



Oconee County Board of Commissioners

Request for Proposal (RFP)

RFP #FY1704-20

New Oconee County Civic Center

ACCEPTANCE TIME/DATE: Prior to **2:00 PM Thursday, May 4, 2017** "Local Time"

**ACCEPTANCE
PLACE**

Oconee County Board of Commissioners
Finance Department - Division of Procurement
23 N. Main Street, Suite 203
Watkinsville, Georgia 30677

There will be NO PRE-SUBMITTAL MEETING for this RFP.

QUESTIONS regarding this RFP shall be received no later than **2:00 PM on Thursday, April 27, 2017**.

REQUESTS FOR INFORMATION related to this Solicitation should be directed to:

Karen T. Barnett, CPPB
Purchasing Officer
(706) 769-2944
(706) 310-3574 (Fax)
E-mail address: kbarnett@oconee.ga.us

OPENING OF PROPOSALS: Suite 205, Commissioner Chambers, Oconee County Courthouse, 23 N. Main St., Watkinsville, GA 30677

This document can be downloaded from our web site:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

Issue Date: April 20, 2017



RFP #FY1704-20

New Oconee County Civic Center

Request for Proposal

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A. Respondent's Mandatory Forms

Exhibit

A. Oconee County Insurance Requirements

April 20, 2017
Oconee County Board of Commissioners
23 N Main Street
Watkinsville, GA 30677
Request for Proposal (RFP) #FY1704-20

New Oconee County Civic Center

Sealed proposals will be received in hand in the office of the Purchasing Officer, Oconee County Board of Commissioners (OCBOC), Suite 203, 23 N. Main Street, Watkinsville, GA. 30677, until **2:00 PM on Thursday, May 4, 2017** from qualified individuals or firms interested in a joint enterprise with the County in the development of the new Oconee County Civic Center. The OCBOC is interested in any and all proposals as to the exact nature of any proposed relationship. Proposal shall include, but is not limited to, parcel location, timeline for project completion and cost. Please see RFP documents for full project scope.

At that time, date, and place given above, in Suite 205, the sealed proposals will be publicly opened and only the names of the respondents will be read aloud. The RFP documents and forms can be obtained from the Office of the Purchasing Officer or the Oconee County Website at www.oconeecounty.com. No bonds are required for this RFP. No pre-submittal meeting is scheduled for this solicitation.

Questions regarding this RFP should be directed to Ms. Karen Barnett, CPPB, Purchasing Officer via Email at kbarnett@oconee.ga.us and shall be received no later than **2:00 PM on Thursday, April 27, 2017**.

The OCBOC reserves the right to cancel this solicitation and/or reject all proposals in whole or in part if Oconee County determines that cancellation and/or rejections are advantageous to the County. RFPs are legal and binding upon the Respondent when submitted. It will also be the responsibility of each Respondent to obtain any addenda issued from the Purchasing Office. The written RFP documents supersede any verbal or written prior communications between the parties.

By Oconee County Board of Commissioners

The Honorable John Daniell, Chairman

Section 1: Background

1.1 Introduction

This is a request for proposal (RFP) for parties interested in a joint public/private enterprise with the Oconee County Board of Commissioners in the development and construction of a new Civic Center. This RFP invites sealed proposals according to the requirements set forth in this document. The proposals will be reviewed and evaluated using the selection process described herein.

This RFP is subject to revision after the date of issuance via written addenda. Any such addenda will be posted on the Owner's web site (not distributed directly to potential Respondents). It is each Respondent's responsibility to obtain all RFP addenda prior to submitting its proposal.

The Owner will not be liable for any costs incurred by any Respondent or any other party in developing or submitting a proposal.

1.2 RFP Organization

This RFP consists of the following Sections, Attachments, and Exhibit:

- Section 1: Background
- Section 2: Project Overview
- Section 3: Professional Services Required
- Section 4: Procurement Process
- Section 5: Proposal Submission Requirements
- Section 6: Proposal Evaluation and Selection
- Section 7: Conditions for Respondents
- Attachment A: Mandatory Forms
- Exhibit A: Oconee County Insurance Requirements

Section 2: Project Overview

2.1 Purpose

In 1993, the current Oconee County Civic Center was completed. It currently serves the Oconee County School System and the Oconee County Government. This has been a successful arrangement over the years. However, requests for usage of the current Oconee County Civic Center for banquets, award ceremonies, theatrical productions, wedding receptions, training seminars, and regional conferences have far exceeded its limitations. The existing building is limited by its location, size, and design. There is no room for expansion of the current facility. Due to the current and projected size and needs of the existing Civic Center, the Oconee County Board of Commissioners is seeking proposals from interested parties to enter into a joint Public/Private enterprise for a new Civic Center.

Section 3: Professional Services Required

3.1 Scope of Services

A selected proposal will benefit both the Private Entity and the Citizens of Oconee County. The proposal should include exact parcel location and timeline for completion of entire project. The Oconee County Board of Commissioners will own and operate the proposed facility. The Oconee County Board of Commissioners is interested in any and all proposals as to the exact nature of any proposed relationship. Upon review of submitted proposals the Oconee County Board of Commissioners will negotiate a final agreement.

3.2 Concept

Conceptually, the new Civic Center should contain the following elements to meet the current and projected future needs:

3.2.1 18,000- 25,000 square feet of sub-dividable meeting and banquet space:

The current Oconee County Civic Center has 6560 square feet of meeting space that can be divided into large (4100 sq. ft.), medium (1500 sq. ft.) and small 800 (sq. ft.) rooms. The Civic Center Staff must decline requests for double the largest room available almost daily. Staff must also refuse requests for the existing space several times per day because the requested dates are not available. There are frequent requests for “breakout” rooms to go along with a large room. “Breakout rooms” do not exist in the current facility.

3.2.2 The ability to utilize “in-house” food and beverage service:

The current Civic Center is inadequate for providing “in-house” food and beverage service. The existing kitchen will not support food preparation. Due to the proximity of the current Civic Center to Oconee County High School, alcohol sales are not allowed. The Civic Center needs the ability to provide catering services and also retain the ability for some users to self-cater.

3.2.3 The ability to provide meeting space for a wider range of events:

A larger and properly designed Civic Center will provide the opportunity for a wider range of users. Current limitations do not allow many workshops, small to mid-sized gatherings, regional conferences, trade shows, or cultural exhibits. The existing facility does not allow the opportunity to tap into the events sponsored by the institutions of higher learning in this area.

3.2.4 A slightly larger Performing Arts Theatre with adequate backstage support areas:

The seating capacity of the current Performing Arts Theatre is 500. There are frequent requests from regular users who need a minimum of 750 to 1000 seats in order to avoid multiple performances. The current Civic Center does not provide adequate dressing room or storage space. With a larger Performing Arts Theatre, there will be opportunities for more users to take advantage of our facility.

3.2.5 Provide Community Service:

It is imperative that the Civic Center continue to provide services for the Oconee County Community first and foremost. A new Civic Center will certainly enhance this opportunity. Additionally, the proposed facility should allow out of county individuals and groups to meet their needs in Oconee County.

3.3 Roles and Responsibilities

Owner: The Owner will collaborate and cooperate with the Respondent and will fulfill its responsibilities in a timely manner to facilitate the Respondent’s timely and efficient performance of services. Owner responsibilities include:

3.3.1 Review submissions and provide comments to Respondent.

3.3.2 Provide data and information regarding the Project that will assist the Respondent in the Work.

3.3.3 Will own and operate the proposed facility.

3.3.4 Assist Respondent in obtaining governmental information as needed.

Section 4: Procurement Process

4.1 Communications and Owner Contacts

The Owner Contact(s) will act as the sole point of contact for this RFP and shall administer the RFP process. All communications shall be submitted by email, and shall specifically reference this RFP. All questions or comments should be directed to the Owner Contact(s) as follows:

Ms. Karen Barnett, CPPB
Purchasing Officer
Oconee County Finance Department
23 North Main Street
Watkinsville, Georgia 30677

Phone: (706) 769-2944
Fax: (706) 310-3574

Email: kbarnett@oconee.ga.us

Any explanation desired by a potential Respondent regarding the meaning or interpretation of the RFP or associated attachments must be requested five (5) days prior to the opening, unless otherwise specified.

No oral communications from the Owner Contact(s) or other individual is binding. With the exception of the Owner Contact(s), no contact with Owner staff, board members or any public official concerning the Project during the procurement process is allowed. Violation of this provision may result in disqualification of Respondent.

The Owner's Contact(s) may designate alternate contacts, such as Owner's Representative or other County staff, in order to address specific inquiries.

4.2 Procurement Schedule

The current procurement schedule is as follows and is subject to change at any time:

Issue RFP	April 20, 2017
Questions Deadline	April 27, 2017; 2:00:00 PM
Submit Proposal	May 4, 2017; 2:00:00 PM

Interviews (If required)	Week of May 8th
Proposal evaluation / selection	Week of May 15th
Award Contract	TBD

4.3 Pre-Submittal Meeting

There will be no pre-submittal meeting for this solicitation.

Section 5: Proposal Submission Requirements

5.1 Submittal Place and Deadline

Seven paper documents (one original and six copies), and 1 digital version of the sealed proposal (in PDF format on memory stick), must be mailed or hand-delivered with a cost proposal submitted in a separate sealed envelope no later than **May 4, 2017 at 2:00:00 PM local time**, addressed to:

Ms. Karen Barnett, CPPB
Purchasing Officer
23 North Main Street
Suite 203,
Watkinsville, Georgia 30677

Proposals forwarded by facsimile or e-mail will not be accepted.

The County may choose not to accept a submittal of a Respondent who is in default on the payment of taxes, licenses or other monies due to the County.

Each Respondent assumes full responsibility for timely delivery of its Proposal at the required location. Any Proposal received after the submittal deadline will be deemed non-responsive and returned. **The delivered package containing the Proposal documents must display “Proposal Enclosed – New Oconee County Civic Center” on the outside.**

The Respondent shall furnish and sign all information required by the Proposal Documents. The person signing the documents must initial erasures or other changes. An authorized agent of the company must sign documents.

Attach a sealed cost proposal inside the back cover page of the Proposal with the Project Name and “Cost Proposal” clearly marked on the outside of the envelope.

5.2 Submission Content

The content requirements set forth in this Proposal represent the minimum content requirements for the Proposal. It is the Respondent's responsibility to include information in its Proposal to present all relevant qualifications and other materials. The Proposal, however, should not contain standard marketing or other general materials. It is the Respondent's responsibility to modify such materials so that only directly relevant information is included in the Proposal.

The Proposal must include the following information in the order listed:

- Transmittal Letter
- Part 1 – Executive Summary
- Part 2 – Qualifications
- Part 3 – Project Approach
- Part 4 – Project Schedule & Site Locations
- Part 5 – Cost Proposal (Sealed Envelope)
- Appendix A – Resumes
- Appendix B – Financial Condition
- Appendix C – Completed Mandatory Forms

5.2.1 Transmittal Letter

Respondents must submit a transmittal letter (maximum one page) on the Respondent's letterhead. It must be signed by a representative of the Respondent who is authorized to sign such material and to commit the Respondent to the obligations contained in the Proposal. The transmittal letter must include the name, address, phone number and e-mail address for the Respondent Contact, and must specify who would be the Respondent's signatory to any contract documents executed with the Owner. The transmittal letter may include other information deemed relevant by the Respondent.

5.2.2 Part 1 – Executive Summary

The executive summary (maximum one page) must include a concise overview of the key elements of the Proposal and must summarize and refer to information in the RFP concerning satisfaction of the Scope of Services and Concept.

5.2.3 Part 2 –Qualifications & Experience

Provide general information about the Respondent, such as lines of business and service offerings, locations of home and other offices, number of employees (professional and non-professional), years in business, and evidence of required licenses, certifications and credentials.

The Proposal must describe the performance history and experience of the Firm and Project Team on similar projects. The Respondent shall submit descriptions of reference projects to demonstrate relevant experience. Provide a discussion on how the cumulative relevance of the referenced projects should lead the Owner to conclude that the Respondent has previous experience similar to all of the elements of the Project.

5.2.4 Part 3 – Project Understanding and Approach

Describe your team's understanding or concept of the Project and a discussion of how that understanding should allow the Owner to conclude that the Respondent's team is knowledgeable of this type of Project. Describe your team's project approach.

5.2.5 Part 4 – Project Schedule and Site Locations

Provide a project schedule for the scope of work presented in the RFP and list of potential site locations.

5.2.6 Part 5 – Cost Proposal

Provide a firm cost estimate for the scope of work presented in the RFP. Provide a description of how the Respondent's team expects to be compensated (hourly with estimated maximum, lump sum, etc.)

Section 6: Proposal Evaluation and Selection

6.1 General

The Proposals will be reviewed and evaluated by the Owner's selection committee according to the requirements and criteria outlined in this Section. During the Proposal evaluation process, written questions or requests for clarifications may be submitted to one or more Respondents regarding its Proposal or related matters. In addition, the Owner may require that one or more of the Respondents participate in an interview.

6.2 Responsiveness

Each Proposal will be reviewed to determine whether it is responsive to the RFP. Failure to comply with the requirements of this RFP may result in rejection of the Proposal as non-responsive. At its sole discretion, however, the selection committee may waive technicalities and informalities, and may request clarification or additional information to address any questions that may arise in regard to whether a Proposal is responsive.

6.3 Evaluation Criteria

The selection committee will evaluate and rank the responsive Proposals by applying the weighted comparative evaluation criteria set forth below.

Criteria Description	Value
Qualifications & Experience	25
Project Understanding & Approach	25
Project Schedule & Site Locations	25
Cost Proposal	25
Appendices shall be graded as pass/fail	--

6.4 Selection

After the evaluation process is complete, the top- ranked Respondent will be either selected for contract award on the basis of the Contract or offered the opportunity to negotiate the final terms of the Contract. If the Owner determines that the top-ranked Respondent's proposed final terms of the

Contract are not advantageous to the Owner, the Owner may choose to either select or negotiate with the next-ranked Respondent.

Section 7: Conditions for Respondents

7.1 Conflict of Interest

Identify any persons known to the Respondent who would be obligated to disqualify themselves from participation in any transaction from or in connection with the Project pursuant to Georgia general statutes regarding State and Local Government conflicts of interests.

7.2 Proprietary Information

All materials submitted to the Owner become public property and are subject to the Georgia Open Records Act (O.C.G.A. § 50-18-90 et seq.) If the Proposal contains proprietary information that the Respondent does not want disclosed, each page containing such information must be identified and marked "PROPRIETARY" at the time of submittal. The Owner will, to the extent provided by law, endeavor to protect such information from disclosure. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request. Respondents shall not be permitted to mark entire Proposal as proprietary.

7.3 Rights of the Owner

In connection with this procurement process, including the receipt and evaluation of Proposals and award of the Contract, the Owner reserves to itself (at its sole discretion) all rights available to it under applicable law, including without limitation, with or without cause, and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this RFP, in whole or in part, at any time prior to the execution of the Contract, without incurring any obligations or liabilities.
- Reject all proposals or any proposal that is nonresponsive or not responsible and to waive technicalities and informalities.
- Suspend and terminate the procurement process or terminate evaluations of Proposals received.
- Permit corrections to data submitted with any Proposal.
- Hold meetings and interviews, and conduct discussions and correspondence, with one or more of the Respondents to seek an improved understanding of any information contained in an Proposal.
- Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the Proposals.
- Conduct an independent investigation of any information, including prior experience, included in a Proposal by contacting project references, accessing public information, contacting independent parties, or any other means.

7.4 Addenda

If any revisions to the RFP or procurement process become necessary or desirable, the Owner may issue written addenda. **The Owner will not transmit addenda to potential Respondents.**

The Owner will post all addenda on the Owner Project website at the following address:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

It is the Respondent's responsibility to obtain all addenda prior to submitting its Proposal.

7.5 Mandatory Forms

Oconee County may make any investigations deemed necessary to determine Respondent's ability to perform the Work, and Respondent shall furnish all information and data requested by the County. The County reserves the right to reject any Proposal from any Respondent that the County considers not properly qualified to carry out Agreement obligations or able to satisfactorily complete the Work on schedule. Each Proposal shall contain the following documents in completed form (County forms must be used without substitution unless otherwise stated):

SEE ATTACHMENT "A" FOR MANDATORY FORMS

7.6 Required Documents After Award

- Occupational Tax License - Applicant shall provide evidence of a valid Oconee County occupation tax license if the applicant maintains an office within the unincorporated area of Oconee County. Incorporated, out of County, and out of State applicants are required to provide evidence of a license to do business in any town, ordinance, or resolution.
- Certificate of Insurance - Contractor shall have insurance provider email a Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate needs to include an "additional insured" language for the County.

SEE EXHIBIT "A" FOR OCONEE COUNTY INSURANCE REQUIREMENTS

- Subcontractor affidavits - The contractor must obtain affidavits from their subcontractors swearing that the subcontractor is registered for and participates in the E-Verify program. The affidavits must be provided to Oconee County within five business days of the subcontractor being hired to work on the Oconee County project.

7.7 Georgia Security and Immigration Compliance Act

Respondents submitting a proposal in response to this RFP must provide the following information in the submittal to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A statement that indicates the Respondent will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.

By completing the affidavit that is provided with this solicitation, the Respondent is attesting to the following:

- The affiant has registered with and is authorized to use the federal work authorization program;
- The user identification number and date of authorization for the affiant;
- The affiant is using and will continue to use the federal work authorization program throughout the contract period;
- Any employee, Contractor, or Subcontractor of such Contractor shall also be required to satisfy the requirements set forth in this paragraph; and

Upon contracting with a new Subcontractor, a Contractor shall notify Oconee County and shall deliver a completed Subcontractor Affidavit to Oconee County within five (5) working days of entering into a contract or agreement of hire with the Subcontractor before beginning work.

Failure to provide the completed and notarized affidavit with the Respondent's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

7.8 Exemption from Taxes

The Respondent shall not charge the County for Georgia State Sales or Use Taxes or Federal Excise Tax on the finished goods or services provided under the Agreement. Nothing in this section shall prohibit the Respondent from including its own sales tax expense in connection with the Agreement in its Agreement price.

7.9 Equal Employment Opportunity Clause (Incorporated by Reference)

"The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60-250.4, the affirmative action clause for handicapped workers, set forth in 41 CFR 60-741.4, and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this RFP. By submitting Proposal, vendor certifies that it complies with the authorities cited above and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60-1.8."

(End of RFP Documents)

Attachment A

Mandatory Forms

The following forms must be completed and returned with the Respondent's Proposal

- W-9
- Contractor's Affidavit (E-Verify)
- Addendum Acknowledgement (if applicable)
- Drug Free Certificate
- Local Business Affidavit of Eligibility
- Respondent's Certificate and Statement of Non-Collusion

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



RFP #FY1704-20
New Oconee County Civic Center
Proposed Joint Enterprise

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information of all of its new employees.

The Employment Eligibility Verification "E-Verify" site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Oconee County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the Oconee County Board of Commissioners, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the Oconee County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Karen T. Barnett, CPPB
Oconee County Purchasing Officer
23 N. Main Street, Suite 206
Watkinsville, GA 30677
Fax: (706) 310-3574
Email: kbarnett@oconee.ga.us



RFP #FY1704-20

**New Oconee County Civic Center - Proposed Joint Enterprise
Immigration and Security Form
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

Contractor's Name:	
County Solicitation Number	RFP#FY1704-20

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

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 the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify TM Company Identification Number

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 SEAL]

Notary Public

My Commission Expires:

*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

RFP #FY1704-20

**New Oconee County Civic Center
Proposed Joint Enterprise
Immigration and Security Form
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

Contractor's Name:	
County's Solicitation Number:	RFP#FY1704-20

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new subcontractor used to perform under the identified County contract.

[illegible]



RFP #FY1704-20
New Oconee County Civic Center
Proposed Joint Enterprise
Immigration and Security Form
Georgia Security & Immigration Compliance (GSIC) Act Affidavit

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation Number:	RFP#FY1704-20

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify TM Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE ____ DAY OF _____ 20__

[NOTARY SEAL]

Notary Public

My Commission Expires:

*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



RFP #FY1704-20
New Oconee County Civic Center
Proposed Joint Enterprise
Addenda Acknowledgement

The Respondent has examined and carefully studied the Request Qualifications and Proposal and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No./Date_____

Addendum No./Date_____

Addendum No./Date_____

Addendum No./Date_____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

Email

Respondents must acknowledge any issued addenda. Proposals which fail to acknowledge the Contractor's receipt of any addendum may result in the rejection of the proposal if the addendum contains information that substantively changes the Owner's requirements.

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



RFP #FY1704-20
New Oconee County Civic Center
Proposed Joint Enterprise
Drug-Free Workplace

I hereby certify that I am a principle and duly authorized representative of:

Whose address is:

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,
2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,
3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting Agreement with _____,

_____ certifies to the CONTRACTOR that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,

4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date

Signature

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



RFP #FY1704-20
New Oconee County Civic Center
Proposed Joint Enterprise

***Legal Name of Business:** _____

1. Mailing Address:

Physical Address: (if different)

2. Year business was established in Oconee County: _____

3. Occupational Tax License number issued and County/City where issued: _____

4. Business Type (circle one): Corporation Partnership Sole Proprietorship

5. Does your business have more than one office in Oconee County? Yes No

If yes, specify the location(s): _____

6. Is your business' principal base of operations in Oconee County? Yes No

7. Does your business have any locations outside of Oconee County? Yes No

If yes, specify the locations(s): _____

8. Bank (branch in Oconee County): _____

CERTIFICATION: I hereby certify under penalty of perjury that the information, which I have provided, on this form is true, and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.

Attest: _____

***Authorized Signature:** _____

Sworn to and subscribed before me this _____

***Print Name:** _____

day of _____, **20** _____

***Title:** _____

Commission Expires: _____

(Seal)

***Non-Local Business** _____
(Check Here)

Mandatory Document – Complete all areas above and return with your proposal. If your business is NOT local, please complete only those areas marked with an asterisk (*)



RFP #FY1704-20
New Oconee County Civic Center
Proposed Joint Enterprise

I _____ certify that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences, and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the Contractor or the Contractor's associates with any County staff, or elected officials since the date this **RFP #FY1704-20 new Oconee County Civic Center – Proposed Joint Enterprise** was issued except: 1) through the Purchasing Office 2) at the Pre-Conference Meeting (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the Proposals submitted by any Contractor violating this provision.**

I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP.

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

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

Exhibit A

Oconee County Insurance Requirements

Exhibit A

Oconee County Insurance Requirements

The following recommended minimum insurance limits apply to vendors doing business with the Oconee County Board of Commissioners. The Standard Insurance Limits are recommended for all procurements of goods and ancillary services. The specific requirements for vendors providing high risk services supersede the Standard Insurance Limits. Coverage types and limits are recommended minimums and should be increased as appropriate based on contract value and potential risks to the County.

To achieve the appropriate coverage levels, a combination of a specific policy written with an umbrella policy covering liabilities above stated limits is acceptable.¹

Important:

All policies shall contain a provision that coverage afforded under the policies shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) calendar days after written notice has been given to the certificate holder on the certificate of insurance. All such coverage shall remain in full force and effect during the initial term of the agreement and any renewal or extension thereof.

All policies must be issued by an insurance company licensed to do business in the State of Georgia, with a minimum AM Best rating of A-, and signed by an authorized agent.

¹ For example: If appropriate limits are \$2 million per occurrence and \$2 million aggregate, acceptable coverage would include a specific policy covering \$1 million per occurrence and \$1 million aggregate written with an umbrella policy for an additional \$1 million.

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- Certificate Holder should read:
Oconee County Board of Commissioners
23 North Main Street
Watkinsville, Georgia 30677
 - Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by projected name and project/bid number.
 - Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
 - No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Oconee County as to form and content has been filed with Oconee County.

Exhibit A

- Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
- The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
- The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

A. STANDARD INSURANCE LIMITS FOR GOODS AND ANCILLARY SERVICES

Workers Compensation (WC):	Statutory Limits – required in all contracts
Bodily injury by Accident – each employee	\$ 100,000
Bodily injury by Disease – each employee	\$ 100,000
Bodily Injury by Disease – policy limit	\$ 500,000
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

B. HIGH RISK INSURANCE LIMITS

E: Consulting Services:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Exhibit A

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Professional Liability	\$ 250,000
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Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.
