

**EFFINGHAM COUNTY, GEORGIA  
REQUEST FOR QUOTE  
RFQ NO. 18-29-004**

**QUOTATION FOR: Recreation - Trophies & Medals**

**EFFINGHAM COUNTY PURCHASING AGENT**  
601 N. LAUREL STREET  
SPRINGFIELD, GEORGIA 31329  
(912) 754-2159 (PHONE)  
(912) 754-8413 (FAX)  
[purchasing@effinghamcounty.org](mailto:purchasing@effinghamcounty.org)

**DATE ISSUED: September 27, 2018**  
**DATE DUE: October 5, 2018**  
**TIME DUE: 11.00AM (EST)**  
**DEPT. FOR: RECREATION**

NOTE: Each Vendor or Contractor submitting a response to this request will be responsible for providing any or all of the items or services listed below, **as described** upon receipt of an Effingham County Purchase Order or executed Contract for such items or service. "Effingham County is an Equal Opportunity Employer", M/F/H, all vendors are required to be Equal Opportunity Employers M/F/H.

**GENERAL INFORMATION:**

The purpose of this proposal is to solicit written quotations for trophies and medals for the Effingham County Recreation Department. **ALL QUOTES SHOULD BE CONTAINED IN A SEALED OPAQUE ENVELOPE, CLEARLY MARKED "SEALED BID 18-29-004" AND WILL BE PUBLICLY OPENED AND READ ALOUD AT 11.00am (EST), Friday October 5, 2018 AT THE ADMINISTRATIVE COMPLEX AT THE ADDRESS LISTED ABOVE.**

Effingham County reserves the right to purchase or reject quotes received. It also reserves the right to make minor changes or further negotiate details and terms. Once the quote is accepted and terms are set, if the vendor fails to deliver within the agreed upon time Effingham County reserves the right accept a quote from another vendor. For further information concerning specifications please contact **Clarence Morgan, Recreation Director or Cameron Chastain, Athletic Coordinator at 912-754-6339.**

**1.0 PRICE QUOTED:** Price(s) quoted shall include delivery to:  
*Effingham County Recreation Department  
808 Highway 119 South  
Springfield, GA 31329*

**2.0 BILLING/INVOICES:** All invoices are to be mailed to:  
*Effingham County Finance Department  
601 North Laurel Street  
Springfield, GA 31329*

**3.0 BID RECIPIENT:** This bid is submitted to :  
*Effingham County Board of Commissioners  
601 North Laurel Street  
Springfield, GA 31329*

**4.0 BIDDER'S ACKNOWLEDGEMENTS:** Bidder accepts all of the terms and conditions of the Instructions to Bidders. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**5.0 BIDDER'S REPRESENTATIONS:** In submitting this Bid, Bidder represents that Bidder has examined and carefully studied the Bidding Documents and other related data identified in the Bidding Documents.

**6.0 BASIS OF BID:** Bidder acknowledges that estimated quantities are not guaranteed and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, as determined in the Purchase Order or Contract Documents.

**INTENTIONALLY LEFT BLANK**

**PLACE THIS QUOTE SUBMITTAL FORM ON TOP OF BID****QUOTE SUBMITTAL FORM**  
**RFQ NO. 18-29-004**

<b><u>ITEM</u></b>	<b>APPROX AMOUNT</b>	<b><u>COST – EACH</u></b> October 2018 to October 2019	<b><u>COST – EACH</u></b> November 2019 to October 2020	<b><u>COST – EACH</u></b> November 2020 to October 2021
<b>Champion Trophy: (1<sup>st</sup> Place)</b> 2 x 3 marble base with center hole; 5” 1.75” round column; PDU 2500 series star figure; 2 check rings; Laser engraved black brass plate	See tables below	\$	\$	\$
<b>Runner-up Trophy: (2nd Place)</b> 2 x 3 marble base with center hole; 3” 1.75” round column; PDU 2500 series star figure; 2 check rings; Laser engraved black brass plate	See tables below	\$	\$	\$
<b>Participation Trophy:</b> 2 x 3 marble base with center hole; 3” 1.75” round column; PDU 2500 series star figure 2 check rings; Laser engraved black brass plate	See tables below	\$	\$	\$
<b>Special Event Medal:</b> 2” value medal with custom full color sublimated insert on 7/8” matching neck ribbon.	See tables below	\$	\$	\$
<b>Special Event Medal:</b> Engraving on back if required (per medal)	See tables below	\$	\$	\$

<b>SPORT:</b>	<b>BASKETBALL</b>
PARTICIPATION:	50
1 <sup>ST</sup> PLACE	60
2 <sup>ND</sup> PLACE	60

<b>SPORT:</b>	<b>CHEERLEADNG</b>
PARTICIPATION:	30
1 <sup>ST</sup> PLACE	25
2 <sup>ND</sup> PLACE	25

<b>SPORT:</b>	<b>BASEBALL / TBALL</b>
PARTICIPATION:	340
1 <sup>ST</sup> PLACE	85
2 <sup>ND</sup> PLACE	85

<b>SPORT:</b>	<b>FOOTBALL</b>
PARTICIPATION:	45
1 <sup>ST</sup> PLACE	75
2 <sup>ND</sup> PLACE	75

<b>SPORT:</b>	<b>SOFTBALL</b>
PARTICIPATION:	70
1 <sup>ST</sup> PLACE	50
2 <sup>ND</sup> PLACE	50

<b>SPORT:</b>	<b>SOCCER</b>
PARTICIPATION:	215
1 <sup>ST</sup> PLACE	40
2 <sup>ND</sup> PLACE	40

<b>SPORT:</b>	<b>VOLLEYBALL (2X YEAR)</b>
1 <sup>ST</sup> PLACE	16
2 <sup>ND</sup> PLACE	16

<b>COCA-COLA CLASSIC</b>	<b>BASEBALL/SOFTBALL</b>
1 <sup>ST</sup> PLACE	175
2 <sup>ND</sup> PLACE	175

<b>SPECIAL EVENT MEDALS (Fall Festival)</b>	12
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**SPECIAL INSTRUCTIONS BELOW – PLEASE READ CAREFULLY**

1. PRICES QUOTED MUST BE GOOD FOR THREE YEARS – October 2018 to October 2019 / November 2019 to October 2020 / November 2020 to October 2021.
2. BIDDER SHALL PROVIDE LITERATURE ON PRODUCTS QUOTED AND A SAMPLE OF EACH WITH THEIR BID PACKET. As the Runner-Up Trophy and the Participation Trophy are the same, only one sample of this trophy is required. If requested by bidder, samples can be returned at the bidders expense.
3. TURN AROUND TIME AFTER RECEIVING ORDERS WILL BE FIVE (5) TO SEVEN (7) BUSINESS DAYS.
4. ***NO SHIPPING COSTS WILL BE ADDED UNLESS OUR MISTAKE IN ORDERING FIRST TIME.***
5. ***A COMPANY REPRESENTATIVE MUST BE AVAILABLE WHEN NEEDED DURING THE ORDERING PROCESS:***

Representative Information:

Company Name:	
Representative Name:	
Cell :	
Office:	
Email:	
Representative Contact Address:	

6. THE COUNTY RESERVES THE RIGHT TO SPLIT ORDERS BY ITEM FOR DELIVERY ON TIME PURPOSES.
7. INDICATE WARRANTY AND DISCOUNT/TERMS BELOW (if offered):

WARRANTY: \_\_\_\_\_

DISCOUNTS/TERMS: : \_\_\_\_\_

**INTENTIONALLY LEFT BLANK**

It is agreed by the undersigned offeror that the signature and submission of this quote represents the vendor's acceptance of all terms, conditions and requirements of specifications and, if awarded, the quote will become part of the purchase order(s) between the parties.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_

PHONE - OFFICE: \_\_\_\_\_

PHONE - CELL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXCEPTION SHEET**

If Commodity(s) and/or Service proposed in quote is in ANY WAY different from that contained in this proposal, the Bidder is responsible for clearly identifying all such differences in the space below. Otherwise, it will be assumed that the Bidder's offer is in total compliance with all aspects of the proposal.

Below are the only differences between my offer and the County's proposal:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE/TITLE

\_\_\_\_\_  
COMPANY

**LEGAL NOTICE**

**REQUEST FOR QUOTATION**

**RFQ No. 18-29-004**

**Recreation - Trophies & Medals**

Effingham County Board of Commissioners will be accepting quotes until **11.00am (EST), Friday October 5, 2018** at the Effingham County Administrative Complex, 601 North Laurel Street, Springfield, GA 31329 for **Recreation - Trophies & Medals**

Bid packages and instructions are available at the address listed above or online at [www.effinghamcounty.org](http://www.effinghamcounty.org) - Purchasing tab. For additional information please contact, Effingham County purchasing office (912) 754-2159 or via email: [purchasing@effinghamcounty.org](mailto:purchasing@effinghamcounty.org)

EFFINGHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS / PROPOSALS AND TO WAIVE ALL FORMALITIES. "EFFINGHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H/V; ALL PROPOSERS ARE REQUIRED TO BE EQUAL OPPORTUNITY EMPLOYERS".

**EFFINGHAM COUNTY, GEORGIA  
DOCUMENT CHECK LIST**

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

Please indicate you have completed the following documentation; and then submit them in the following order of shown as **REQUIRED.**

<b>REQUIRED</b>	<b>COMPLETED</b>	<b>ITEM DESCRIPTION</b>
		INSTRUCTIONS TO BIDDERS
		REQUEST FOR QUOTE
<b>X</b>		BID / QUOTE SUBMITTAL FORM
		SURETY REQUIREMENTS (Certified check or other security of _% required with BID SUBMITTAL – BID BOND FORM PROVIDED)
		PERFORMANCE BOND- UPON AWARD OF CONTRACT (FORM PROVIDED)
		PAYMENT BOND- UPON AWARD OF CONTRACT ( FORM PROVIDED)
		CERTIFICATE OF INSURANCE (SAMPLE ATTACHED)
<b>X</b>		W-9
		LEGAL NOTICE
<b>X</b>		CONTRACTOR AFFIDAVIT & AGREEMENT (E-VERIFY)
		SUB-CONTRACTOR AFFIDAVIT & AGREEMENT (E-VERIFY)
		GEORGIA PROFESSIONAL LICENCE CERTIFICATIONS
		LIST OF SUB-CONTRACTORS
<b>X</b>		ATTACHMENTS
		RECEIPT OF ADDENDA IF ANY

\_\_\_\_\_  
**Authorized Signature**

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

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

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



**NSTRUCTIONS TO BIDDERS**

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a Bid or Proposal to supply Effingham County with equipment, supplies and/or services as described herein. All bids / proposals are governed by the Code of Effingham County, and the laws of the State of Georgia.

1.2 **How to Prepare Bid Proposals:** All bid proposals shall be submitted on the form enclosed herewith, unless otherwise prescribed, and all documents must be submitted

All bid proposals shall be typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the bid / proposal. **All signature spaces must be signed.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

1.3 **How to Submit Bid Proposals:** All bid proposals shall be:

**A. Submitted in sealed opaque envelopes, plainly marked with the bid number, bid title, bid closing date, and company name.**

**B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.**

- **Mailing Address: Effingham County Purchasing Agent, 601 North Laurel Street, Springfield, Georgia, 31329.**
- **Hand Delivery: Effingham County Purchasing Agent, 601 North Laurel Street, Springfield, Georgia, 31329.**

Please check the County's website [www.effinghamcounty.org](http://www.effinghamcounty.org) prior to submission for any addendum to the RFQ

**BIDS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

1.4 **How to Submit an Objection:** Objections from Bidders to this request for quote and/or these specifications should be brought to the attention of the County Purchasing Agent in writing. The objections contemplated may pertain to form and/or substance of the request for quote documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this request for quote.

1.5 **Failure to Bid:** If a Bid is not submitted, the business should return this request for quote completing Attachment F, stating the reason therefore, and indicate whether the business should be retained or removed from the County's Bidders list.

1.6 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Bids. Failure to do so will be at the Bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.

1.7 **Standards for Acceptance of Bid for Contract Award:** The County reserves the right to reject any or all Bids and to waive any irregularities or technicalities in Bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Bid of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a Bid from a Bidder whom investigation shows is not in a position to perform the contract.

- 1.8 **Confidentiality of Documents:** Upon receipt of a bid by the County the bid shall become the property of the County without compensation to the Vendor, for disposition or usage by the County at its discretion. The particulars of the bid documents will remain confidential until final award of the contract.
- 1.9 **Bidder:** Whenever the term "Bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Effingham County in such capacity before a contract has been entered into between such party and the County.
- 1.10 **Responsible / Responsive Bidder:** Responsible Bidder means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. Responsive Bidder means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the request for quote.
- 1.11 **Compliance with Laws:** The Bidder and/or contractor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State or County statute, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.
- 1.12 **Governing Law:** Any contract and/or agreement and any addendums to it that result from this RFQ shall be governed by the laws of Georgia, with venue in Effingham County.
- 1.13 **Contractor:** Contractor or subcontractor means any person or business having a contract with Effingham County. The Contractor/Vendor of construction, supplies, goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.14 **County:** Whenever the term "County" or "Owner" is used it is to refer to the Effingham County Board of Commissioners.
- 1.15 **Debarred Firms and Pending Litigation:** Any potential bidder/firm listed on the Federal or State of Georgia Parties Listing (barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any bidder/firm previously defaulting or terminating a contract with the County will not be considered.

Bidder acknowledges that in performing contract work for the County, Bidder shall not utilize any firms that have been a party to any of the above actions. If Bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with the firm with respect to County contract.

\*\* All Bidders are to read and complete the Bidder's certification regarding debarment, suspension, ineligibility, and voluntary exclusion enclosed as Attachment C to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

- 1.16 **Protection of Resident Workers:** Effingham County Board of Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.
- 1.17 **Immigration:** On 1 July 2009, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All employers, contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are

enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

\*\* All Bidders are to read and complete the E-Verify affidavit enclosed as Attachment E to be returned with response. **Failure to do so may result in your solicitation response being rejected as non-responsive**

- 1.18 **Non-Collusion Affidavit:** All Vendors must complete the non-collusion affidavit enclosed as Attachment D per OCGA 36-91-21 (e).
- 1.19 **Statement of Disclosure:** All Vendors must provide a statement of disclosure which will allow the County to evaluate possible conflicts of interest.

**Interests of Public Officials.**

The vendor warrants for itself and any subcontractor that no elected or appointed official or employee of Effingham County, Georgia, has any interest in their bid or the proceeds of any contract/agreement which may result thereof. In the event that an elected or appointed official or employee acquires any interest in any contract/agreement which may result from this bid, or the proceeds thereof, the vendor agrees to disclose such interest to the BOARD immediately by written notice. For breach or violation of this clause, the BOARD may annul any contract/agreement resulting from this bid without liability, terminate any contract/agreement resulting from this bid for default, or take other remedial measures. "Interest" as used herein means direct or indirect pecuniary or material benefit accruing to a county commissioner, official or employee as a result of a matter which is or which is expected to become the subject of an official action by or with the county, except for such actions which, by their terms and by the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. The term "interest" shall not include any remote interest. For purposes of this bid, a county commissioner, official or employee shall be deemed to have an interest in the affairs of: (1) his or her family; (2) any business entity in which the county commissioner, official or employee is a member, officer, director, employee, or prospective employee; and (3) any business entity as to which the stock, legal ownership, or beneficial ownership of a county commissioner, official or employee is in excess of five percent of the total stock or total legal and beneficial ownership, or which is controlled or owned directly or indirectly by the county commissioner, official or employee. *Remote interest* as used herein means the interest of (1) a volunteer director, officer, or employee of a nonprofit corporation; (2) a holder of less than 5 percent of the legal or beneficial ownership of the total shares of a business; (3) any person in a representative capacity, such as a receiver, trustee, or administrator. *Family* as used herein means the spouse, parents, children, and siblings, related by blood, marriage, or adoption, of a county official or employee.

- 1.20 **Indemnification:** The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Effingham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR'S obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Effingham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'S obligation to indemnify Effingham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

**ATTACHMENT A**

**DRUG FREE WORKPLACE CERTIFICATION**

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;
2. Each Sub-Contractor under the direction of the Contractor shall secure the following written certification:

(Contractor) certifies to Effingham County that a drug-free workplace will be provided for the employees during the performance of this contract known as **RFQ No. 18-29-004 - Recreation - Trophies & Medals** pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

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

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

My Commission Expires: \_\_\_\_\_ , 20\_\_\_

**ATTACHMENT B**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know all men by this presence, that I (We) \_\_\_\_\_

Name \_\_\_\_\_, (herein after "Company"), Title \_\_\_\_\_

In consideration of the privilege to Bid on the following Effingham County Procurement titled **RFQ No. 18-29-004 - Recreation - Trophies & Medals** hereby consent, covenant, and agree as follows:

A. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the Bid submitted to Effingham County or the performance of the contract resulting there from;

B. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities and women; and

C. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Effingham County.

D. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made part of an incorporated by reference in the contract which this Company may be awarded;

E. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE:

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

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

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

My Commission Expires: \_\_\_\_\_ , 20\_\_\_\_

**ATTACHMENT C**

**BIDDER’S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this bid / proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency, State of Georgia, Board of Education or local municipality. Bidder agrees that by submitting this bid / proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Printed or Typed Name of Signatory)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NOTE:** The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

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

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

My Commission Expires: \_\_\_\_\_ , 20 \_\_\_\_

**ATTACHMENT D**

**NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_ certify that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), \_\_\_\_\_ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of \_\_\_\_\_ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(SECRETARY/ASSISTANT SECRETARY)  
(Affix corporate seal here, if a corporation)

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

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

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

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_

**NOTE:**

**IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.**

**IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.**

**ATTACHMENT E  
STATE OF GEORGIA  
EFFINGHAM COUNTY**

**CONTRACTOR AFFIDAVIT (E-Verify)**

By executing this affidavit, the undersigned Contactor verifies its compliance with O.C.G.A § 13-10-91, stating affirmatively that the individual, firm, or corporation that is contracting with Effingham County has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and shall agree to use this program for any newly hired employees throughout the duration of the contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Effingham County, contractor will secure from such subcontractor similar verification of compliance with O.C.G.A. § 13-10-91 on the subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. The contractor further agrees to provide notice to the County of the identity of each subcontractor hired under the contract within five (5) business days of entering into a contract for hire. Such notice shall include a copy of the Subcontractor Affidavit for each subsequent subcontractor attesting to the subcontractor's name, address, user identification number, and date of authorization to use the federal work authorization program. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Effingham County within five (5) days of the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/ Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
Date Authorized to use E-Verify

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

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

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

My Commission Expires: \_\_\_\_\_ , 20 \_\_\_\_

\* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/ Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



**ATTACHMENT F**

**NO-BID STATEMENT**

In an effort to make the procurement of construction, goods and services for Effingham County as competitive as possible, we are soliciting information from contractors and or vendors who cannot Bid. Your “responsiveness” and “constructive” comments will be appreciated. Completion of this form will assist us in evaluating factors which relate to the competitiveness of our Bids. Please check any of the boxes below which may apply.

- Specifications - Restrictive, too “tight”, unclear, specialty item, geared toward one (1) brand or manufacturer only. (Explain below)
- Manufacturing - Unique item, production time for model or item has expired, etc.
- Bid Time - Insufficient time to properly respond to bid or proposal.
- Delivery Time - Specified delivery time cannot be met.
- Payment - Delay in payment terms. Please be specific.
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - From Bidders list for this particular commodity or service.
- Keep - Our Company on your Bidders list for future reference.
- Project is - Too Large \_\_\_\_\_ Too Small \_\_\_ Site Location Too Distant .
- Miscellaneous - Do not wish to Bid, do not handle this type of item (s), unable to compete, contract clause (s) not acceptable, etc. Please be specific.

*CONSTRUCTION PROJECTS:* Please provide reason for obtaining a Bid package. Check one below.

- Interest in this project as a: Prime Contractor \_\_\_\_\_ ,
- Sub-Contractor \_\_\_\_\_ . Supplier \_\_\_\_\_ .

**RFQ No. 18-29-004 - Recreation - Trophies & Medals**

**Signature:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_