



DAWSON COUNTY GOVERNMENT
REQUEST FOR PROPOSALS
FOR
BANKING SERVICES

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

NOVEMBER 8, 2017 AT 10:30AM, EST

DAWSON COUNTY BOARD OF COMMISSIONERS
ATTENTION: PURCHASING MANAGER
25 JUSTICE WAY, SUITE 2223
DAWSONVILLE, GA 30534

RFP # 296-17

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

ISSUE DATE: OCTOBER 13, 2017

**DAWSON COUNTY, GEORGIA
REQUEST FOR PROPOSAL
FOR
#296-17 BANKING SERVICES**

SECTION I – GENERAL OVERVIEW

A. PURPOSE

Dawson County Purchasing Department is soliciting **sealed** proposals from qualified vendors for a primary banking relationship with a banking institution that operates within the boundaries of Dawson County, Georgia. The Scope of Work, as defined beginning on page 9, in this Request for Proposal (RFP) depicts the details required by Dawson County, GA.

B. INFORMATION TO VENDORS

1. RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Released	October 13, 2017
Pre-Proposal Conference Meeting	None
Deadline for questions to Dawson County to mhawk@dawsoncounty.org	October 20, 2017, at 3:00 PM, EST
Deadline for Addenda and Answers to Questions posted on www.dawsoncounty.org under Bids & RFPs	October 25, 2017 at 1:00PM, EST
Submittal deadline	October 31, 2017, at 10:30AM, EST
Tentative Award Date	December 7, 2017 at 6:00PM, EST

Chart 1

There will not be a pre-proposal meeting held for this solicitation.

2. BID SUBMISSION

The Proposers shall package and seal its submittal so that they will not be damaged in mailing. Technical and Fee proposals are to be packaged and sealed **separately**. Proposers are reminded that under Georgia law, all **opened** documents fall under the open records act and are subject to inspection by the public. Proposers are reminded that documents and information in the possession of Dawson County will be treated as confidential/proprietary information only to the extent permitted by the Georgia Open Records Act, and will be exempt from disclosure to a third party only to the extent permitted by the Georgia Open Records Act. Should you believe that your Proposal contains any trade secrets you must submit an affidavit, along with the Proposal/proposal, that states that specific portions of the Proposal/proposal

contain trade secrets as defined by Georgia law (Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia). Furthermore the **affidavit must be detailed, citing specifically (citing paragraphs, articles, provisions, pages, etc.)** the portions of the Proposal/proposal containing any trade secrets. Accordingly, proprietary information and/or data cannot be withheld from public inspection. **How many reviewers will there be?**

One (1) original, six (6) copies and one (1) soft copy of the technical proposal and one (1) original price proposal must be received by, , **2017, AT 10:30AM, EASTERN STANDARD TIME.** Technical and price proposals must be submitted in a separate sealed envelope stating on the outside, the vendor's name, address, the solicitation number **#296-17 BANKING SERVICES – TECHNICAL PROPOSAL AND #296-17 BANKING SERVICES PRICE PROPOSAL**, accordingly. The complete submittal (price and technical) must contain the vendor's name, address and the solicitation number **#296-17 BANKING SERVICES** and be delivered to:

Dawson County Board of Commissioners
Attention: Purchasing Manager
25 Justice Way, Suite 2223
Dawsonville, GA 30534

Hand Delivery

Hand delivered copies may be delivered to the above address **ONLY** between the hours of 8: 00AM and 5:00PM EST, Monday through Friday, excluding holidays observed by the Dawson County Government. For a complete listing of holidays please visit www.dawsoncounty.org.

GPS Location

Some GPS systems cannot locate the above named address. Vendors may search the following address if trying to visit the Dawson County Government Center: 25 Tucker Avenue, Dawsonville, GA 30534. Tucker Avenue is located on the East side of the Government Center. Upon arrival, please continue one block West on Shoal Creek Road to Justice Way. Parking for the Government Center is available off of Justice Way. Vendors should verify address is in Dawson County and not a surrounding community.

Coordinates: 34°25'23.08"N 34°25'23.08N 84°07'12.05

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. *NOTE: Many express mail and delivery services do not guarantee overnight by noon to Dawson County.*

3. CONTACT PERSON

Vendors are encouraged to contact **Melissa Hawk, Purchasing Manager at (706) 344-3501, by fax at (706) 531-2728 or email mhawk@dawsoncounty.org** to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date must be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal. Answers to any questions received prior to the deadline will be posted on the County website within this solicitation posting.

Vendors may not contact any elected official or other county employee to discuss the bid process or bid opportunities except: 1.) through the Purchasing Manager named herein, or 2.) as provided by existing work agreement(s). This policy shall be strictly enforced and the County reserves the right to reject the submittal of any vendor violating this provision.

4. **ADDITIONAL INFORMATION/ADDENDA**

Dawson County will issue responses to inquiries that result in changes to the Scope of Work and/or any other corrections or amendments will be posted in an addendum prior to the due date posted on the County's website under the bid information. All questions not resulting in an addendum but, solely for clarification will also be posted on the County's website under this solicitation. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. Vendors are advised to check the website for addenda before submitting their bids.

Vendors must acknowledge any issued addenda by including Attachment B-Addenda Acknowledgement with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements

5. **LATE SUBMITTAL AND LATE MODIFICATIONS**

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Dawson County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6. **REJECTION OF PROPOSALS/CANCELLATION**

Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel this RFP at any time.

7. **MINIMUM RFP ACCEPTANCE PERIOD**

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals. Bids may be withdrawn by written

request only, if the request is received prior to the time and date set for the opening of bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened.

8. NON-COLLUSION AFFIDAVIT

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

By submitting a proposal, the vendor represents and warrants that no official or employee of Dawson County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

9. COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the Dawson County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. RFP OPENING

Only the names of the firms responding to this RFP will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review for accurate qualifications. A list of names of firms responding to the RFP may be obtained from the county's website www.dawsoncounty.org, after the RFP due date and time stated herein. A copy of the final evaluation tabulation to the RFP will be posted to the website after the RFP has been awarded, along with the awarded contractor's name and date of award.

11. OPEN RECORDS

All materials submitted in connection with this IFB will be public documents and subject to the O.C.G.A. § 50-18-71, Open Records Act and all other laws of the State of Georgia; and the open records policies of Dawson County Board of Commissioners. All such materials shall remain the property of Dawson County and will not be returned to the respondent. Should you believe that your bid contains any trade secrets you must submit an affidavit, along with the bid/proposal, that states that specific portions of the bid/proposal contain trade secrets as defined by Georgia law (Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia). Furthermore the affidavit must be detailed, citing specifically (citing paragraphs, articles, provisions, pages, etc.) the portions of the bid/proposal containing any trade secrets. All such materials shall remain the property of Dawson County and will not be returned to the respondent.

12. TAXES

Dawson County Government is tax exempt. No sales tax will be charged on any products or services. Dawson County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relations to this project. Selected vendor will be provided with Dawson County's Sales and Use Tax Certificate of Exemption number upon request.

13. VENDOR INFORMATION

All submissions shall include a completed vendor information form, current copy of business license and current W-9. Failure to provide this information could result in the disqualification of the vendor from submitting a proposal.

14. INSURANCE

Selected vendor will be required to provide Dawson County with a Certificate of Insurance for liability and workman's compensation insurance before work can begin on this County project and be effective for the duration of the work as described in the contract documents, including authorized change orders, plus any period of guarantee as required in the general warranty.

General liability insurance should be at least one million dollars (\$1,000,000) combined single limit per occurrence. Automobile insurance should be at least five hundred thousand dollars (\$500,000) combined single limit per accident for bodily injury or property damage; Workman's Compensation insurance should be as required by the State of Georgia; and Professional Liability and Errors and Omissions insurance should be at least one million dollars (\$1,000,000).

Proposers must be in compliance with the Federal Deposit Insurance Corporation (FDIC) regulations as required by State Law, to include but, not limited to O.C.G.A. Title 7 (as applies to this RFP) and the Rules, Regulations, Guidelines, Manuals and other directions of the Georgia Department of Banking and Finance.

The insurance certificate **must name** Dawson County Government as an **additional insured** for the contracted project.

15. BONDS

If required, under SECTION II – SCOPE OF WORK of this document any combination of the following bonds may be requested by Dawson County. A five percent (5%) bid bond, a one hundred percent (100%) payment bond, and a one hundred percent (100%) performance bond. All bonds would be payable to Dawson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

16. ANTI-DISCRIMINATION

Dawson County, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that 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 bids in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

By submitting their bids, all bidders certify to Dawson County that they will conform to the provisions of the Federal Civil Rights Act of 1964.

In every contract of over \$10,000 the provisions in 1 and 2 below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of paragraph 1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

Vendors may request this Request for Proposal in another language by contacting Purchasing Manager Melissa Hawk at phone: 706-344-3501, fax: 706-531-2728 or via email at mhawk@dawsoncounty.org. All bid submissions must be returned in English.

17. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

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

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

- B. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
- a. The affiant has registered with and is authorized to use the federal work authorization program;
 - b. The user identification number and date of authorization for the affiant;
 - c. The affiant is using and will continue to use the federal work authorization program throughout the contract period;
 - d. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and
 - e. Upon contracting with a new subcontractor, a contractor or subcontractor shall notify Dawson County and shall deliver a completed Subcontractor Affidavit to Dawson County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.
- C. Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

SECTION II – GENERAL CONDITIONS

A. PURPOSE

Dawson County Purchasing Department is soliciting **sealed** proposals from qualified vendors for a primary banking relationship with a financial institution that operates within the boundaries of Dawson County, Georgia. The Dawson County Board of Commissioners desires to contract with a reputable financial institution to manage its deposits, provide core banking services and make available certain other related financial services for its benefit and the benefit of its citizens. Details are listed under this section.

B. CONTRACT PERIOD

Dawson County Board of Commissioners intend to contract for a base year term as a result of this RFP and shall be effective January 1, 2018 through December 31, 2018. The contract may be extended according to the terms stated herein for four (4) one-year renewals for a maximum term not to exceed five (5) years.

The contract shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under this contract.

If, at any time, the County determines it is in its best interest to discontinue use of these services the County reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.

Subsequent to the award, the successful Proposer will be presented with a contract. Contract is to be executed within fifteen (15) calendar days of “Notice of Award” together with any other required documentation. Upon execution of the contract, the successful Proposer will receive a “Notice to Proceed” letter.

C. BACKGROUND

The banking services detailed in this section shall be performed for the County on a contractual basis. It is the intent of the County to have a single bank provide all the banking services specified in this proposal for both County departments and Elected Official Agencies (Clerk of Court, Magistrate Court, Probate Court, Sheriff, and Tax Commissioner). This document is intended to convey the County’s specific requirements, but is not intended to provide total detail. Online banking services are required by the County and Agencies. Dawson County processes its own payroll via direct deposit in most instances. Some exceptions apply.

D. SCOPE OF WORK

Bank Accounts Included

This RFP is for banking services on all bank accounts of the Dawson County Board of Commissioners.

Bank Account Structure – The following accounts will be placed in interest bearing accounts

General Fund Account

This account will provide for control of deposits of monies, investments of monies and control of disbursements from all sources of the General Government, except those funds required to be accounted for in a separate account.

Payroll Clearing Account

This account will provide for control and disbursement function for the Board’s payrolls written on a bi-weekly basis. Dawson County Elected Officials are paid monthly.

Capital Projects Account

This account will provide for control and disbursement function for the acquisition or construction of specifically planned projects (other than those financed by the enterprise funds).

SLOST IV, V and VI Accounts

These accounts will provide for control of deposits of monies, investments of monies and control of disbursements function for long-term projects funded by the Special Purpose Local Option Sales Tax.

Impact Fee Account

This account will provide for control of deposits of monies and control of disbursements function for the acquisition or construction of specific capital projects.

Crime Victim Account

This account will provide for control of deposits of monies and control of disbursements function to assist victims of crime funded by collected fines and forfeitures.

Law Library Account

This account will provide for control of deposits of monies and control of disbursements function to provide a County Law Library funded by collected fines and forfeitures.

D.A.T.E. Account

This account will provide for control of deposits of monies and control of disbursements function to provide drug education programs in the County funded by collected fines and forfeitures.

District Attorney Condemnation Account

This account will provide for control of deposits of monies and control of disbursements function to supplement victim-witness assistance funded by 10% of all collected fines and forfeitures as specified in the Sheriff's Condemnation Funds.

Sheriff Jail Account

This account will provide for control of deposits of monies and control of disbursements function to be used for the maintenance of the County jail funded by collected fines and forfeitures restricted for this purpose.

Inmate Welfare Sheriff Account

This account will provide for control of deposits of monies and control of disbursements function legally restricted for the benefit of detainees in the County Jail funded by the sale of goods and services to the inmates.

All Other Accounts As Listed Below

These accounts will provide control of deposits of monies and control of disbursements on transactions for the operation of the relative area: Sheriff Condemnation Account, Ambulance Billing, Senior Center Donations, Magistrate Court Account, Jury Account, Clerk of Court Civil Account, Clerk of Court Criminal Account, Clerk of Court Juvenile Account, Clerk of Court Superior Court Account, Probate Cash Bond Account, Probate Court Account, Tax Commissioner Account and Tag Agent Account

Deposit Totals

General Fund deposit totals averaged \$9,618,550.00 in FY2016.

Other accounts may be much lower. It is the intent of Dawson County to avoid any minimum balance penalties.

Bank Account Structure – The following accounts will be placed in non-interest bearing accounts

Inmate Escrow Sheriff Account

This account will provide control of deposits of monies and control of disbursements function of cash for inmates incarcerated at the Dawson County Detention Center.

All Other Accounts As Listed Below

These accounts will provide control of deposits of monies and control of disbursements on transactions for the operation of the relative area: Flexible Spending Account, Inmate Trust Fund Sheriff Account and Sheriff SRT Account

Interest Rates

The selected financial institution shall offer the highest interest rate on deposit balances generating the best revenue potential for the County. Proposal shall state both fixed and variable rates for the first year with best estimates for the next four (4) annual renewals. It is anticipated that the interest rate for each renewal year would be set in December for the following year. All County accounts shall earn the agreed upon rate unless specified as a non-interest bearing account.

Core Banking Services

The awarded bank shall provide:

1. Investment service to include guidance and assistance in identifying options for investing funds, both short term and long term.
2. A file of cleared checks and other debits for the major accounts (County General Fund and Insurance and Payroll Clearing Accounts).
3. Online banking services to include Cash Management Support. The financial institution must be capable of providing balance, float, and activity figures via electronic means on a daily basis. On-line inquiry, transaction initiation, and reporting systems shall be accessed via internet to include at a minimum:
 - Daily reporting of account balances, collected and available;
 - Account detail for current month and, at minimum, one prior month for review of transactions;
 - Wire transfer initiation and authorization;
 - County-originated stop payments of checks;
 - Return items charged against accounts;
 - Bank reconciliation files for General Fund and Payroll; and
 - Records of all account activity must be accessible (online). It is preferred these records be available for eighteen (18) months but required for twelve (12) months for audit purposes.
4. Any software required to utilize electronic banking services and the necessary training to designated County staff.
5. Monthly statements on all accounts. The monthly statements must be provided no later than ten (10) business days into the following month.
6. Compact disc (CD) for only the General Fund and Payroll Clearing accounts. File formats should be sent in Excel or ASCII file format to integrate with, CSI SmartFusion, our financial software.
7. ACH/Direct Deposit/Pre-Authorized Bill Payment services must be available. The financial institution will be required to provide any necessary software and to provide the necessary training to designated County staff for electronic banking.

8. Remote deposit equipment (check readers) and services for up to seven (7) locations in the County. Please include a detailed explanation of the financial institution's policy regarding remote deposit process in the proposal.
9. Currency types: US currency with some rolled and loose coins.

Other Banking Services

It is the intent of the County to pay for all services as specified on the Bidder's Response Form on a fee basis. "Incidental" banking services, not detailed on the Bidder's Response Form, will be provided to the County at no additional cost. Such services shall include, but not necessarily limited to:

1. Deposit slips;
2. Check stock;
3. Stop payment services;
4. Bill straps and coin wrappers;
5. Locking night depository bags (7);
6. Up to fifteen (15) non-locking depository bags (standard size); and
7. Investment advice.

The bank will also provide the check and endorsement stamps for all accounts at the actual invoice cost to the bank.

Dawson County does accept credit cards in several departments including but not limited to the Clerk of Court, Parks and Recreation, Planning and Development, Tax Commissioner, Finance and Public Works.

Dawson County utilizes County Purchasing Cards through Bank of America. Financial institutions that provide these services should provide information with proposal.

Availability of Funds

Deposits will be couriered or submitted electronically with remote deposit capabilities on a daily basis. The bank will guarantee immediate credit on all wire transfers and U.S. Treasury checks upon receipt. All other checks shall be credited accordingly to the awarded bank's availability schedule. Banks are required to attach to the proposal a copy of their availability schedule.

For more information regarding courier requirements, see Minimum Qualifications, 1, Institution Location.

Recommendations

The County welcomes suggestions that would improve efficiencies or enhance service. Space is provided on the Bidder's Proposal Form to itemize costs for these additional services.

Service Charges and Overnight Investment Revenue

As previously indicated, the average deposit totals (month end balances) for General Fund was \$9.6M for FY2016. Deposits mainly consist of checks, with some limited amount of currency.

Charts 2 and 3 contain monthly averages based on activity in all accounts for the previous fiscal year. There is some seasonality, e.g. Tax Commissioner has increased activity during November through January due to payment of property tax and Parks and Recreation has increased activity Spring through Fall due to sports registrations. Payroll submitted for Direct Deposit is counted as one (1) ACH transaction file on a bi-weekly basis.

ESTIMATED SUMMARY OF BANK TRANSACTIONS ANNUALLY									
Accounts	County	Clerk of Court	Magistrate Court	Probate Court	Tax Commissioner	DA's Office	Sheriff's Office	Total Agency	Total County and Agency
Number of Accounts	12	5	1	2	2	1	5	16	28
# Dep	1358	641	292	357	2179	23	607	4099	5457
Wires Out	161	0	0	0	0	3	3	6	167
Wires In	67	18	0	0	4	0	2	24	91
Total Number of Checks Issued	8508	1938	0	162	202	0	2024	4326	12834
Direct Deposit Payroll Files per Year	28	0	0	0	0	0	0	0	28
ACH Items	1450	157	50	27	1072	0	327	1633	3083
(Excel/ASCH Formats Only)	4	1	0	0	0	0	2	3	7
Interest Bearing	9	5	1	2	2	1	2	13	22

Chart 2

ESTIMATED ANNUAL NSF			
County	16	Sheriff	1
Tax Commissioner	34	Probate	5
DA	1	Clerk of Court	4

ESTIMATED ANNUAL BANK CORRECTIONS			
County	13	Sheriff	2
Tax Commissioner	2	Probate	2
DA	1	Clerk of Court	2

Chart 3

E. MINIMUM QUALIFICATIONS

Proposers submitting bids must meet the following minimum qualifications:

1. **Institution Location**

The Proposers must maintain a full-service banking location serving Dawson County, GA with either a branch serving the city of Dawsonville or a courier service provided at no cost to the County to include all County departments and Elected Official Agencies. The primary goal for courier service is to make it possible for banks without a branch within city limits to compete for the County's business. Pick-up service may be necessary on a daily basis at some departments and sporadic at others. It is not the intention of this statement to cause banking institutions to contract with secured professional courier services. It is acceptable for courier services to be handled internally by the banking institution.

2. **Service Capability**

The Proposers must be prepared to demonstrate a successful history of service to customers of similar size and complexity as described herein. A positive, cooperative attitude and helpful customer service is essential.

3. **Collateral**

The Proposers must pledge collateral security as specified by O.C.G.A. Title 45, Chapter 8, FDIC rules and regulations and all other applicable Federal and State Laws, rules and regulations. At no time shall the par value of securities pledged less insurance coverage provided by the Federal Government be less than that required under State Law. The bank must have a Collateral Security Agreement under current interpretations of Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), FDIC policy statement of July 9, 1991 (or the latest version) that fully protects the County's interest.

Dawson County is unable to place investments to awarded financial institution unless that financial institution agrees to collateralize 110% as required by O.C.G.A. § 45-8-10, FDIC rules and regulations and all other applicable Federal and State Laws, rules and regulations.

4. **Deposits**

The Proposers shall accept deposits at a branch or through remote deposit for credit on that business day until at least 2:00 P.M., EST.

5. **Encrypted Electronic Banking Security**

The Proposers must provide a thorough description of security measures taken to guarantee privacy with all financial transactions and data transmission shall be included in the Proposal.

6. **Assigned Personnel**

The Proposers must assign a specific individual who will be assigned as the Dawson County account representative.

The Proposers may replace personnel handling County's accounts with the express prior written permission of the County and the County retains the right to approve or reject replacements.

7. **Investment Portfolio**

The Proposers must maintain a portfolio of investments sufficient to collateralize all Board deposits in excess of FDIC coverage and in accordance with Georgia Statutes, and Attorney General Opinions. All collateralized securities must be held in safe keeping at a financial institution in the State of Georgia or in the Federal Reserve Bank.

8. **Staff Experience**

The Proposers must have expertise on its staff to provide investment advisory services to the County as required.

The Proposers must demonstrate, if requested, that it has experience servicing customers with similar banking structure and volumes as described in this document for the County.

The Proposers must have experience serving a customer whose payroll account is paid through direct deposit or electronic funds transfer.

F. VOLUME I - QUALIFICATIONS

This section identifies all information which must be submitted in each proposal.

Tab A - Company Background and Structure

The Proposer will provide a general history and description of its company including, but not limited to the number of years in business and number of employees. Include the legal form of the business organization, the state in which incorporated (if corporation), the types of business ventures in which the organization is involved, and the office location that will be the point of contact during the term of any resulting contract.

The proposal must provide the following:

- The Proposer's availability of funds schedule.
- Description of the Proposer's ability to provide investment advisory services to the County.
- An estimate of the number of the Proposer's customers that use EFT or direct deposit to pay their payrolls originating at the institution. Provide an estimate of the monthly volume of two large accounts with this arrangement.
- Description of the Proposer's organization, financial resources, staffing levels, and any other evidence of its ability to successfully complete the project.
- Describe the data processing capability of the Proposer. Include all pertinent information including location and time schedule of processing and the capability to provide monthly statements and reports as specified in the Scope of Work in Section D. Specific reference to direct deposit payroll schedules should be made.
- References applicable to this RFP during the last five (5) years with clients' address, telephone number, and contact person.
- The Proposer must certify that there are no circumstances, which will cause a conflict of interest in performing the services required.
- The County welcomes suggestions on improving current practices and needs. Include a statement listing any and all differences between your proposal and the work specified in the RFP.
- State the latest time of day transactions will be posted and included as current day business.
- Include copies of the Proposer's audited financial statements for the past three (3) years.
- Include the Proposer's Community Reinvestment Act (CRA) rating.
- Include a Disaster Recovery Plan to show how the County accounts will be protected.

Tab B - Company Experience

The Proposer must be organized for the purpose of providing full-range banking services to the County. Proposer shall list years of experience in the banking business; and, if possible, show a proven effectiveness in administering contracts with County governments. Proposers must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements. Proposers shall provide a narrative describing the services performed by the company that are most similar to those required in this RFP.

Include any pertinent information needed to determine the Proposer's expertise and ability to perform the anticipated work, such as:

- Capacity and Plan for mobilization
- Availability and capacity of the financial institution
- Skills, experience, and availability of specific individuals to be assigned to the Board to provide the services required
- Quality of performance by the financial institution on previous and similar contracts
- Financial strength and long-term viability of the financial institution.
- Other unique services the financial institution can provide

Tab C - Qualifications of Staff

Identify and include qualifications of key staff who would be assigned to work on the scope within this RFP. Include an organizational chart that depicts how the staff would be structured to perform details herein. Proposers must have qualified and trained staff to successfully complete the contract requirements. All employees will have sufficient aptitude training, experience and familiarity with all State, Federal and FDIC Laws, Rules and Regulations. The information shall be brief and include the following:

- Identification, qualifications and experience of all persons to be assigned to the County to include team organization and the assignments of responsibilities and level of experience by site position
- Identification of available support resources
- All personnel assigned to the project will be subject to the approval of the County and will be removed from this project by the Contractor upon written recommendation of the Chief Financial Officer. Additionally, the Contractor shall notify the Chief Financial Officer in writing of all changes in supervision or key personnel. The notice shall include the reason for the change and provide a plan for immediate replacement.

Tab D - Approach to Scope of Work

Referencing the Scope of Work in Section D, provide a detailed approach to fulfill the requirements of this RFP. At a minimum, proposals must address:

- A description of the contractor/firm's organizational approach to the project.
- This portion of the Proposal shall state how the contractor/firm proposes to achieve the required outcomes through goals, objectives, policies and

- programs. It shall also indicate how the final projects will be organized, formatted and presented.
- The approach shall also illustrate (through examples of relevant experiences in similar projects) how the contractor/firm will successfully maintain an effective line of communication throughout the process.
 - Address all tasks in the Scope of Work, providing general information on all work tasks required to complete the project within the performance period. Include a statement of understanding of work involved.

Tab E - References

Proposers must submit at least three (3) references for persons that the contractor/firm will assign to complete the Scope of Work listed herein. Ideally, references should be government entities within Georgia should be included. The following information for each reference shall be listed:

- Name of government entity
- Address
- Contact person with title
- Phone number of contact person
- Email (highly recommended and preferred method)
- Dates of service
- Range of services

Additionally, Proposers must also list ALL County Government accounts lost within the last five (5) years. Disclose any services terminated and the reason(s) for termination of contract, either voluntary or other.

Tab F - Financial Stability

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- If a public company, include a recap of the most recent audited financial report.
- If a private company, provide a recap of the most recent internal financial statement and a letter, on the financial institution's letterhead, stating financial stability.
- Provide the latest FDIC Camel Rating.

Tab G - Business Litigation

Disclose any involvement by the organization or any officer or principle in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition of the case.

Tab H – Required Solicitation Forms

Proposers are to complete and attach all forms listed on the Vendor's Checklist and include in Tab J. This direction **excludes** the Price Proposal Form. Price shall not be included in any of the Technical submittal. This will be cause for disqualification and considered non-responsive bid. In addition to the forms listed on the Vendor's

Checklist, all Proposers must include the following items within this tab of their response:

1. Evidence of Collateral Security Agreement
2. Documentation listed under Section II – E – Minimum Qualifications

G. Volume II - Tab A - Financial Proposal

Price shall not be included in any of the Technical submittal. This will be cause for disqualification and considered a non-responsive bid.

Proposers are to use the Vendor's Price Proposal Form provided within this RFP and submit in a separate sealed envelope as directed in Section 1. All costs to the Dawson County Government must be included on the Price Proposal Form that the contractor/firm will incur to complete all tasks associated with the Banking Services requirements.

H. EVALUATION PROCESS

Proposals will be reviewed by the Review Committee for quality and completeness. Proposals will be reviewed and evaluated by the review committee to determine whether the Respondent has met the criteria described in this RFP. These proposals will then be scored in each of the following categories using the maximum point values listed in Chart 4 below.

Approach to Scope of Work	20
Company Experience & Qualifications of Staff	15
Work with Similar Public Entities	15
Service & Support	10
References	10
Financial Stability & Ratings	10
Price Proposal	20
TOTAL POINTS	100

Chart 4

Presentations

The top ranking firms *may* be invited to conduct oral interviews. If required, these presentations will be scheduled in advance and limited in time. Presentations will be conducted in Dawson County at a location to be determined. Independent scores compiled, during this phase of the evaluation by the RFP evaluators, will supersede the technical scores previously published for the Proposers selected to make an oral presentation.

Dawson County shall be the sole judge of the provider's ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive provider.

Invoicing

1. Dawson County is Net 30. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however.
2. Vendors shall invoice quarterly, by location, including a detailed list of services provided and only after work has been performed (in arrears).
3. All invoices will be paid in the year in which services are provided.
4. Vendor to provide contact information for dedicated team member to provide billing inquiries. More information is included in the Statement of Qualifications portion of this RFP.
5. Invoices should be sent via mail or email to:

Accounts Payable
25 Justice Way, 2220
Dawsonville, GA 30534
cmcmillon@dawsoncounty.org

Pricing

1. Vendors must use the Vendor's Price Proposal Form as provided within this RFP. Vendors are to submit their proposals on the Cost Proposal Form(s) provided.
2. If submitting an alternate, use the form provided clearly labeled as alternate. Make additional copies as needed. Failure to comply may result in disqualification.

Administration

The project will be administered by the Dawson County Board of Commissioners with the Dawson County Chief Appraiser being the main point of contact for all questions related to performance issues during the term of the contract.

Permits and Licensing

1. Proof of Licensing: Contractor shall submit proof of professional license, insurance and business license upon award. Contractors, who do not have a Dawson County Business License, will be required to register their business license with the Dawson County Planning & Development Department. Fees may apply and are not a part of this agreement.
2. Successful vendor must hold a valid Business License at time of proposal and a copy must be filed with the Purchasing Director at time of proposal. If awarded to an out-of-county vendor, that vendor must register their business license with the Dawson County Planning and Development Department. *Note: Only the successful vendor needs to register with Dawson County Planning and Development Department. As of January 1, 2017, there is no fee for registering with Dawson County Planning & Development Department.*

E. PROCEDURES AND MISCELLANEOUS ITEMS

1. All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated in the form of an addenda if the scope specifications are to be

affected and posted on the County's website under the bid information, all firms responding to this RFP should check the website before responding to this RFP. All questions not resulting in an addendum but, solely clarification will also be posted on the County's website under this solicitation.

2. All respondents to this RFP shall indemnify and hold harmless the Dawson County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The Dawson County Board of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Dawson County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Dawson County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.
3. The RFP is subject to the provisions of the Dawson County Purchasing Policy and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.
4. Failure to submit all the mandatory forms from this RFP package may be just cause for the rejection of the qualification package. However, failure to provide the Vendor's Price Proposal form shall deem the Proposal as non-responsive.
5. In case of failure to deliver services in accordance with the contract terms and conditions, Dawson County, after due oral or written notice, may procure substitute services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Dawson County may have.
6. By submitting a proposal, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.
7. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.
8. It is understood and agreed between the parties herein that Dawson County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

F. BONDS

Bid Bond – **not required**
Payment Bond – **not required**
Performance Bond – **not required**

G. FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the Dawson County Board of Commissioners by the project representative. Following Commission approval, the County will complete contract negotiations.

The Dawson County Board of Commissioners reserves the right to accept the response that is determined to be in the best interest of the County. The County reserves the right to reject any and or all proposals.

Every vendor submitting a proposal must complete the forms showing compliance with the **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA §13-10-90**. The forms are provided with this RFP package.

-End of This Section-



RFP #296-17 BANKING SERVICES VENDOR'S CHECKLIST

Company Name: _____

Please indicate you have completed the following documentation; and submit them in the following order.

ITEM DESCRIPTION

<input type="checkbox"/>	Vendor's Checklist
<input type="checkbox"/>	Vendor's Information Form
<input type="checkbox"/>	Vendor's Price Proposal Form
<input type="checkbox"/>	Vendor's Qualifications as detailed in Section D
<input type="checkbox"/>	References as listed under Section D
<input type="checkbox"/>	Execution of Proposal Form
<input type="checkbox"/>	Addenda Acknowledgement Form and Any Addenda Issued
<input type="checkbox"/>	Proposer's Certification and Non-Collusion Affidavit
<input type="checkbox"/>	Drug-Free Workplace Affidavit
<input type="checkbox"/>	Georgia's Security and Immigration Compliance Act Affidavit
<input type="checkbox"/>	<ul style="list-style-type: none">• Contractor Affidavit
<input type="checkbox"/>	<ul style="list-style-type: none">• Subcontractor Affidavit (if applicable)
<input type="checkbox"/>	Local Small Business Initiative Affidavit (if applicable)
<input type="checkbox"/>	Proof of Insurance/Certificate of Insurance – Requirements listed on Page 5
<input type="checkbox"/>	Completed W9
<input type="checkbox"/>	Copy of Valid Business License
<input type="checkbox"/>	Copy of Professional licenses (if applicable)

Authorized Signature

Title

Print Name

Date

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



**RFP #296-17 BANKING SERVICES
VENDOR'S INFORMATION FORM**

1. Legal Business Name _____

2. Street Address _____

3. City, State & Zip _____

4. Type of Business: _____ State of Registration: _____

(Association, Corporation, Partnership, Limited Liability Company, etc.)

5. Name & Title of Authorized Signer: _____

6. Primary Contact _____

7. Phone _____ Fax _____

8. E-mail _____

9. Company Website _____

10. Has your company ever been debarred from doing business with any federal, state or local agency?
Yes _____ No _____ If Yes, please state the agency name, dates and reason for debarment.

ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM
THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL



RFP #296-17 BANKING SERVICES VENDOR'S PRICE PROPOSAL FORM (A)

COMPANY NAME: _____

Vendors shall submit a Price Proposal below. The contractor/firm's cost quotation must include all necessary expenses, to include any and all travel expenses, to complete all tasks associated with the Scope of Work described within this RFP.

Description	Estimated Monthly Qty	Unit Price Per Item	Estimated Monthly Charge
Account Maintenance	26		
Average Monthly Deposits	455		
Average Monthly Wire Transfers In	8		
Average Monthly Wire Transfers Out	14		
Average Number of Checks Issued Monthly	1070		
Average Monthly ACH Items	257		
Payroll Direct Deposit (ACH):			
Transmissions	2		
ACH Items	86		
Cancelled Check Files	5		
Other:			
Total Monthly Charge			

Description	Qty Provided by Contractor	Per Unit Cost	Monthly Cost
One Time Fees:			
Software			
On-Site Training			
Remote Deposit Equipment & Software			
Minimum Balance Penalties			
Basis of Rate to County For Balances on Deposit:			

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



**RFP #296-17 BANKING SERVICES
VENDOR'S PRICE PROPOSAL FORM (A)**

COMPANY NAME: _____

Vendors shall submit a Price Proposal below. The contractor/firm's cost quotation must include all necessary expenses, to include any and all travel expenses, to complete all tasks associated with the Scope of Work described within this RFP.

Printed Name

Title

Authorized Signature

Date

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



RFP #296-17 BANKING SERVICES EXECUTION OF PROPOSAL

DATE: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- ___ That this proposal was signed by an authorized representative of the firm.
- ___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ___ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- ___ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposals**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Business Name

Authorized Signature

Date

Typed Name & Title

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



**RFP #296-17 BANKING SERVICES
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 #296-17 BANKING SERVICES
ADDENDA ACKNOWLEDGEMENT**

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No _____

Addendum No. _____

Addendum No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

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



RFP #296-17 BANKING SERVICES
PROPOSER'S CERTIFICATION AND STATEMENT OF NON-COLLUSION

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 proposer or the proposer's associates with any County staff, or elected officials since the date this **RFP #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT** was issued except: 1) through the Purchasing Department, 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**

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

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

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



Georgia Security & Immigration Compliance (GSIC) Act Affidavit

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 Dawson 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 Dawson 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 Dawson County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
County Solicitation/ Contract No.:	

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-VerifyTM Number

Company_____

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

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



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
County Solicitation/ Contract No.:	

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.

Contractor's Name:	
Subcontractors:	

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



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation/ Contract No.:	

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor 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™ Number

BY: Authorized Officer or Agent
(Subcontractor 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

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



STATEMENT OF INSURANCE COVERAGE

This is to certify that _____
(Insurance Company)

of _____
(Insurance Co. Address)

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it is agreed that the insurer will endeavor, if allowed by the policy, to provide the Owner thirty (30) calendar days' notice of nonrenewal, cancellation, or termination of the coverage. Such notice shall be delivered to:

Commissioner Revenue and Roads Dawson County, Board of Commissioners, Purchasing Manager, 25 Justice Way, Suite 2223, Dawsonville, GA 30534.

It is further agreed that *Commissioner Revenue and Roads Dawson County, Board of Commissioners* shall be named as an additional insured on the Contractors policy.

1. Insured:

2. Project Name: County-wide Revaluation and Equalization Project

3. Project Number: RFP #291-17

4. Policy Numbers(s):

DATE: _____

(INSURANCE COMPANY)

ISSUED AT: _____

(AUTHORIZED REPRESENTATIVE)

ADDRESS: _____

NOTE: Please attach Certificate of Insurance form to this page
(Attach any endorsements)

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



Dawson County Board of Commissioners
“VOLUNTARY”

Title VI Statistical Data Form

Used For Government Monitoring Purposes

Dawson County Board of Commissioners is committed to broad-based competition on all bids. We are gathering the following information for recordkeeping in compliance with federal regulations. All information will be considered strictly private and confidential and will be used for Title VI of the Civil Rights Act of 1964 purposes only. Your responses are strictly voluntary and will help in developing and monitoring nondiscrimination enforcement programs. This form is not part of the bid document and has no emphasis on decision of award, if you prefer not to reply that is acceptable. **Failure to complete this form will not affect your chances of award.** Your cooperation is appreciated.

Instruction for submission: DO NOT INCLUDE WITH BID PROPOSAL. Form should be submitted separately in a non-identifying envelope addressed to the Dawson County Purchasing Department, 25 Justice Way, Suite 2223, Dawsonville, GA 30534. Please write in bid name and number for project tracking purposes.

NAME & NUMBER OF RFP: # RFP #296-17 BANKING SERVICES

Please place an “X” on the line that apply

Owner Gender: ☐ Male ☐ Female

Owner Race/Ethnicity: ☐ White/Caucasian ☐ Hispanic or Latino
 ☐ Black or African American ☐ American Indian or Alaska Native
 ☐ Native Hawaiian or ☐ Asian
 ☐ Other Pacific Islander ☐ Two or More Races

Disability: Any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment.
 ☐ Yes ☐ No

Minority Owned Business: ☐ Yes ☐ No

Disadvantaged Business Enterprise (DBE) Company? ☐ Yes ☐ No

Number of Employees: _____

Staff Race/Ethnicity make-up: ☐ White/Caucasian ☐ Hispanic or Latino ☐ Asian
(Provide % on line) ☐ Black or African American ☐ American Indian or Alaska Native
 ☐ Native Hawaiian or Other Pacific Islander ☐ Two or More Races

Dawson County Government is committed to serve the public efficiently, preserve our heritage, safeguard the environment, protect citizens and improve the quality of life.