain the right to conduct periodic, unannounced inspections to the Food Vendor's meal preparation site(s) to insure that proper food handling procedures, sanitation, and health standards are being followed.

Rockdale County Senior Services and the ARC Registered Dietician reserves the right to inspect, examine and obtain such information as it may need, to determine and satisfy itself, at its discretion, that the Vendor can meet the stipulations of the proposal (i.e. contacting previous clients).

3. Meal Pattern Requirements

a. Food Groups

(1) In addition to providing meals that meet the 2010 Dietary Guidelines and 1/3 of the RDA's/Adequate Intakes, the meal should emphasize foods high in fiber, calcium, and protein.*****The selected foods must vary from day to day. The food items within the meat, vegetable, and dessert groups must be different for the same days of each week, thus providing a variety of foods and nutrients.

(2) Total RDA's/AI's***amount must be served. (Refer to Dietary Reference Intakes for Older Adults). % requirements for protein, carbohydrates and fiber must be met.

(3) Meals planned and served must not contain more than:

Up to 35% of total calories:

25.2 grams/650 calorie meal

27.2 grams/700 calorie meal

Saturated fat

Up to 10% of total calories

(7.2-7.7 grams)

(4) Whole grain/high fiber bread products must be served at least twice a week.

(5) Foods must be selected, stored, and prepared to assure maximum nutritional content.

(6) Foods must be attractive in color and texture, non-greasy, and appealing to encourage maximum individual consumption.

(7) Standardized recipes must be used in preparation of all food. Recipes must yield all requirements of the meal pattern.

b. Meal Pattern

See Appendix D - GA DHR Nutrition Guidelines Requirements

B. Meat or Alternate

See Appendix D - GA DHR Nutrition Guidelines Requirements

C. Delivery of Food

The Vendor must submit a delivery plan stating the proposed delivery system and the time of delivery base on the attached delivery schedule and assume responsibility for timely delivery of meals prepared in a central location. The Home Delivered Meal delivered to a distribution site must be transported in sanitized, National Sanitation Federation (NSF) approved temperature-retaining containers (specify products to be used) to maintain the following minimum temperature standards:

Hot foods must be delivered, maintained and served to the clients at a minimum temperature of 140°F including the last meal. The desirable minimum temperature for holding heated food is 150° F. The holding temperature must not exceed 165° F, and the holding time should be as short as possible. The holding time must not exceed four hours (from the final stage of preparation to serving time). Rockdale County Senior Services prefers that meals be delivered frozen for Home Delivered.

1. Cold foods must be delivered and served to the clients at a temperature of 40° F or below.
2. Frozen foods must be delivered to a site at a temperature of 32°F or below.
3. Natural food should be served at room temperature. (Examples include fresh fruits, packaged crackers, cookies, etc.)

The Food Vendor is responsible for keeping delivery containers, trucks and ice packs clean. The delivery containers must be tightly closed to prevent heat loss. The Vendor must have sufficient back-up containers. Arrival food temperatures must be recorded on the daily meal ticket.

The Vendor must submit a plan in the proposal for the delivery of frozen meals to the nutrition centers in case of emergency. Such emergency plans should cover those that are caused by weather conditions, vehicle breakdown, contamination or spoilage of food, and food shortages.

In case of inclement weather Vendor must contact the Food Service manager and Social Service Manager before delivery.

D. Health Inspection Requirement

A copy of the Vendor's current Health Inspection Report must be submitted along with the proposal. The Vendor's premises must be open for inspection by the Department of Human Resources, ARC, and Rockdale County, the County Service Provider and/or local officials. The bidder will be required to correct any deficiencies cited in the health inspection report prior to contracting with Rockdale County Senior Services.

E. Training

The Vendor must provide training in food handling, portion control, proper care of equipment, temperature, and necessary follow-up training on a quarterly schedule to appropriate the RCSS Staff and volunteers. A quarterly Training Plan with dates and topics must be submitted with the proposal.

A. Program Legislation, Regulation, Program Standards and/or Guidelines:

Compliance with the following Program Legislation, Regulations, Program Standards and/or Guidelines is mandatory.

Older Americans Act (Appendix E)
Dietary Guidelines for Americans (Appendix F)
Georgia Department of Human Resources Food Service Rules (Appendix G)
Georgia Department of Human Services Program Guidelines for Nutrition Services (Appendix H)

B. Program Description – Meal Service Narrative

1. Food Service Management: Briefly describe your food service management system and organization and include information about staff and sites.
2. Kitchen Facility: Location and brief description of the facility where meals will be prepared and include information about kitchen capacity and status of equipment (equipment available; age of equipment; plans for replacement.)
3. Menu Planning: Briefly describe the menu planning process and who will be responsible for planning the menus.
4. Food Preparation: Briefly describe the proposed food preparation system (e.g. hot meals prepared daily vs. Meals prepared a day ahead and chilled/frozen). Include information about the time frames for meal preparation.
5. Food Packaging System: Briefly describe the proposed food packaging system; specify brand names of materials/products used.
6. Food Delivery System: Describe the proposed food delivery system, including the number and types of vehicles use, types of equipment used to transport food items, and the time required to make the deliveries.
7. Food Purchasing System: Describe your food purchasing system, indicating procurement process used (i.e., competitive sealed bid vs. informal bid). Attach copies of your advertisement for potential contracted food suppliers and include sample agreements with food suppliers, if available.
8. Food Safety: Briefly describe the food handling system in place for procurement, food storage, food preparation and food delivery and how you plan to handle emergencies

C. Vendor Required Information

1. Check one: _____ Catered Meals - Vendor
 _____ Central Kitchen/On-Site Preparation

2. Insurance Information:

See page 6 of RFP for Insurance limits.

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

3. Briefly describe your contingency plans to provide meals in case of the following:

- Power Outage
- Vehicle Breakdown
- Weather Emergencies
- Other: Call Emergency Contacts

4. Provide Copies of the Following:

- Food Service Permit for the facility where meals will be prepared
- A legible copy of the most recent health inspection and fire inspection reports
- A completed Appendix A, Food Preparation and Delivery Schedule
- Proof of Insurance
- Food Service Permit for each site serving meals
- Proposed menus
- Business License

D. Special Initiatives

- Describe any special initiatives or innovations that will enhance congregate or home delivered meals delivery

E. Staff Development

- Describe how Vendor will provide new staff orientation and training and provide an outline of the orientation schedule and topics.
- Describe Vendors plan for conducting on-going staff training including topics and number of training sessions to be held.
- Describe method Vendor will use to determine the training needs of staff and/or volunteers.
- Describe the agency's staff recruiting practices and retention strategies. Indicate the annual staff turnover rate from the most recent fiscal year.

F. Technology and Reporting Requirements

- Describe agency's capacity for and use of technology, both in agency administration and delivering services
- Describe the billing and reconciliation process

G. Quality Assurance Program

- Describe how improved quality standards will be implemented including nutritional value, cultural appropriateness, disease appropriateness, visual appearance, and taste
- Describe how the client's satisfaction with services will be determined.

H. Spread of COVID19 (pandemic) Precautions and Procedures

- Describe specifically the COVID19 precautions that staff are required to meet when preparing meals. A copy of a company or kitchen policy is preferred.
- Describe specifically the COVID19 precautions that staff are required to meet when delivering meals. A copy of a company policy is preferred.
- Describe the COVID19 precautions for supervisory or administrative staff and your procedure if a staff member tests positive.

I. Food Borne Illness

- Describe how a suspected food borne illness will be addressed/investigated within vendor facilities
- Describe corrective actions that will be taken in the case of a food borne illness; include timeframe for actions
- Describe procedural precautions established by the vendor to prevent food borne illness

ASSURANCES

Letter of Transmittal

All Vendors are required to submit a mandatory transmittal letter, which shall be in the form of a standard business letter, which shall be signed by an individual authorized to legally bind the offer. The terms and conditions of the procurement are included. The Letter of Transmittal shall include:

- A. If a corporation, a statement indicating that the Vendor is registered and in good standing with the Georgia Secretary of State to do business in the State of Georgia as stated in §3.0. All proposed subcontractors must be identified, and a statement included indicating the exact nature and amount of work to be done by the prime contractor, and by each subcontractor, as measured by price.
- B. A Statement that the Vendor does not discriminate in its employment practices with regard to race, religion, age (except as provided by law), marital status, political affiliation, national origin, or disability. (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990).
- C. A statement that the proposal meets the requirements set forth in the RFP plus any amendments. Amendments, if any, must be specified.
- D. A statement that the person signing the proposal is the person in the Vendor organization responsible for, or authorized to make, decisions as to the prices quoted.
- E. Certifications that prices proposed have been arrived at independently without collusion, communication, or agreement relating to such prices with any other Vendor or competitor.
- F. If the proposal deviates from the detailed requirements of this RFP, the transmittal letter must identify and explain all such deviations that appear in the body of the proposal. The Rockdale County Board of Commissioners reserves the right to reject any proposal containing deviations or require modifications before acceptance.
- G. If the use of subcontractor(s) is proposed, a statement from each subcontractor must be appended to the transmittal letter, signed by an individual authorized to legally bind the subcontractor, and stating:
 1. The general scope of work to be performed by the subcontractor.
 2. The subcontractor's willingness to perform the work indicated; and
 3. That the subcontractor does not discriminate in its employment practices with regard to race, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or disability.
- H. A statement indicating that the organization and its subcontractors, if any, will be compliant with the Health Insurance Portability and Accountability Act (Public Law No 104-191, 110 Stat. 1936), including its Privacy, Security and Electronic Data Interchange standards and regulations and any and all signed business associate or other agreements for the Rockdale County Board of Commissioners. Failure to sign the business associate agreement or to be compliant with HIPAA laws and regulations or Division or Rockdale County Board of Commissioners policy will be a basis for rejection. Additionally, since federal funds may be included, an RFP Signature page, Certification Regarding Lobbying and Certification Regarding Debarment are included for signature. Failure to sign these certification forms will be a basis for rejection.
- I. Statement indicating that Contractual and Administrative Assurances required by the RFP are given.

- J. Statement indicating the organization's solvency to meet performance requirements with the most recent certified financial audit attached.
- K. The name, address, and telephone number of the individual(s) who can be contacted from 8:00 a.m. to 5:00 p.m. during business days for questions regarding the proposal.
- L. A statement that the Vendor accepts the Rockdale County Board of Commissioners' sole right to cancel the RFP at any time or amend the RFP before the due date for proposals.
- M. A statement that Vendor accepts the Rockdale County Board of Commissioners' sole right to alter the time tables for procurements as set forth in the RFP.
- N. A statement that all responses become the property of the Rockdale County Board of Commissioners and will not be returned to the Vendor. Rockdale County Board of Commissioners will have the right to use all ideas or adaptations of ideas contained in any response received. Selection or rejection of the response will not affect this right.
- O. A statement that the Vendor accepts the terms, conditions, criteria and requirements set forth in the RFP.
- P. The name and address of Vendor to be used for all notices sent by Rockdale County Board of Commissioners.
- Q. A statement that no contact, direct or otherwise, has occurred with any employee of the Rockdale County Board of Commissioners, and/or Olivia Haydel Senior Center staff with direct involvement with the RFP process or program information, except as permitted by the RFP. Further, a statement that any subcontractor listed by the Vendor complied with the restriction on communications as well.
- R. A statement that no relationship exists nor will exist during the contract period, should Vendor enter into a contract with the Rockdale County Board of Commissioners that interferes with fair competition or is a conflict of interest.
- S. A statement that no relationship exists between the Vendor and another person or organization that constitutes a conflict of interest with respect to an existing contract with the Rockdale County Board of Commissioners.
- T. A statement that no claim will be made for payment to cover costs incurred in preparation of the submission of the proposal or any other associated costs.
- U. Prior to award, the apparent successful Vendor will be required to enter into discussions with the Rockdale County Board of Commissioners to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification, if not, this could lead to rejection of the Vendors proposal and discussions initiated with the second highest scoring Vendor.
- V. An award will be made to the Vendor whose response is determined to be the lowest responsible bid and most advantageous to the Rockdale County Board of Commissioners, taking into account price and other evaluation criteria. Staff or other agencies and consultants may be involved in the evaluation of the responses. The Rockdale County Board of Commissioners reserves the right to reject any and all responses submitted.

PROJECT SCOPE OF SERVICES - APPENDIX

- Appendix A – Rockdale County Board of Commissioners Allocation & Budget Forms
- Appendix B – Olivia Haydel Home Delivered Meals Schedule (HDM)
- Appendix C – Holidays on which HDM service is not required.
- Appendix D – GA DHR Nutritional Guidelines Requirements
- Appendix E – Older Americans Act
- Appendix F – Dietary Guidelines for Americans
- Appendix G – GA DHR Food Services Rules
- Appendix H – GA DHR Guidelines for Nutrition Services
- Appendix I – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Appendix J – Certification Regarding Lobbying Form
- Appendix K – Health Insurance and Portability and Accountability Business Assoc Agreement (HIPAA)
- Appendix L – Revenue Plan and Units/Persons/Cost Chart

INTEREST OF:

By submitting a RFP, the Proposer represents and warrants that neither a Commissioner, Administrator, employee nor any other person employed by the Rockdale County Board of Commissioners has in any manner, an interest, directly or indirectly in the RFP or in the contract, which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The Notice of Request for Proposal, the Request for Proposal, general terms and conditions, specifications and instructions to Proposer's, special conditions, RFP's and addenda, if any, will be deemed part of the final contract.

PROPOSAL FORM

Instructions: Complete all THREE parts of this bid form.

PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

1.	Raw Food	\$
2.	Labor	\$
3.	Utilities	\$
4.	Disposable Supplies	\$
5.	Transportation Costs	\$
6.	Meal Delivery Costs	\$
7.	Equipment	\$
8.	Taxes	\$
9.	Other Costs: Please List	\$
10.		\$
11.		\$
12.	Total Cost Per Meal	\$

PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART III: Vendor Information:

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

**ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR**

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He is _____ (owner, partner officer, representative, or agent) of _____, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 202__

Name _____

Title _____

My commission expires (Date)

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the sub-contractor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 202____.

Name _____

Title _____

My commission expires (Date)

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 (name of public employer) 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 (name of public employer) 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 that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the 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:

Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies it 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 for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors 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 Sub-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 for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

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:

*

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 202__.

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 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.

CONTRACTOR’S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: _____

I. INSTRUCTIONS

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor’s proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

II. GENERAL BACKGROUND

- A. Current address of contractor: _____

- B. Previous Name or address of contractor: _____

- C. Current president or CEO and years in position: _____
- D. Number of permanent employees: _____
- E. Name and address of affiliated companies: _____

III. FINANCIAL STATUS

- A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____
- C. Overhead & Admin (Gross) _____
- D. Profit (Gross) _____

2. YEAR PRIOR TO "1" ABOVE:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____
- C. Overhead & Admin (Gross) _____
- D. Profit (Gross) _____

3. YEAR PRIOR TO "2" ABOVE:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____
- C. Overhead & Admin (Gross) _____
- D. Profit (Gross) _____

B. BANKRUPTCIES

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

C. BONDING

1. What is the Contractor's current bonding capacity? _____

2. What is the value of the Contractor's work currently under contract? _____

IV. COMPANY EXPERIENCE – SIMILAR PROJECTS

A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

Project #1:

Name and Address: _____

Date of Project: _____

Type of Project: _____

Contract Price: _____

Owner contact info: _____

Architect/Engineer contact info:
(if applicable) _____

Project #2:

Name and Address: _____

Date of Project: _____

Type of Project: _____

Contract Price: _____

Owner contact info: _____

Architect/Engineer contact info:
(if applicable) _____

Project #3:

Name and Address: _____

Date of Project: _____

Type of Project: _____

Contract Price: _____

Owner contact info: _____

Architect/Engineer contact info: _____
(if applicable) _____

V ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS

Has your company been involved in any construction arbitration demands filed by, or against, you in the last five years? _____

Has your company been involved in any construction-related lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years? _____

Has your company be involved in any lawsuits, proceedings, or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years? _____

Have any criminal proceedings or investigations been brought against the Contractor in the last ten years? _____

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

VI COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference

listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

Signature

Date

Title

Sworn to and subscribed before me
This _____ day of _____

Signature

Notary Public

My Commission Expires: