



CITY OF GRIFFIN, GEORGIA

REQUEST FOR PROPOSAL

RFP #16-023

For

INTERMENT AND BURIAL SERVICES SUPPLIER

For all questions about this RFP contact:

Cindy Fay, Procurement Analyst
cfay@cityofgriffin.com

Deadline:
Friday, May 20, 2016 at 2:00 P.M.

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REQUEST FOR QUALIFICATIONS/PROPOSAL SPECIFICATIONS for 16-023 INTERMENT AND BURIAL SERVICES SUPPLIER

1. SECTION I – GENERAL INFORMATION

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

1.1. PURPOSE

The City of Griffin (City) is seeking qualifications and response proposals from qualified suppliers to provide grave digging, interment and final disposition services for the Public Works department. Approximately 175-200 conventional interments per year are anticipated. The intent of this solicitation is to contract with a supplier and a backup supplier to provide the services described in a timely, professional and dignified manner.

1.2. SCHEDULE & SUMMARY

This Request will be governed by the following schedule and criteria:

DATES

Release of Request	Monday, May 2, 2016
Pre-Conference Meeting*	No
Questions due	Wednesday, May 11, 2016 by 2:00 PM
Responses due	Friday, May 20, 2016 by 2:00 PM

Note: Cost submittal is to be sealed separately from the qualifications response (all 3 of the cost sheets may be included in the separate sealed envelope).

# of Response Submittals Required	Three, in addition to one original
Public opening	No
Bonds required	TBD - Performance Bond
Project manager	Chris Walker; cwalker@cityofgriffin.com

* The purpose of this meeting will be to provide those interested with an oral presentation of the City’s requirements and to allow for the presentation of questions. Although attendance at the pre-conference meeting is not mandatory, it is considered as part of the evaluation criteria and attendance or non-attendance will receive either bonus points or demerits applied to the evaluation scores. All interested parties are ‘strongly’ urged to attend. No other meeting is planned.

1.3. SCOPE OF WORK

The City is seeking responses from qualified suppliers to provide the necessary equipment, tools, supplies, supervision, labor and other services as necessary for grave digging, interment and final disposition services for the Public Works department. This consists of graveside openings and closings, graveside spoils removal, and other associated services which include, grave leveling and, re-interments, and dis-interments per regulating requirements. In some burials, it will require movement of headstones and foot markers. The supplier will be expected to perform quality work in the specified time period and to ensure services are provided in a manner that supports and reflects best practices and industry standards. All services rendered must be compliant with all applicable statutes, ordinances, rules and regulations.

Any supplier doing work in the cemetery must agree to exercise his best skill and judgment; to give proper supervision to the work and to maintain sufficient workers and materials on hand so the job may be completed without delay. The supplier must make proper inspection of the City's lot and no allowance will be made for any oversight of obvious conditions. Every stage of work shall be under the supervision of the supplier or a capable foreman who shall have charge of all operations and shall recognize any authority duly exercised by the cemetery superintendent.

All work of any description shall cease while a funeral or interment is being conducted nearby and trucks and workers will withdraw to a reasonable distance from the service. While within the cemetery grounds, all workers employed by outside firms and suppliers are subject to all regulations of the cemetery and supervision of the cemetery superintendent or designee. The supplier must confine his equipment and supplies to the City's lot or an area agreed upon with the cemetery. The supplier and any person employed by him shall observe all rules and regulations of the cemetery. The means of transportation of materials and supplies and routing within the cemetery must be approved by the cemetery superintendent or designee. The supplier shall keep the plot as free from accumulations of rubbish and waste materials as possible. After work has been completed, all rubbish, materials, supplies, etc., shall be removed and the superintendent of the cemetery shall be notified to inspect the premises for approval.

The successful supplier must comply with the following requirements:

1.3.1. Qualifications

- 1.3.1.1. Any persons doing interments or other cemetery work must be licensed in accordance with Local, State and Federal regulations.
- 1.3.1.2. Suppliers must have a minimum of five (5) years of excavation experience in interment services. List number of years of experience and the source of that experience.
 - 1.3.1.2.1. List the number of years your organization has been operating and in business under the current name and also under the current management.
 - 1.3.1.2.2. Personnel shall be neatly clad and shall conduct themselves at all times in such fashion, and evidence in appearance and decorum, the proper dignity and professionalism required of this burial service.
 - 1.3.1.2.3. Supplier shall maintain at all times a bound log of all operations and communications with the Cemetery office. This log must be kept up to date, complete and accessible for review by the City.

1.3.2. Scheduling

- 1.3.2.1. Interments will be scheduled for the City's cemeteries ONLY by the City.
- 1.3.2.2. Interments are scheduled seven days a week, fifty-two weeks a year, possibly including holidays referenced below.
 - 1.3.2.2.1. The scheduling of Holiday funerals will follow the same guidelines as noted above. Holiday schedules will be updated each January as set by Board of Commissioners and provided to Funeral Directors and the supplier. Annual Holidays are: New Year's Day, ML King Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day
- 1.3.2.3. Funeral homes are required to notify the Cemetery Office for weekday funerals no later than 12:00PM the day prior to the service if the site is located in New Oak Hill, Rest Haven or Veterans sections of the cemetery.
- 1.3.2.4. Funeral homes are required to notify the Cemetery Office for weekday funerals no later than 12:00PM two (2) days prior to the service if the site is located in the Old Oak Hill or Old Rest Haven Sections in order to allow for any site issues and also to allow proper excavation by the supplier since a few may require hand digging.
- 1.3.2.5. Funeral homes are required to notify the Cemetery Office before 12:00PM on Friday for funerals scheduled during the weekend or on Mondays.
- 1.3.2.6. The standard operating procedure is to notify the Supplier at the time the Cemetery is informed. The Cemetery office **must** receive a confirmation response within four (4) hours from the notification and preferably within two (2) hours.

1.3.2.7. All conventional graves are to be dug at least twenty-four (24) hours before the funeral. There may be times when the Cemetery is not informed in a timely manner. In those situations, the supplier must be willing to work with the Cemetery to provide the highest level of customer satisfaction.

1.3.2.8. The Cemetery staff will locate and mark each interment location according to Interment Permit and contact the funeral home with the location.

1.3.2.8.1. Each gravesite will be clearly marked with placard showing name of funeral home and will have four corners of the space flagged.

1.3.2.8.2. The entire interment process is subject to inspection by the City at any time.

1.3.3. Digging

1.3.3.1. The supplier must notify the Cemetery staff upon arrival prior to conducting any work.

1.3.3.2. Prior to excavation, the Supplier will properly measure gravesites and examine them for potential encroachments, and will coordinate with Cemetery staff to make any necessary changes to sites.

1.3.3.3. Monuments that are required to be moved for excavation must be properly reinstalled and sealed. Foot markers that are moved will need to have footing replaced and marker re-installation coordinated by the Cemetery Superintendent.

1.3.3.4. Supplier must ensure that the depth of each grave complies with City standards, which are a four (4)-foot depth for normal burials and eight (8)-foot or double depth in Veterans Memorial.

1.3.3.5. Any opening that is left unattended for any reason must be completely covered.

1.3.3.5.1. Some lots in older sections of Oak Hill Cemetery have concrete floors and will have to be penetrated prior to digging.

1.3.3.5.2. Floors must be replaced within 30 days.

1.3.3.6. All OSHA regulations must be followed at all time; this is particularly important when excavating a double-depth burial.

1.3.4. Backfilling

1.3.4.1. Backfilling should commence immediately after all mourners have left the cemetery and be completed fully on the same working day.

1.3.4.2. All backfill materials (including the material placed between the liners or vaults and sides of opened graves), will be tamped and compacted in layers not to exceed 1 foot in depth, using soil free from large lumps or debris in order to reduce later subsidence and settlement of the grave.

1.3.4.2.1. Remedial work must be undertaken immediately if there is soil settlement.

1.3.4.3. The final 6" to 8" will be topped with loose topsoil mixture to promote grass growth.

1.3.4.4. Monitoring of the condition of the backfilled grave is to be carried out weekly within the first month and thereafter at regular intervals (at least monthly).

1.3.4.5. Supplier will collect, transport and dispose of all remaining spoils in designated site, located in Old Oak Hill Cemetery after each grave closing.

1.3.5. Performance Standards

1.3.5.1. Corrective action needed to repair damage as a result of graveside preparation shall be initiated by close of business the same day. Additional time will be allowed during inclement weather.

1.3.5.1.1. There will be a maximum of 90 days to repair damaged monuments, walls or other property, incurred during excavation or mobilization of equipment.

1.3.5.2. Open graves must be identified, covered and protected by appropriate devices while unattended.

1.3.5.3. Each day's burial site(s) must be covered, initially groomed, marked, and presentable for visitors before the close of business each day. The integrity of the existing graves around the worksite must be preserved.

1.3.6. Supplier Responsibilities

1.3.6.1. Must maintain insurance coverages as defined in section 5.1 with the City named as additional insured in the indemnification provisions.

1.3.6.1.1. City must be provided with notice that the insurance will remain in effect during the full term of any resulting contract and also be notified of any material changes to the policy or policy cancellation.

1.3.6.2. Must be able to complete the opening/closing of up to 200 conventional burials per year.

1.3.6.3. Must have the ability to complete up to 3-5 opening/closings in a day.

1.3.6.4. Must have a setups for grave digging, including but not limited to:

- Mechanical equipment (tractor or excavator)
- Truck (dump truck or variant)
- Hand tools (tamper, shovels, wheelbarrow, etc)
- Safety equipment (sturdy covering for grave, caution tape, etc).

1.3.6.5. The supplier shall assume responsibility for all damages attending the execution of any work in the cemetery and shall be held liable for any violations of the rules and regulations of the cemetery or the laws and ordinances of the city. The supplier shall provide adequate protection for his work and shall bear the cost of repairing or replacing any damage done by him, his workers, or his equipment. The supplier will promptly inform Cemetery Superintendent of any issues with regard to any property damage that may occur. It is strongly recommended that supplier take photos prior to commencement of excavation activities, particularly in older sections of cemetery. These should be kept on file, noting any particular damages or discrepancies observed. Any damages to monuments, walls or property, incurred during excavation or mobilization of equipment, must be repaired within 90 days.

1.3.6.6. In the event the work performance is unsatisfactory, the supplier will be notified by the Cemetery and be given one day to correct the work. Labor for any necessary re-work will be at no cost to the City.

1.3.6.7. Any supplier who violates the rules and regulations of this article shall be subject to having his privileges suspended or revoked at the discretion of the City.

1.3.6.8. Supplier shall maintain at all times a bound log of all operations and communications with the Cemetery office. This log must be kept up to date, complete and accessible for review by the City.

1.4. PACKAGING/SUBMISSION REQUIREMENTS

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

- a. ___ Information/Cover Page (*supplied*)
- b. ___ Bid Disclosures/Acknowledgement/Response sheets (*supplied*)
- c. ___ Pricing Sheet - **submit under separate cover** (*supplied*)
- d. ___ References Sheet (*supplied*)
- e. ___ Supplier Registration paperwork – to be done online*

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

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

1.5. EVALUATION CRITERIA

It is imperative the submitted proposal fully address all aspects of the RFP. The proposal response must provide the City's evaluation team with clearly expressed information concerning the supplier's understanding of the City's specific requirements. All proposals received will be reviewed by the Procurement Agent to ensure that all administrative requirements of the RFP package have been met. All proposals that meet the administrative requirements will be turned over to the Evaluation Committee for further evaluation. The Evaluation Committee will review all proposals received and determine a ranking based on the information provided. As previously indicated, the Evaluation Committee may, in its sole discretion and in the course of its evaluation, arrange a site visit or request presentations/demonstrations with one or more of the selected suppliers.

The basis of selection will be the best evaluated response suited for this project. Other considerations in addition to price will include, but are not limited to:

- Ability to meet the City's specifications & provide the service
- Timeliness of project completion

- Quality of workmanship
- Experience
- Prior Supplier performance
- References
- Guarantees and warranties
- Additional costs to the City
- Value added services and/or options

At the City’s discretion, a short list of the most qualified suppliers may be compiled during the evaluation process and additional information requested regarding their submittals may be, either in writing or in a presentation and interview session. The City reserves the right to request product demonstrations or to conduct site visits to assess installations similar to the one proposed.

1.5.1. SELECTION CRITERIA

The following categories will be graded and used in the selection of the successful supplier:

- | | |
|--|-------------|
| • Ability to meet scope of work | <u>25</u> % |
| • Qualifications/Staff Experience/References | <u>25</u> % |
| • Demonstrated technical capability | <u>10</u> % |
| • Demonstrated professionalism | <u>10</u> % |
| • Fee Schedule | <u>30</u> % |

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



CITY OF GRIFFIN, GEORGIA REQUESTS FOR PROPOSAL GENERAL PROVISIONS

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

2. SECTION II – COMMUNICATION OF INFORMATION

All information, notices and addenda regarding this RFP shall be posted on the City's website. It is the Supplier's responsibility to check the site on a regular basis in order to confirm they have the most current information before submitting a response. Subsequent to the opening, all status notices will also be posted on the City's website.

2.1. RESTRICTIONS ON COMMUNICATIONS WITH STAFF

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

Company Name

- Question

Citation of relevant section of the RFP

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

All questions regarding administrative issues must be in writing to the Procurement Analyst:

Address: Cindy Fay
Procurement Analyst
City of Griffin
P. O. Box T, Griffin, GA 30224

Email: cfay@cityofgriffin.com

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

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

Any updates or changes to this and related documents will be posted on the City's website (<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=52b8c206-866a-4ed2-b7b8-bef7db8a901b>) or by selecting "Resources" and then "Bid Opportunities" from the City home page. **It is the Supplier's responsibility to refer to the website for any addenda or other pertinent information before responding to this RFP request.**

2.2. PUBLIC DISCLOSURE AND PROPRIETARY INFORMATION

All RFP and any other public record with respect to solicitation shall be subject to public inspection, upon request, after the posting of the Notice of Intent to Award (NOIA) or Notice of Award (NOA). This is being done in order to protect

the integrity of the procurement process unless otherwise required by law. For any Open Records requests, the City may assess fees for the costs of producing these public records as permitted by the Georgia Open Records Act. Exceptions to the availability of information include 1) bona fide trade secrets meeting confidentiality requirements that have been properly marked and documented; 2) matters involving individual safety as determined by the City; 3) company financial information requested by the City to determine supplier responsibility; and 4) other constitutional protections. All documents that are to be proprietary and confidential are to be clearly marked as such. Information received in response to this request will become the property of the City and will not be returned. If a proposer feels that any information is confidential or proprietary in nature, the proposer must prominently mark and initial such information as "PROPRIETARY INFORMATION". The City will not release or divulge such information to third parties without the consent of the Proposer unless required to do so by applicable law or order a court of competent jurisdiction.

3. SECTION III –OVERVIEW AND PROCEDURES

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

3.1. COMPANY BACKGROUND & EXPERIENCE

Suppliers that have not contracted with the city in the past 2 years must provide a list of clients for whom similar services, as detailed in this RFP, have been provided during the past 3-4 years. References must be for the organization or person submitting the response. Subcontractor's references are not acceptable.

The list must include:

Dates of service

Name of contact person

Title of contact person

Phone number of contact person

The Supplier will also disclose any services terminated by the client(s) and the reason(s) for termination.

Failure to provide this information will disqualify the submission response.

3.2. REFERENCES

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

3.3. RFP REQUIREMENTS

3.3.1. SPECIAL CONDITIONS

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

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

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

3.3.2. RESPONSES

In responding to a RFP, ALL item numbers with appropriate formatting must show some type of acknowledgment in order for the response to be properly evaluated. Failure to respond to all specification criteria items when requested may be deemed as sufficient reason to reject a submission. If response forms are not provided for all specification

detail items, any non-compliance must be clearly marked, detailed and included with the response submittal. Any items not identified shall be deemed as in compliance. Suppliers must: 1) complete any/all required forms; 2) indicate any disagreement on each mandatory requirement and, if requested, provide additional information on how the specifications will be exceeded or not met; and 3) provide complete and detailed responses to any and all non-mandatory requirement that can be fulfilled.

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

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

3.3.3. PACKAGING OF SUBMITTAL RESPONSE

Submissions must be by the following method:

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

(Supplier Name)
RFP # (RFP Number)
(RFP Title)

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

- **Pricing**
- **Supplier Registration is to be completed online, with the following forms needing to be uploaded**
 - **Vendor Affidavit (E-Verify) (available online),**
 - **W-9 (available online),**
 - *The City cannot award to a supplier that is not registered,*
- **Tax Compliance form (required if over \$99,000) (supplied if required),**
- **Reference list of a minimum of three (3) references (supplied).**

3.3.4. SUBMISSION OF RFP RESPONSE

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

Responses must be submitted to:

City of Griffin
Attention: Cindy Fay, Procurement Analyst
P. O. Box T, Griffin, GA 30224

Or delivered to:

Attention: Cindy Fay, Procurement Analyst
100 S Hill Street, 3rd Floor
Griffin, GA 30223

***Note: Notify Procurement via email (cfay@cityofgriffin.com) if submittal is mailed via Post Office (USPS).**

3.3.5. ALTERNATE DOCUMENTS

Documents prepared by the City must be used for the submission of the RFP Response. Alternate document forms or forms that deviate from the requirements of this solicitation may not be considered. Suppliers shall not insert in their

submission any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering the subject matter thereof.

3.3.6. ADDITIONAL INFORMATION/ADDENDA

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

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

3.3.7. PROPOSAL PRICING, ERRORS AND OMISSIONS

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

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

3.3.8. WITHDRAWAL OF RESPONSE

A Supplier may withdraw his response before the submittal deadline without prejudice to the Supplier by submitting a written request of withdrawal to the Procurement Analyst.

3.3.9. LATE SUBMITTAL, LATE MODIFICATIONS & LATE WITHDRAWALS

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

3.3.10. MINIMUM ACCEPTANCE PERIOD

Responses shall be valid and may not be withdrawn for a minimum period of 90 days from the date specified for receipt. Suppliers will be asked for an 'expiration date' for their response, when exceptions are appropriate. This does not impact the contract price once awarded.

3.3.11. DISQUALIFICATION OF RESPONSES OR SUPPLIERS

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

3.3.11.1. Evidence of collusion;

3.3.11.2. Attempting to manipulate the submittal pricing for its' own benefit (i.e. pricing resulting in a failure of the City's ability to enforce the Contract or impose the remedies intended following breach by Supplier);

3.3.11.3. Being in arrears on any of its existing contracts with the City or in litigation with the City or having defaulted on a previous contract with the City;

3.3.11.4. Being in arrears on taxes owed to the State of Georgia;

3.3.11.5. Poor, defective or otherwise unsatisfactory performance of work for the City or any other party on prior projects which, in the City's judgment and sole discretion, raises other party on prior projects which, in the City's judgment and sole discretion, raises party on prior projects which, in the City's judgment and sole discretion, raises doubts as to Supplier's ability to properly perform the work;

3.3.11.6. Any offering of gifts, unauthorized compensation or other unethical actions to City employees with respect to interest in any business activity; or

3.3.11.7. Any other cause which, in the City's judgment and sole discretion, is sufficient to justify disqualification of the Supplier or the rejection of their submittal;

3.3.12. REJECTION/CANCELLATION/AWARD

The City reserves the right to:

- a) reject any and all submittals received outside the time/place stated in the notice;
- b) reject any submittals which show omissions, irregularities, alteration of forms or unsolicited responses;
- c) waive any minor technicalities of form, or formalities of the responses without prejudice to other responses;
- d) reject any or all responses or any part thereof;
- e) obtain clarification on any point in a respondent submittal or obtain additional information;
- f) accept the proposal that is in the best interest of the City, regardless of whether it is the lowest submission;
- g) award the proposals received on the basis of individual items or on the entire list of items.

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

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

3.3.13. COST INCURRED BY SUPPLIERS

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

3.3.14. RFP OPENING

All RFP responses will be opened on the pre-determined opening date. The response submittal details and related documents will not be reviewed at the opening; they will be turned over to an evaluation committee. No announcements or awards will be made or implied at this time. The Status field on the City's website will be updated following any change in the RFP process. Refer to section 2.1 for details regarding this Status. **Any RFP-specific exceptions to the 'non-public opening' will be noted in the Schedule (section 1.2).**

3.3.15. AWARD OF CONTRACT

Award will be made to the responsible Supplier whose submittal is responsive to the terms of this Request for proposal and is most advantageous to the City. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, the delivery terms and other criteria, as well as price, will be taken into consideration in making the award. The resulting contract shall not be binding upon the City nor should any action be started until it has been executed by both parties and a copy of the fully executed contract has been delivered to the successful Supplier. The City reserves the option to prepare and negotiate its own contract, giving due consideration to the stipulations of the supplier's proposed contract and associated legal documents.

3.4. INSPECTION AND ACCEPTANCE OF EQUIPMENT (FOR PURCHASE)

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

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

3.5. STATEMENT OF EXPERIENCE AND QUALIFICATIONS

The Supplier may be required, upon request, to prove to the satisfaction of the City that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any Supplier is not satisfactory, the response of such Supplier may be rejected. The City reserves the right to request clarifications of any response or to conduct discussions for the purpose of clarification. Any clarifications made as a result of these discussions are to be provided in writing.

3.6. NON-COLLUSION AFFIDAVIT

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

3.7. HOLD HARMLESS AND INDEMNIFICATION

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

3.8. BID BONDS (Bid, Performance, Payment)

For any proposal as required and noted in Section 1 of this document, a one hundred ten percent (110%) Performance bond and a one hundred percent (100%) Payment bond shall be furnished payable to, in favor of, and for the protection of the City. When Bid bonds are required, they must be in a sum equal to five percent (5%) of the total amount of the Supplier's response and may be in the form of a surety issued bond or cashier's check made payable to the City of Griffin. Bid bonds are returned to the unsuccessful Suppliers when the Notice of Award has been issued or contract has been executed. When bonding is required, failure to submit appropriate bonding will result in automatic rejection of the response. Performance and/or Payment bonds must be presented within ten (10) days of the Notice of Intent to Award or prior to the award of contract, whichever is later. Surety companies executing bonds must appear on the Treasury Department's most current publication (Circular 570 as amended) and be authorized to do business in Georgia. Unless otherwise specified, bonds shall be in effect for a period of one year from the completion of the project. The bond amounts shall be increased as the contract amount is increased. No alternative securities are currently accepted in lieu of performance or payment surety bonds.

3.9. AWARD AND RESULTING CONTRACT

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

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

4. SECTION IV – OTHER GENERAL SPECIFICATIONS

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

4.1. LIQUIDATED DAMAGES

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

4.2. FORCE MAJEURE

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

- 4.2.1.** The non-performing party gives the other party prompt written notice within three (3) business days describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- 4.2.2.** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- 4.2.3.** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure;
- 4.2.4.** The non-performing party uses its best efforts to remedy its inability to perform. Economic hardship of the Provider will not constitute Force Majeure. The term of the Provider shall be extended by a period equal to that during which either party's performance is suspended under this Section.

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

4.3. SUPPLIER'S INVOICE

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

- (a) Name and address of the Supplier.
- (b) Invoice date and invoice number. (The Supplier should date invoices as close as possible to the date of the mailing or transmission.)
- (c) Purchase order number for supplies delivered or work completed.
- (d) Description, quantity, unit of measure, unit price, and extended price of supplies delivered.
- (e) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
- (f) Name and address to which payment is to be sent.
- (g) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
- (h) Any other information or documentation required by the contract (e.g., evidence of shipment).

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

- (a) Name of supplier
- (b) Purchase Order number
- (c) Ship to Department and Address
- (d) Description, Quantity, unit price, and extension of each item.
- (e) Date of delivery or shipment.

4.4. TAX LIABILITY

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

4.5. PAYMENT

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

4.6. ESTIMATED QUANTITIES

Any quantities of items specified in the Schedule are estimates only and are not purchased by this contract. If the City's requirements do not result in orders in the quantities described as "estimated", that fact shall not constitute the basis for an equitable price adjustment. Delivery shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order clause or elsewhere in this contract, the Supplier shall furnish to the City all items specified in the Schedule & Summary and called for by orders issued in accordance with the Ordering clause.

4.7. ASSIGNMENT OR NOVATION OF CONTRACT

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

4.8. TERMINATION FOR CAUSE

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

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

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

4.9. TERMINATION FOR CONVENIENCE

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

4.10. TERMINATION FOR FUND APPROPRIATION

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

4.11. CHANGES

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

4.12. REPORTING DISPUTES

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

5. SECTION V –INSURANCE REQUIREMENTS

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

Prior to commencing work, the Supplier shall procure and maintain at their own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Supplier, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in the response submittal. A Certificate of Insurance (COI) and any other documents required by the City must be submitted to the City prior to the commencement of any work. In the event of failure to supply the required documentation, the City shall have the right to recover any costs or damages incurred.

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

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

5.1. STANDARD INSURANCE REQUIREMENTS

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

5.1.2. *Commercial General Liability Insurance* - \$1,000,000 limit per person, \$2,000,000 per occurrence for property damage and bodily injury. The Supplier should indicate in the proposal and on the insurance certificate that the coverage provided is occurrence based.

The City of Griffin shall be named as "additional insured" as its interest may appear and "waiver of subrogation granted". Each insurance policy shall contain a provision requiring that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage, a notice there of shall be given to the City. The insurance shall include coverage for the following:

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

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

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

5.1.4. *Umbrella Coverage*

5.1.4.1. *Workers' Compensation and Employers' Insurance* -- with benefits and monetary limits as set forth by Title 34, Chapter 9 of the O.C.G.A. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Supplier is otherwise required by law to provide such coverage. The Supplier shall supply the City with proof of

compliance with the Workers' Compensation Act while performing work for the City by way of a COI. This proof must be received by the City **prior to** the commencement of work. If the Supplier does not meet the requirement for workers' compensation coverage, the certificate of insurance shall state that the supplier waives subrogation in regard to workers' compensation.

5.2. OTHER INSURANCE PROVISIONS

5.2.1. All Coverage

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

5.2.2. Commercial General Liability and Automobile Liability Coverage

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

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

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

5.2.4. Deductibles and Self-Insured Retention

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

5.2.5. Acceptability of Insurer

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

5.2.6. Verification of Coverage

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

5.2.7. Subcontractors

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

6. REQUIRED IMMIGRATION/ENTITLEMENT AFFIDAVITS FOR GEORGIA

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

6.1. VENDOR/SUPPLIER AFFIDAVIT

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

6.2. SUBCONTRACTORS

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

6.2.1.1. Be responsible to the City for the acts and omissions of a subcontractor or persons employed by said subcontractor to the same extent that the Supplier is liable to the City.

6.2.1.2. Secure from each such subcontractor an indication of the employee number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;

6.2.1.3. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Supplier further understands and agrees that the Supplier shall require the executed subcontractor affidavit to become a part of the agreement between the Supplier and each such subcontractor. The Supplier agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Department at any time."

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

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

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



**CITY OF GRIFFIN, GEORGIA
REQUEST FOR PROPOSAL**

**SPECIFICATIONS AND
RESPONSE SUBMITTAL COVER**

RFP #16-023

For

INTERMENT AND BURIAL SERVICES SUPPLIER

Submitted by:

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

**Submittal Deadline:
Friday, May 20, 2016 at 2:00 P.M.**



SUPPLIER DISCLOSURES

Respond with a YES or NO for each of the items below. On a separate sheet, detail the circumstances for any item with a YES response and attach to this sheet as part of your submittal. Reference to 'Supplier' denotes the organization submitting the response as well as the principal representing the organization.

- ___1 **Conflict of interest.** A Conflict of Interest exists when personal interests interfere in any way with the best interest of the City. This can arise if any employee, agent of the City or their families will receive a monetary or other type of benefit based on the award of this project or if any supplier has an unfair competitive advantage over other suppliers. A conflict is also perceived if any previous history would make it impossible for the supplier to objectively fulfill the obligations associated with this project. Is there any known conflict of interest with the City or any employee or agent of the City?
- ___2 **Collusion.** Collusion Supplier affirms that this response submittal has not been prepared in collusion with any other supplier and the contents of the submission has not been communicated with other potential suppliers or with any agent of the City.
- ___3 **Debarment.** Supplier certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Has the Supplier been deemed ineligible from participating in any business with any government agency in the past five (5) years?
- ___4 **Litigation.** Within the past five (5) years, has the Supplier been the subject of or party to any civil or criminal proceedings or investigations based on wrongful death, fraud, theft, breach of contract, safety, misrepresentation or any other conduct?
- ___5 **Financial stability.** Financial stability demonstrates that the Supplier has the resources to complete and the ability to remain in business for the duration of the subsequent contract. Has any petition of bankruptcy, orders or judgment been filed against the supplier in the past five (5) years?
- ___6 **Liquidated Damages.** Liquidated Damages are types of compensation designed to reimburse the project owner (City) for certain problems or delays associated with a project; it serves as protection to both parties in the form of 'contract completion insurance'. Has the Supplier been assessed any liquidated damages or defaulted on any project with a government agency in the past five (5) years?
- ___7 **OSHA.** Has the Supplier been cited for any OSHA violations in the past five (5) years?

SUPPLIER ACKNOWLEDGEMENTS

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

- Specifications Acknowledgement _____
- Addendum No. _____ dated _____ Acknowledgement _____
- Addendum No. _____ dated _____ Acknowledgement _____
- Addendum No. _____ dated _____ Acknowledgement _____

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

ADDITIONAL ACKNOWLEDGEMENTS *(please initial)*

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

BID RESPONSE SIGNATURE

Please indicate organization type: ___ Individual ___ Partnership ___ Corporation

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

NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY /STATE/ZIP: _____

PHONE (including area code): _____

E-MAIL: _____

AUTHORIZED SIGNATURE

TITLE

NAME (PRINTED)

TITLE (PRINTED)

RESPONDING WITH 'NO BID'

Our company has elected to submit a 'NO BID' response for the following reason: _____

AUTHORIZED SIGNATURE

TITLE

NAME (PRINTED)

TITLE (PRINTED)

If you elect to submit a 'No Bid', you may email this page to cfay@cityofgriffin.com or fax to 678-692-0402 at any time prior to deadline.

FAILURE TO RETURN THIS PAGE AS PART OF YOUR SUBMITTAL MAY RESULT IN A REJECTION.

RFP 16-023
TECHNICAL RESPONSE SUBMITTAL – (NO COST ON THIS SHEET)

Company Name _____

RESPONSE STRUCTURE – Answer the following questions and comments; include associated information as needed (base answers must be submitted on this form; additional pages may be used as needed for supplemental information):

Question/Issue

Number of years of interment services experience. _____

Describe the extent of that experience as related to the specifications. _____

Number of years the organization has been operating & in business under the current name and current management. _____

Has there been any legal action or complaints against your business? _____

If yes, explain. _____

Has your business even been or is now involved with bankruptcy, liens or Chapter 11 proceedings? _____

If yes, explain. _____

List your company's heavy equipment that is used for interments: _____

How much notice is needed to meet the time requirements in the specified scheduling? _____

List any/all exceptions to specified requirements: _____

Additional comments/recommendations: _____

COMPLETED BY:

Company Name: _____

Contact Person: _____

(Signature)

(Printed Name)

FAILURE TO RETURN THIS PAGE AS PART OF YOUR SUBMITTAL MAY RESULT IN A REJECTION.

RFP 16-023
PRICE SUBMITTAL: to be sealed separately

Company Name _____ Price Valid Through _____

PRICE STRUCTURE – Complete the following and include associated information specifics for the cost quoted (pricing must be submitted on this form; additional pages may be used as needed):

Description	Cost
Standard grave (open & close)	\$ _____
Infant grave (open & close)	\$ _____
Oversize grave (specify what constitutes oversize)	\$ _____
Funeral service fee after 5PM (excess over standard)	\$ _____
Weekend service fee (excess over standard/infant/oversize)	\$ _____
Holiday service fee (excess over standard/infant/oversize)	\$ _____
Hand dug graves	\$ _____
Debris removal	\$ _____
Rock clause	\$ _____
Concrete floor removal	\$ _____
Monument (move & reset)	\$ _____
Pouring concrete floor	\$ _____
Disinterment	\$ _____
Drop ins	\$ _____
Steel vault graves	\$ _____
Other fees (specify ANY and ALL charges or excess fees not listed above)	\$ _____
Other fees (specify ANY and ALL charges or excess fees not listed above)	\$ _____
Other fees (specify ANY and ALL charges or excess fees not listed above)	\$ _____

List any/all exceptions to specified requirements:

Additional comments/recommendations: _____

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

COMPLETED BY:

Company Name: _____

Contact Person: _____

(Signature)

(Printed Name)

REFERENCES

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

REFERENCE 1:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 2:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 3:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

COMPLETED BY:

Company Name: _____

Contact Person: _____

(Signature)

(Printed Name)



SUPPLIER'S RFP/ITB CHECKLIST

- ___1 **Read the *entire* document**, paying close attention to critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc. Note that all RFP specific information noted in Section I or in a special Specification section, if there is one, take precedence over the general terms and conditions listed in Section II.
- ___2 **Note the Procurement Agent's name and e-mail address.** With the exception of written technical questions sent to the project manager, the Procurement agent is the only person you are allowed to communicate with regarding the RFP/ITB from inception until after award.
- ___3 **Attend the pre-proposal conference** if one is offered. These conferences provide a valuable opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP/ITB. Pre-proposal conferences are not usually mandatory, but are a source of important information and attendance at them (as well as any other related meetings) are considered part of the evaluation criteria.
- ___4 **Take advantage of the 'question / answer' period.** Submit your questions to the Procurement Agent (or Project Manager and copy the Procurement Agent) by the due date listed in the *Schedule of Events*. Even though you may get a direct response for questions you have asked, a formal addendum will be issued to address any substantive questions so all suppliers will have access to the additional pertinent information.
- ___5 **Follow the format required in the RFP/ITB** when answering questions and item details. Provide point-by-point responses to all sections in a clear, concise manner and in the order they were requested.
- ___6 **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Make sure all items have a response, even if it is with 'n/a'. Don't assume the City or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City. Proposal submissions are evaluated based solely on the information and materials provided in your response.
- ___7 **Use the forms provided**, e.g. cover page, cost proposal form, standard forms, registration, etc. Make sure to include all required forms (in the proper order) with your submission. You do not need to send a copy of the RFP itself with your response.
- ___8 **Supplier registration.** Supplier registration includes both information needed by the City and affidavits/information required by the State of Georgia. The City cannot award a bid to a supplier with incomplete registration. Registration is now done online and you can check to see if your profile is compliant (has both EV affidavit and W9) by logging in with your user-id and password. Even if you are not providing labor and do not need an E-Verify number, you will need to note the appropriate reason and sign. Note:
- ___9 **Check the City website for RFP/ITB addenda.** All addenda issued for the RFP/ITB are posted on the City's website under the associated RFP. Do not assume that if you received an individual notification of the RFP, you will receive all addenda. Notifications are a courtesy effort and the City cannot guarantee that an email notification will reach all of the intended recipients. Before submitting your response, check the website at <http://www.cityofgriffin.com>, under Resources, to confirm if any addenda were issued for the RFP/ITB. If so, you must acknowledge each addendum on the Response document.
- ___10 **Review and read the RFP/ITB document again** to make sure that you have addressed all requirements. Once the deadline has passed, you will be unable to make changes to your response. Your original response and the requested copies must be identical and complete. The copies are provided to the evaluation committee members and will be used to rank your response.
- ___11 **'Package' your response in the recommended order** of section 1.4. When response submittals are packaged in the same manner, evaluators are able to review them in a more timely, thorough and equitable manner.
- ___12 **Submit your response on time.** Note all the dates and times listed in the *Schedule & Summary* and within the document, and be sure to submit all required items on time. Late submissions will not be accepted.

This checklist is provided for assistance only and does not need to be submitted with the Supplier's Response.



SUPPLIER REGISTRATION

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

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

TO REGISTER:

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

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