

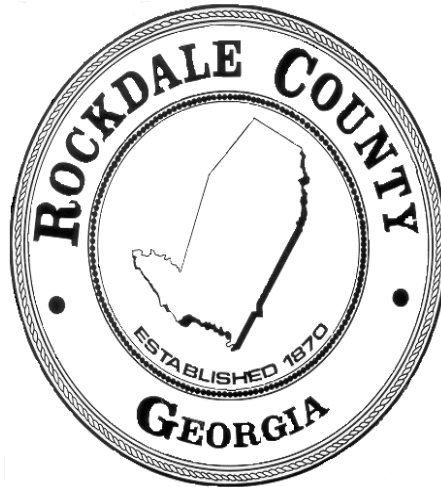
REQUEST FOR PROPOSALS

No. 18-14

ROCKDALE COUNTY, GEORGIA

May 2, 2018

Electronic Citation Issuance (Ticketing) System



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

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for an **Electronic Citation Issuance (Ticketing) System**. 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:

Four (4) hard copies and one (1) original hard copy and one (1) CD or Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*) . CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

CONTRACT TERM:

The Contract Term TBD.

DUE DATE:

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, May 24, 2018.** Proposals received after this time will not be accepted.

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 Thursday, May 17, 2018.** 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.

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.

INFORMATION TECHNOLOGY DISCLOSURES

This section is intended to obtain a full disclosure from the responder of all requirements related to the use of Information Technology for the successful implementation and operational readiness of the proposed solution. This disclosure should include all computer hardware, software, and network connectivity requirements that are needed.

Software that provides built-in data archiving mechanisms for all documents and files, and that can also be programmed to reflect State-defined retention schedules will receive preference.

Information must include:

- Point of Contact for Technical follow up (Name, title, email address, phone number)
- System Hosting (Cloud-based or Rockdale County Data Center)
- Compute requirements (server, workstations, field devices – Mfg and Model)
- Storage requirements (Mfg and Model, estimated 1st year requirement, estimated rate of growth, total capacity in Gb required for initial 2 years)
- Platforms involved – list all (Windows, iOS, Android, Linux, etc.)
- Scanners, cameras, monitors, printers (Mfg and Model)
- Software requirements (utilities, DB scripts, applications, – Name and Developer)
- High-level diagram of the solution (Host, Storage, DBs, Applications, Interfaces to other applications)

The Total Solution Cost should include all I.T. costs, plus (2) years of Maintenance (Support) Costs of all applications and equipment.

Responses must contain Payment Terms based on project-defined deliverables that include Project Plan Approval, Installation, Training, and Testing – both Systems and End-to-End (E2E) testing.

All systems that have been designated as "live", "in use", or "in Production" must follow the Change Management Procedures of the County in order for any subsequent changes to be approved, scheduled, and implemented. These procedures call for testing and adequate proof of testing.

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.

Proposers are to submit at least **three (3) references** from similar projects.

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:

A. Proposal Response	50%
B. Company Background and Qualifications	30%
C. Cost Proposal	20%

A. Proposal Response Evaluation

- Each proposal will be first examined to determine its responsiveness to the RFP.
- Each responsive proposal will be evaluated on the following criteria:
- The ability of the product to meet the functionality outlined in this RFP.
- Proposer's ability to ensure the product will meet the future needs of the county as outlined in the training and support section of this RFP. This specifically includes the upgradeability of the product to keep pace with future technological advances.
- Project and implementation plans, including timetables.
- Level of Support and Service
- Training Plan and materials

B. Company Background and Qualifications Evaluation

- Client References
- Proposer Experience
- Current Workload
- Quality of Staff and Relative Experience
- Performance Record

C. Cost Proposal Evaluation

- Cost of Services
- Discounts offered
- Payment Plans

INTERVIEWS AND DEMONSTRATIONS:

Interviews and demonstrations may be scheduled. Interviews will be informal, and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

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 must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012

BONDS:

Rockdale County shall request the following for bids/proposals in excess of Fifty Thousand Dollars (\$50,000.00).

PERFORMANCE BOND

Upon execution and delivery of the contract, the bidder shall furnish Rockdale County a performance bond for the full amount of the contract. Maintenance provisions of the bond shall remain in effect for a period of twelve (12) months after acceptance of the work by the County. The surety shall be a reputable bonding company authorized to transact business in the State of Georgia.

PAYMENT BOND

Upon execution and delivery of the contract, the bidder shall furnish Rockdale County a payment bond for the full amount of the contract. Maintenance provisions of the bond shall remain in effect for a period of twelve (12) months after acceptance of the work by the County. The surety shall be a reputable bonding company authorized to transact business in the State of Georgia.

All sureties of bonds for Rockdale County must be licensed to do business in the State of Georgia and must be listed on the Department of Treasury Federal Register.

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. **18-14** 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, Emailed 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.

GENERAL INTRODUCTION:

Rockdale County, Georgia (hereinafter referred to as “County”) is soliciting competitive, negotiable proposals for the provision and maintenance of an electronic citation issuance (ticketing) system (hereinafter referred to as “e-ticketing system”), to be utilized for the issuance of citations by personnel of the Rockdale County Code Enforcement Office (hereinafter referred to as “Code Enforcement”). The County is soliciting responses to this Request for Proposals (hereinafter referred to as “RFP”) from qualified Vendors, detailing their solution to fully implement an e-ticketing system that will meet Code Enforcement’s need to provide an automated way of filling out and issuing citations, allowing for a reduction in the time required for an officer to issue a citation, increasing the legibility of completed citation forms, and reducing the administrative errors associated with their processing. Proposed e-ticketing systems must allow for the interfacing with and transfer of gathered citation data to a vendor hosted records management system (hereinafter referred to as “RMS”), as well as provide the foundation necessary for future automated transfer of citation data to the Rockdale County Magistrate Court. Vendor proposals must cover all components (hardware and software) necessary to provide an e-ticketing system as defined within this RFP. Proposed e-ticketing systems must be capable of utilizing hand held devices, card readers, and mobile.

The Proposed e-ticketing systems must consist of proven technology that will satisfy the present needs and future growth of the Code Enforcement Office, as defined by the County.

Vendor proposals must address the requirements for the day-to-day operation, as well as the ongoing administration and maintenance needs of the proposed e-ticketing system.

Proposed e-ticketing systems should be able to be fully implemented, including end user and system administrator training, within ninety (90) days following an awarded contract and Vendor proposals must describe how this implementation will be accomplished.

Vendor proposals must provide a written, clearly labeled, response to each and every section of this RFP, identifying Understood, Comply, Do Not Comply, or Explanation Necessary.

DESIRED SYSTEM

The Rockdale County Code Enforcement Office is seeking an electronic summons issuance (ticketing) system to be implemented for its Code Enforcement Officers, which can automate the filling out and issuance of summonses, while being capable of the following:

- a) Generating a hard copy citation acceptable to the Rockdale County Magistrate Court.
- b) Utilizing Android based technology that is capable of capturing audio notes, video and/or still images.
- c) Perform property look up capability for the gathering and auto-populating of defendant information on the summons forms.
- d) Providing the ability to have pre-defined lists of violations for selection, which will then automatically enter the associated code section(s) and applicable fee(s) into the proper locations on the summons form.
- e) Providing the ability to add multiple violations and print all of the necessary summonses without the need to rescan a defendant's driver's license or reenter the defendant's identification information.
- f) Provide the ability to print citations in the field via Bluetooth.
- g) Perform identification scanning in the field.
- h) Perform real time data transfer to an Internet hosted records management system.
- i) Electronic registration of violators for each court date
- j) Internet based case file access
- k) Digital signature capture capability
- l) Automated document creation for decisions, orders, etc.
- m) Automated electronic warrants
- n) Online evidence review
- o) Fine/fee tracking and reporting capability
- p) Online docket access
- q) Text/email alerts for upcoming court date(s) and other notifications
- r) Online payment capability
- s) Ability to provide backups of all data to Rockdale County for off-site storage

VENDOR EXPERIENCE

Vendors shall provide a list of qualifications of the Vendor and/or the staff of the Vendor's organization who will be involved in the project.

Vendors shall provide references from similar projects handled by the VENDOR directly (including name, address, telephone number, a description of the project to which the reference relates, and date the project was completed).

Vendors shall include a written statement giving the County the right to investigate the references and past performance of any Vendor, subcontractor, or their employees, with respect to its successful performance of similar services and compliance with the RFP.

INSTALLATION AND IMPLEMENTATION

The e-ticketing system shall be installed and configured by the Vendor at the convenience of County staff and shall not be considered accepted until it is operating in accordance with all specifications outlined in this RFP and any related contract.

The e-ticketing system implementation shall be accomplished with minimal interruption to the normal business operation of the Rockdale County Code Enforcement Office.

The e-ticking system shall be fully implemented within ninety (90) days following the awarded contract. The selected Vendor shall assume full responsibility for supervision of the work irrespective of the amount of work sublet, and shall give the work the attention necessary to facilitate and ensure completion.

The selected Vendor shall be responsible, at all times, to observe and comply with all applicable laws, and shall protect and indemnify Rockdale County and its representatives against all claims and liabilities arising from, or based on, Vendor or Vendor-employee violations.

TRAINING

Vendors shall detail the training requirements associated with the implementation of the proposed e-ticketing system.

Vendor provided training shall include system user training as well as administrator training.

Training shall be provided on premise at the Code Enforcement Office, or other County-designated location. Video capture of the training by County staff shall be allowed.

Electronic copies of all training materials and any software demos or videos used in training shall be provided to the County for training new employees after system implementation.

SYSTEM DOCUMENTATION / MANUAL

The selected Vendor shall furnish the County with an electronic manual for the e-ticketing system upon its successful implementation. This system manual shall include details regarding the proper use, configuration, and administration of the e-ticketing system, as well as the troubleshooting of system issues that might arise.

WARRANTY

Vendors shall provide detailed warranty information with their proposals. On each item offered, the following information shall be indicated: exact period of warranty, any special extended warranty offered, and a general statement of warranty policy.

Warranties submitted with the proposal response shall be in lieu of all other warranties, expressed or implied. The County shall not assume any warranty or liability on the Vendor's behalf unless made and agreed to in writing by both parties.

All e-ticketing system components shall be guaranteed for a minimum period of one (1) year against defects in design and workmanship. The warranty period shall begin upon final acceptance of the system. The warranty shall cover labor, travel, and all other expenses.

The e-ticketing system shall be operable for the proposed use by the Code Enforcement Office.

Warranties shall be all-inclusive of twenty-four (24) hours each and every day during the initial warranty period, and as required after the warranty period and during the maintenance period. While under warranty, the selected Vendor shall provide technicians who know the e-ticketing system well, and can respond on-site for repair if necessary.

During the warranty period, software components shall be replaced as new software versions are released for mainstream distribution. The Vendor shall define costs to replace and/or upgrade software,

including expected personnel costs. The Vendor shall also provide a preliminary implementation schedule.

Vendors shall describe, in detail, software maintenance and support programs available after expiration of the warranty, including how software problems will be resolved, terms of the support and maintenance, hours of coverage, and proposed software solution update or upgrade policies.

MAINTENANCE:

The County desires to contract long-term with the selected Vendor for e-ticketing system maintenance services. The County is requesting an annual renewal option in the maintenance services contract.

Vendors shall offer a variety of maintenance service plans including:

- a) Normal Maintenance - defined as those problems that do not affect the overall performance of the e-ticketing system, but still require attention. Vendors shall define their maximum response time parameters.
- b) Critical Maintenance – defined as any problem that jeopardizes or degrades the overall performance of the e-ticketing system. Vendors shall define their maximum response time parameters.

Site Visits – On-site visits to the Rockdale County Code Enforcement Office for survey of the current network setup and workflow related to the issuance and processing of citations are encouraged, but shall be at the Vendor's discretion. Failure to conduct a site survey shall not excuse errors in Vendor proposals. The County's Director of MIS will coordinate any site visits.

Oral Presentations - Those Vendors who have been ranked by the County's Evaluation Committee at the top of the proposals received may be invited to give an oral presentation and system demonstration to the committee. This presentation shall include a specific outline of the Vendor's proposed implementation process. Any costs associated with this presentation shall be at the Vendor's expense. If the Vendor should choose to invite the Evaluation Committee for a site visit to another location where their proposed e-ticketing system has already been implemented, the associated costs for the site visit shall be at the Vendor's expense.

Rockdale County reserves the right to accept or reject any and/or all proposals; to add or delete proposal items and/or quantities; to amend the RFP; to waive any minor irregularities, informalities, or failure to conform to the RFP; to extend the deadline for submitting proposals; to postpone award of the contract for up to thirty (30) days without impact to the implementation deadline; and to reject, for good cause and without liability therefore, any and all proposals upon finding that doing so is in the public interest; or to cancel this procurement process at any time prior to contract execution.

The contents of the proposal (including persons specified to implement the project) of the selected Vendor shall become contractual obligations if acquisition action ensues. Failure of the selected Vendor to accept these obligations in a contract, purchase document, delivery order, or similar acquisition instrument may result in cancellation of the award.

Withdrawal of Proposals - Prior to the deadline for proposals, any proposal may be modified or withdrawn by notice to the County at the place designated for receipt of proposals. Such notice shall be in writing over the signature of the Vendor, and shall be delivered on or before the deadline.

Rockdale County shall not permit any proposal to be modified once the proposal has been publicly opened at the proposal opening. Modifications proposed after the proposal opening shall not be considered. No responsibility shall attach any County employee for the premature opening of a proposal not properly addressed and identified in accordance with this RFP.

When discrepancies occur between words and figures, the words shall govern.

Award of Contract - The award shall be made to that Vendor whose proposal will be the most advantageous to the Rockdale County Code Enforcement Office as determined by the Evaluation Committee.

Any contract resulting from this solicitation shall be governed in any respects by the laws of the state of Georgia, and any litigation with respect thereto shall be brought in the courts of Georgia.

RFP Cancellation – Rockdale County reserves the right to cancel this Request for Proposals at any time, without penalty.

Ownership of Contract Products / Services – Proposals, upon established opening time, become the property of Rockdale County. All products / services produced in response to any contract resulting from this RFP shall be the sole property of the County, unless otherwise noted in this RFP. The contents of the selected Vendor's proposal shall become contractual obligations.

Incurring Costs – Rockdale County shall not be liable for any cost incurred by Vendors prior to the issuance of a legally executed contract or procurement document. No property interest, of any nature, shall occur until a contract is awarded and signed by all concerned parties.

Non-discrimination - Vendors shall comply with all state and federal laws, rules, and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, disability, or gender.

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.	Total Solution Cost	\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$

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	

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: