

BOARD OF COMMISSIONERS
Meetings Second Tuesday

MARTIN H. MOSELEY, JR.
Chairman

WALTER SMITH
Vice-Chairman

BETTY C. HILL

ROY LEWIS

WADE YODER

MARCIA W. JOHNSON
County Administrator

APRIL H. HODGES
County Clerk

Peach County

213 Persons Street
Fort Valley, Georgia 31030
Phone 478-825-2535
Fax 478-825-2678

COUNTY OFFICIALS

KIM WILSON
Probate Judge

JOE WILDER
Clerk of Superior Court

TERRY DEESE
Sheriff

W. L. BROWN
Tax Commissioner

KERRY ROOKS
Coroner

LAURENS C. LEE
Magistrate

ADVERTISEMENT REQUEST FOR PROPOSAL (RFP)

The Peach County Board of Commissioners will be accepting Sealed Proposals, pertaining to the following:

VOIP Phone System for Courthouse and Commissioners Office

Closing date for Sealed Proposal No. 18-033 shall be Wednesday September 5, 2018 at 2:00 p.m. RFP No. 18-033 will be opened in public without discussion on September 5, 2018 at 2:30 p.m. All sealed proposals will be opened at the Peach County Board of Commissioners meeting room, 213 Persons Street, Fort Valley, GA 31030. Proposal bid amounts will be not be released until the Board of Commissioners has awarded the project to the winning contractor.

A Pre-Proposal meeting will be held at the Peach County Commissioners Meeting Room, 213 Persons Street, Fort Valley, GA 31030 at 2:00 PM on August 29, 2018 to discuss the project. Attendance at the pre-bid meeting is not required for contractors to submit a proposal, but is highly recommended.

The Request for Proposal (RFP) package is available by contacting, Janet Smith at (478) 825-2535, Janet-smith@peachcounty.net, or by visiting www.peachcounty.net

Peach County reserves the right to reject all proposals, to waive formalities, to re-advertise and/or to award any proposal that is in the best interest of the County.

Mail or deliver Sealed Proposals to:

Janet Smith
Peach County Board of Commissioners
ATTN: RFP# 18-033
213 Persons Street
Fort Valley, GA 31030

Request for Proposals

Replacing Cisco VOIP Telephone Systems

Courthouse 205 West Church Street, Fort Valley Georgia

Department	# Handsets
Probate Court	5
Assessor's Office	5
Probation	5
Elections	2
Tax Commissioner	6
Security	2
Clerk of Court	5
Juvenile Court	2
DA	8

Public Works 410 Old Macon Road, Fort Valley Georgia

Department	# Handsets
Public Works	5
Planning & Zoning	3

Commissioners Office 213 Persons Street, Fort Valley Georgia

Department	# Handsets
BOC	14

Fire\EMS HQ 1770 Highway 341 North Fort Valley Georgia

Department	# Handsets
Fire	7
EMS	7

Total Handsets 79

All four locations are direct fiber connections to NOC at Persons Street location.

Preference for on-premise solutions with redundancy.

Music on hold with multiple auto attendant, preferably IVR for each department listed.

Specify pricing for different levels of phones. (Executive, Mid Level, Entry Level)

Request for Sealed Proposal No. 18-033
PEACH COUNTY
GEORGIA
VoIP Telephone System

PURPOSE:

The PEACH COUNTY BOARD OF COMMISSIONERS is soliciting sealed written proposals from qualified companies to replace the existing Cisco Voice over Internet Protocol (VoIP) telephone system with a new system using our existing fiber optic network at the Peach County Courthouse 205 West Church Street and the Peach County Commissioners' Office 213 Persons Street. Sealed proposals will be received in the Peach County Board of Commissioners' Office, 213 Persons Street, Fort Valley, Georgia 31030, until Wednesday, September 5, 2018 at 2:00 p.m. local time. Proposals shall be opened in public without discussion at the Board of Commissioners' meeting room, 213 Persons Street, Fort Valley, GA at 2:30 p.m., September 5, 2018, to verify completeness. Proposal price amounts will not be made public until the successful proposal has been awarded by the Board of Commissioners.

INTENT:

The Peach County Board of Commissioners intends to award a contract to a qualified and experienced contractor to provide and install a new VoIP Telephone System in the Peach County Courthouse and the Peach County Commissioners' Office that will integrate with the existing fiber optic network.

Proposals will be evaluated based on the following criteria:

- Unit Costs
- Delivery Schedule and Installation Schedule
- Company Organization and History
- Company Financial/Legal Status
- History of Similar Work
- References
- Warranties on Labor and Materials/Equipment
- Capacity and approach of proposal solution(s) to meet the requirements of a VoIP phone system and the specifications in this RFP.

ADDITIONAL INFORMATION / ADDENDA

The County reserves the right to amend this Request for Proposal (RFP). Any changes to the RFP will be communicated via Peach County's web site. It is the contractor's responsibility to check for any addendum issued for this RFP prior to submitting the Proposal.

In the event additional information is required, all inquiries must be submitted in writing to Janet Smith, 213 Persons Street, Fort Valley, GA 31030, by fax at (478) 825-2678, or via email at janet-smith@peachcounty.net.

All questions must be received five (5) calendar days prior to the RFP closing to allow ample time to post any addendum or changes if necessary.

The County will recognize only communications which are in writing. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. **The issuance of an addendum is the only official method whereby interpretation, clarification, or additional information including responses to written questions will be distributed.**

Pre-Proposal Meeting: A Pre-Proposal meeting will be conducted on Wednesday, September 29, 2018, at 2:00 p.m. at the Peach County Commissioners' Office 213 Persons Street Fort Valley, GA 31030.

Attendance at the Pre-Proposal meeting is not required to submit a Proposal, but is highly recommended.

PROPOSAL SUBMITTAL

Proposals shall clearly indicate the legal name, address, e-mail address, and business telephone number of the Contractor (company, firm, partnership, or individual) submitting the proposal. All expenses for making this Proposal to Peach County are to be borne by the Contractor submitting the proposal. Peach County reserves the right to retain all Proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected.

One (1) original proposal, three (3) copies, and an electronic file in Adobe .pdf format on a flash drive, of your proposal shall be submitted in one sealed package, clearly marked on the outside "RFP 18-033 Peach County VoIP Telephone System" and addressed to:

Peach County Board of Commissioners
Attn: Janet Smith
213 Persons Street
Fort Valley, Georgia 31030

All terms submitted in this Proposal shall remain valid for a period of not less than Sixty (60) days from the date of the Request for Proposal (RFP) opening.

Failure to submit any required data item or inaccurate responses may be cause for rejection of the proposal as non-responsive.

ORGANIZATION AND HISTORY:

1. Please provide the name, title, address, telephone number. E-mail address, and fax number of the individual(s) responsible for responding to this proposal.
2. Summarize or outline any similar work performed for Peach County and throughout Middle Georgia.
3. Summarize or outline any similar work performed by the organization.

SCHEDULE AND REFERENCES:

1. Provide a detailed schedule showing each task and the number of days to complete each task, and the total number of days that the project will take to complete.
2. Provide a list of at least three (3) current references for which comparable work has been performed. This list shall include company name, person to contact, address, and telephone number

SCOPE OF WORK

The intent of this Request for Proposal (RFP) is to replace the existing Voice over Internet Protocol (VoIP) system with a new system that will integrate with our existing fiber optic connections.

INSURANCE REQUIREMENTS

The Contractor shall be responsible for their work and every part thereof, and for all materials, tools, equipment, appliances, and properties of any and all description used in connection therewith. The Contractor assumes all risks of direct and indirect damage or injury to the property of persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work. The Contractor shall, during the continuance of all work under the Contract, provide the following:

- A. Maintain statutory Worker's Compensation and Employer's Liability insurance in an amount of not less than \$500,000 each accident, each disease, to protect the Contractor from any liability or damages for any injuries (including death and disability) to any of its employees, volunteers, or subcontractor, including any and all liability or damage which may arise by virtue of any statute or law in force within the State of Georgia, or which may be herein after enacted.
- B. The Contractor agrees to maintain Comprehensive General Liability insurance in an amount of not less than \$1,000,000 per occurrence, \$2,000,000 Policy Limit to protect the Contractor, its subcontractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form Property Damage Liability endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.
- C. The Contractor agrees to maintain Business Auto Liability insurance in an amount of not less than \$1,000,000 per occurrence, \$2,000,000 Policy Limit to protect the Contractor, its subcontractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation of automobiles or vehicles.

Contractor shall notify the Owner, in writing, thirty (30) days prior to any change in insurance Coverage, including cancellation, non-renewal, etc. The Contractor shall furnish a new certificate prior to any change or cancellation dates. The failure of the Contractor to

INSTRUCTIONS FOR SUBMITTING PROPOSALS

All contractors responding to this RFP must submit a completed detailed proposal.

Submission of Proposals – Sealed proposals must be received by the Board of Commissioners Office **BEFORE** September 5, 2018, 2:00 p.m. local time. Proposals may be mailed or hand delivered to Peach County Board of Commissioners Office, Attn. Janet Smith, 213 Persons Street, Fort Valley, Georgia 31030.

Questions and Inquiries – Written questions and inquiries will be accepted from any and all contractors or firms planning on submitting a proposal. Inquires pertaining to the RFP must give firm or contractor name, RFP number, title, and acceptance date. Material questions will be answered in writing and communicated in an addendum, provided that all questions are received at least five (5) calendar days in advance of the Proposal acceptance date.

Addendum and Supplement to Request - If it becomes necessary to revise any part of this RFP, or if additional data are necessary to enable an exact interpretation of provisions of this RFP, an addendum will be issued. It is the responsibility of the party submitting the Proposal to ensure that they have received all addendums prior to submitting a proposal. **All addendums must be initialed and attached to the proposal.** Failure to include addendums may be ample cause for rejection of the proposal as non-responsive. Addendum will be published on the Peach County web site www.peachcounty.net.

Required Copies - Each firm shall submit **one (1) original, three (3) copies and an electronic file in Adobe .pdf format on a flash drive** of their proposal to the County as indicated in this RFP. The original proposal shall be clearly marked "**ORIGINAL**", in blue ink and shall contain all original signatures in blue ink. Copies of the original proposal shall be clearly marked "**COPY**", in red ink.

All original and copies of proposals shall be permanently bound. Proposals submitted using spring loaded clips are not considered permanently bound. **Proposals not bound in a permanent method or in any way that individual sheets can are not connected to adjacent sheets will be considered Non-Responsive and will not be considered.**

Late Proposals - Late proposals will be returned to party submitting the proposal unopened if the RFP number, acceptance date, and Contractor's return address is shown on the container.

Rights of County - The County reserves the right to accept or reject all or any part of any proposal.

Miscellaneous Requirements - The County will not be responsible for any expenses incurred by the Contractor in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the Contractor's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

PROPOSAL SELECTION PROCESS

Following the opening of proposals, the following procedure will be used to determine the successful proposal: The County will first eliminate from consideration all proposals that are not “responsive” as such term is defined as “a proposal or proposal that conforms in all material respects to the requirements set forth in the invitation for proposals,” and will further eliminate any proposal as “not responsible” to which the County does not assign an aggregate score of at least 78 under weighted evaluation factors set forth below. The County will deem all remaining proposals to be responsive and responsible.

REQUIRED PROPOSAL INFORMATION

Proposals shall contain the following information: ***Any information not included with the proposal may lead to proposal being rejected as non-responsive***

- a) Detailed description of the methods, materials equipment, and software that will be utilized to meet the specifications listed in this RFP. Include any plans and specifications that will help explain the proposed solution. Please be thorough and detailed, but not overly lengthy in the presentation.
- b) Warranty information for equipment and labor
- c) An annual maintenance agreement if available.
- d) Two owners as reference. Include at least two governmental owners. Include name, contact phone number and address for each reference.
- e) Current name and address of contractor
- f) Current president or chief executive officer
- g) Name and address of current affiliated companies (parent, subsidiary,
- h) Number of permanent employees
- i) If a joint venture, list all of the participants
- j) A brief history of the company.
- k) List all subcontractors
- l) List all licenses held by contractor
- m) Financial statement certified by a CPA from the previous three years. If such statements are not available, please provide the following information from the last three completed fiscal years
 - a. For Year Ending
 - b. Gross Revenues
 - c. Gross Expenditures
 - d. Gross overhead and administrative cost
 - e. Gross Profit
- n) Any bankruptcies or bankruptcy petitions the contractor or its parents or subsidiaries have filed in its name voluntarily or involuntarily in the past seven (7) years. If so, please specify the date, circumstances, and resolution. If there is none, provide statement that there have been no bankruptcies.
- o) Any Company name changes in the past five (5) years. If there is none, provide statement that there have been no name changes.
- p) All projects of reasonably similar nature, scope and duration performed by contractor in the past three years, specifying, where possible, the name and last known address of each owner of those projects. Identify any projects performed in Georgia, as well as any public works projects.
- q) Of the projects listed in response to question (f) above, identify any that were the subject of a substantial claim or lawsuit by or against the contractor. Please identify in your

response the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution.

- r) The name, qualifications and background of the contractor’s proposed project manger for this project. Include the names and addresses of companies with which he or she has been affiliated in the past five years. Indicate whether the contractor commits to making the proposed project manager available for the duration of the project.
- s) At least three projects, by size, type and duration that the proposed project manager has managed in the past five years for the contractor or for any other company
- t) Has the contractor ever failed to complete a project? If so please explain. If not please state that you have not.
- u) Have any criminal proceedings or investigations been brought against the contractor in the past ten years? If the answer is yes, please attach a complete and detailed report. If not please state that you have not.
- v) Critical path schedule for all work, testing, and training.
- w) Any additional information that you believe would assist the County in evaluating the possibility of using the contractor on this project.

All Contractors responding to this RFP will be evaluated according to the following factors:

- Unit Costs
- Delivery Schedule and Installation Schedule
- Company Organization and History
- Company Financial/Legal Status
- History of Similar Work
- References
- Warranties on Labor and Materials/Equipment
- Capacity and approach of proposal solution(s) to meet the requirements of the security project and the specifications in this RFP.

Proposal Evaluation Factors

<u>Factor</u>	<u>Evaluation Weight (Points)</u>
Unit Costs	20
Delivery Schedule and Installation Schedule	5
Company Organization and History	10
Company Financial/Legal Status	10
History of Similar Work	15
References	5
Warranties on Labor and Materials/Equipment	10
Capacity and approach of proposal solution(s) to meet the requirements of a VoIP phone system and the specifications in this RFP	25

Submit the following completed documents with the Proposal packages. **Proposals not containing the following completed documents will be considered "non-responsive" and may be rejected for consideration:**

- Proposal Form (completed and signed)
- Certification by Contractor, Non-Segregated Facilities (Signed and Dated)
- Certification by Contractor, Drug-Free Workplace Act (Signed and Dated)
- Non-Collusion Affidavit or Prime Contractor (Signed, notarized, and dated)
- Conflict of Interest Certification (Signed and Dated)
- Vendor Information Sheet (Completed, Signed and Dated)
- Form W9 (Taxpayer Identification Number)
- SAVE Affidavit (all contractors, or vendors) (Signed, notarized, and dated)
- Sub-Contractor E-Verify Affidavit (all contractors, subcontractors or vendors that are not sole proprietors with zero employees) (Signed, notarized, and dated)
- Insurance Certificate(s) verifying required insurance:
 - Certificate of Liability Insurance
 - Certificate of Workers Compensation Insurance
 - Certificate of Automobile Liability Insurance
- Sole Proprietor Contractor Affidavit (only contractors or vendors with no employees) (Signed, notarized, and dated)
- Photo Identification (only if vendor or contractor is a Sole Proprietor) (see attached list of acceptable documents)
- Organization and History – Provide those items required in the Organization and History section of this RFP package
- Provide a detailed schedule showing each task and then number of days to complete each task, and the total number of days that the project will take to complete.
- Addendum (if any) initialed by Contractor if applicable

The Proposal form contains a list of the work upon which the County is accepting proposals. Please provide pricing on the items as listed on the schedule of unit prices form, in the unit of measure as noted.

Proposal Form Page 1 of 3

Proposal of _____ (hereinafter called "**Contractor**"),
a company organized and existing under the laws of the State of Georgia, *an individual, a corporation, a
partnership doing business as: _____

Contractor or Firm Name

TO: Peach County (Hereinafter called "**County**")

Gentlemen:

The **Contractor**, in compliance with your Notice to Contractors and all Proposal Documents,
elects to submit a Proposal on the entirety of the following **Work**:

The proposal shall meet all requirements set forth in the specifications section of this RFP to
replace the existing fire alarm system in the Peach County Courthouse in accordance with
specifications as detailed in the RFP package and all addenda published prior to the proposal
closing.

Having examined the site of the proposed **Work**, and being familiar with the conditions
throughout the County and of the proposed work, including the availability of materials and
supplies to complete the work in accordance with the RFP, within the specifications set forth
herein, and at the prices stated below, The undersigned **Contractor** proposes to enter into a
contract with Peach County to provide the necessary machinery, tools, apparatus, all labor, and
other means of construction necessary to complete the **Work**, the undersigned **Contractor**
proposes to complete the items listed in the attached Schedule of Items for the unit prices
stated.

Contractor further proposes and agrees hereby to promptly commence the **Work** with
adequate force and equipment within thirty (30) calendar days from receipt of Notice to
Proceed, or as may be specified by Special Provision, and to complete the entirety of the **Work**
as expeditiously as possible.

Schedule of Unit Item Prices

Line No	Item	Quantity	Unit	Unit Price	Extended Price (Quantity x Unit Price)
1	Replace the existing VoIP phone system with a new system	1	LS		
3	Annual Maintenance Agreement	1	LS		
Proposal Total					

Contractor (Print)

(Signature)

Name of Signer (Print)

Title of Signer (Print)

Date

CERTIFICATION BY CONTRACTOR

Regarding: NON-SEGREGATED FACILITIES

The **Contractor** certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated facilities include, but are not necessarily limited to, drinking fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker rooms, and time clock, **Work**, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, on the basis of color, creed, national origin, and race. The **Contractor** agrees that, except where he has obtained identical certifications from proposed subcontractor for specific time periods, he will obtain identical certifications from proposed subcontractor prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The **Contractor** agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

Contractor (Print)

(Signature)

Name of Signer (Print)

Title of Signer

Date

CERTIFICATION BY CONTRACTOR

Regarding: Drug-Free Workplace Act

The Contractor certifies that provisions of Sections 50-24-1 through 50-24-6 of the Official Code of Georgia annotated, relating to the "Drug-Free Workplace Act" have been, and will be, complied with in full. Including compliance by sub-contractors performing work under this agreement.

Contractor (Print)

(Signature)

Name of Signer (Print)

Title of Signer

Date

NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of _____), County of _____)

_____, being first duly sworn,
deposes and says that:

1. He/She is _____ (Owner, Partner, Officer, Representative, or Agent) of the **Contractor** that has submitted the attached **Proposal**;
2. He/She is fully informed respecting the preparation and contents of the attached **Proposal** and of all pertinent circumstances respecting such **proposal**;
3. Such **Proposal** is genuine and is not a collusive or sham **Proposal**;
4. Neither the said **Contractor** nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other **Contractor**, firm or person to submit a collusive or sham **Proposal** in connection with the Contract for which the attached **Proposal** has been submitted to or refrain from Proposing in connection with such Contract, or has in any collusion or communication or conference with any other **Contractor**, firm or person to fix the price or prices in the attached **Proposal** or of any other **Contractor**, or to fix any overhead, profit or cost element of the **Proposal** price or the **Proposal** price of any other **Contractor**, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Peach County or any person interested in the proposed Contract; and,
5. The price or prices proposal in the attached **Proposal** are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the **Contractor** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) _____

Name _____ (Print)

Title _____ (Print)

Subscribed and sworn to before me

This _____ day of _____ 20__

(SEAL)

Title

CONFLICT OF INTEREST CERTIFICATION

By signing and submitting this Proposal I hereby certify that employees of this company or employees of any company supplying material or subcontracting to do **Work** on this Contract will not engage in business ventures with employees of Peach County or Peach County Consultants nor shall they provide gifts, gratuities, favors, entertainment, loans, or other items of value to employees of Peach County.

Also, by signing and submitting this Contract, I hereby certify that I will notify Peach County through its Director of Public Works of any business ventures entered into between employees of this company or employees of any company supplying material or subcontracting to do **Work** on this Contract with a family member of Peach County employees.

Contractor

(Signature)

Name of Signer

Title of Signer

Date

BOARD OF COMMISSIONERS
Meetings Second Tuesday

MARTIN H. MOSELEY, JR.
Chairman

WALTER SMITH
Vice-Chairman

BETTY C. HILL

ROY LEWIS

WADE YODER

MARCIA W. JOHNSON
County Administrator

Peach County

213 Persons Street,
Fort Valley, Georgia 31030

Phone 478-825-2535

Fax 478-825-2678

www.peachcounty.net

COUNTY OFFICIALS

KIM WILSON
Probate Judge

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TERRY DEESE
Sheriff

W. L. BROWN
Tax Commissioner

KERRY ROOKS
Coroner

LAURENS C. LEE
Magistrate

Greetings Prospective Vendor.

Georgia law has made it mandatory that all private employers enroll in and use the federal E-Verify system, not only for public contractors (including subcontractors and sub-subcontractors) providing labor to public projects, but also those companies providing services of any kind over \$2,499.99 in value, regardless of the number of employees a contractor has. This expands the E-Verify requirement to lots of small businesses that have contracts to perform labor or services with our county. A contractor or subcontractor may be exempt from this requirement if the contractor or sub-contractor has NO employees and does not hire nor intend to hire employees for the purpose of completing any part of the public contract.

E-Verify is a federal database that can be used to verify that an employee is authorized to work in the United States. The SAVE (Systematic Alien Verification for Entitlements Affidavit) program determines the immigration status of any person that receives a public benefit. The State of Georgia has determined that a public benefit is any contract, business license, occupational tax certificate, alcohol license, taxi permit, pawnbroker's license, billiard room license, precious metals/gems dealer's license, flea market license or insurance company license.

In keeping with compliance, we ask that you provide the following forms to do business with our agency:

- New Vendor Information sheet (ALL CONTRACTORS MUST SUBMIT THIS FORM)
- Form W-9 (Taxpayer Identification Number) (ALL CONTRACTORS MUST SUBMIT THIS FORM)
- E-Verify Affidavit (ANY CONTRACTOR PROVIDING GOODS AND LABOR/SERVICE)
- SAVE Affidavit (ANY CONTRACTOR RECEIVING PUBLIC BENEFIT OR THAT PROVIDES GOODS)
- Subcontractor Affidavit (ANY SUBCONTRACTOR PROVIDING GOODS AND LABOR/SERVICES)
- Certificate of Liability Insurance (ANY CONTRACTOR WHO DOES WORK ON OUR PROPERTY)
 - o Minimum Liability Insurance: \$2,000,000 aggregate, \$1,000,000 per occurrence
 - o Minimum Automobile Liability Insurance: \$2,000,000 aggregate, \$1,000,000 per occurrence
 - o Minimum Workers Compensation Insurance: \$500,000
- Sole Proprietor Contractor Affidavit (ONLY USE IF YOU HAVE NO EMPLOYEES)
- Photo Identification (PROVIDE ONLY IF A SOLE PROPRIETOR SEE ATTACHED LIST OF ACCEPTABLE DOCUMENTS)
- PRIVATE EMPLOYER EXEMPTION (USE ONLY IF SOLE PROPRIETOR)

Please note that some of the forms require notarization and will be considered incomplete and not processed. You may return the forms properly completed by fax, e-mail, US Postal Service or drop it off at our office: Peach County Board of Commissioners, Purchasing Department, 213 Persons Street, Fort Valley, GA 31030. If you need to register for the E-Verify program, go to www.dhs.gov and follow the instructions. If you have any questions about E-Verify or any of these forms, please call the office.

Sincerely,

Peach County Accounting Department

NEW VENDOR INFORMATION

COMPANY NAME: _____

CONTACT PERSON: _____ TITLE: _____

BUSINESS ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

TYPE OF BUSINESS: (CIRCLE ONE) CORPORATION PARTNERSHIP SOLE PROPRIETOR

Have you done business with Peach County in the past? (circle one) YES NO

Do you participate in the E-Verify Program? (circle one) YES NO

Do you have a Federal Tax ID number? (circle one) YES NO

The information contained in this document is true to the best of my knowledge and I understand that giving false, misleading or deceptive information is considered unlawful and may be punishable by penalties of prosecution based on Georgia law.

Signature

Date

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT (OCGA 13-10-91)

CONTRACTOR E-VERIFY AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of PEACH COUNTY BOARD OF COMMISSIONERS has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in OCGA § 13-10-91. Furthermore, the undersigned contractor will continue to use E-Verify throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by OCGA § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

(4-6 digit number can be found on MOU)

Date of Authorization

Name of Contractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT (OCGA 13-10-91)

SUBCONTRACTOR E-VERIFY AFFIDAVIT

SUBCONTRACTOR'S NAME: _____

CONTRACTOR'S NAME: _____

By executing this affidavit, the undersigned Subcontractor verifies its compliance with OCGA § 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 PEACH COUNTY BOARD OF COMMISSIONERS has registered with and is participating in the E-Verify program in accordance with the applicability provisions and deadlines established in OCGA 13-10-91.

Federal Work Authorization User Identification Number
(4-6 digit number can be found on MOU)

Date of Authorization

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

SOLE PROPRIETOR EXEMPTION AFFIDAVIT

The undersigned sole proprietor of _____ verifies that they are exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation has no employees other than themselves and is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions.

In making this representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Type of secure and verifiable document provided
(Attach copy i.e., driver's license, passport, etc.)

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation has NO employees that you are the sole proprietor of _____ and are not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6.

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 201__ in _____ (city), _____ (state).

Printed Name of Exempt Private Employer

Signature of Exempt Private Employer or
Authorized Officer or Agent

Printed Name and Title of Person Executing Affidavit

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__

NOTARY PUBLIC
My Commission Expires:

* This affidavit is for submissions made on or after to July 1, 2013.

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2012 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIRA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

Any secure and verifiable document presented must not be expired. If expiration occurs during contract/benefit period, a current document must be presented to maintain compliance.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3), 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3), 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3), 22 CFR § 41.2]
- A driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3), 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3), 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3), 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3), 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3), 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3), 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3), 6 CFR § 37.11]

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]