

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

Wednesday, June 15, 2016

HARALSON COUNTY BOARD OF COMMISSIONERS

ATTENTION: Purchasing Director
155 Van Wert St
BUCHANAN, GA 30113

BID #2016-100 RFP
Telecommunication Services

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: WEDNESDAY, May 4, 2016

**HARALSON COUNTY,
GEORGIA
REQUEST FOR PROPOSALS
FOR
TELECOMMUNICATION SERVICES**

SECTION I – GENERAL OVERVIEW

A. PURPOSE

Haralson County Board of Commissioners is issuing this Request for Proposal (RFP) to qualified vendors who specialize in providing and installing telecommunication equipment and maintenance to local governments. This RFP is for telecommunication services (including but not limited to PRI Circuits, Centrex, Plain Old Telephone Service (POTS) lines, etc.) and does not include any specifications or needs for VoIP telephony equipment, Unified Communications as a Service or IP-Centrex Hosted Services.

This Request for Proposal (RFP) is to receive pricing and service recommendations needed to maintain our existing Local and Long Distance Telecommunication Services and such services to accommodate without any modification our existing VoIP infrastructure. The awarded vendor’s solution must provide an effective, manageable, stable and advanced service platform to meet the long-term telecommunication needs of the Haralson County Board of Commissioners. Telecommunication services are to be provided by the awarded supplier beginning September 1, 2016.

The intent is that this RFP will be awarded to a single supplier operating over the entire Haralson County Government service area. Vendor to provide all materials, equipment and labor related to this project. Detailed specifications are detailed under Section II. The County does not guarantee a minimum value for this contract.

B. INFORMATION TO VENDORS

1. RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Released	May 4, 2016
Pre-Proposal Conference Meeting	None
Deadline for questions to Haralson County BOC	Friday, June 3, 2016 at 1:00PM, EDT
Deadline for Addenda posted on www.haralsoncountyga.gov under RFP	Tuesday, June 7, 2016 at 5:00PM, EDT
Submittal deadline	Wednesday, June 15, 2016 at 10:30AM, EDT
Tentative Interview Schedule	Week of June 27-30, 2016
Tentative Award Date	Tuesday, July 5, 2016 at 6:00PM

2. **BID SUBMISSION**

One (1) original, three (3) copies and one (1) soft copy* of the completed signed submittal must be received **WEDNESDAY, JUNE 15, 2016 AT 10:30AM, EASTERN DAYLIGHT TIME**. Bids must be submitted in a sealed envelope stating on the outside, the vendor's name, address, **Bid #2016-100 RFP TELECOMMUNICATION SERVICES** to:

Haralson County Board of Commissioners
Attention: Purchasing Director
155 Van Wert St.
Buchanan, GA 30113

Soft copy* is defined as various types of media that include but are not limited to: disc, flash drive or any other media to send a copy of the electronic proposal. Soft copies are to be included in the sealed submission. Vendors should **not** email or fax copies of bids. If vendors email or fax soft copies, vendor may be immediately disqualified. Soft copies will not be returned.

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 Haralson County Government. For a complete listing of holidays please contact HCBOC office.

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 Haralson County.*

Submission by US Mail must be sent to the below address:

Haralson County Board of Commissioners
Attention: Purchasing Director
155 Van Wert St.
Buchanan, GA 30113

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3. CONTACT PERSON

Vendors are encouraged to contact **Alison Palmer, Purchasing Director at (770)646-2002, by fax at (770)646-2035 or email**

alison.palmer@haralsoncountyga.gov to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall 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. Vendors may not contact any elected official or other county employee to discuss the bid process or bid opportunities except:

- 1.) Through the Purchasing Director 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

Haralson County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on the county's website under the bid information. 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. Haralson County BOC 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
Haralson County BOC 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 Haralson County. Haralson County BOC 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.
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 Haralson County BOC 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 Haralson County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).
10. RFP OPENING
Bids will be opened and read immediately following bid deadline at the physical address stated in this document. A copy of the bid tabulation to the RFP may be obtained from the Purchasing Director, after the RFP has been awarded.

11. OPEN RECORDS
All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Haralson County Board of Commissioners. All such materials shall remain the property of Haralson County and will not be returned to the respondent.

12. TAXES
Haralson County BOC is tax exempt. No sales tax will be charged on any products or services. Haralson County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relation to this project. Selected vendor will be provided with Haralson 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 a Certificate of Insurance as proof of liability and workman's compensation insurance while under contract with Haralson County. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability at a minimum should cover \$1,000,000 per incident. Haralson County Board of Commissioners shall be named as the certificate holder.

15. BONDS
If required, under SECTION II – SCOPE OF WORK of this document any combination of the following bonds may be requested by Haralson 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 Haralson 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

Haralson 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 Invitation for Bid 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 Haralson 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 1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

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 Haralson County and shall deliver a completed Subcontractor Affidavit to Haralson 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

Haralson County BOC is issuing this Request for Proposal (RFP) to qualified vendors who specialize in providing and installing telecommunications equipment, configuration and maintenance to local governments. Vendor to provide all materials, equipment and labor related to this project. Detailed specifications are detailed under this section. The County does not guarantee a minimum value for this contract.

B. CONTRACT PERIOD

The term of a contract awarded as a result of this Request for Proposal shall be from the time the proposal is accepted until delivery and acceptance of the goods solicited by Haralson County. All standard warranties shall apply.

Haralson County will not incur any costs as a result of this invitation to bid.

C. SCOPE OF WORK

1. **Haralson County** **CONTRACT REQUIREMENTS**

- 1.1 Multi-Year Award – This Agreement shall be effective when signed by HCBOC and Supplier (the “Effective Date”), and shall remain in effect for a period of five years with the option of extensions past five years if mutually agreed upon by HCBOC and Supplier, unless earlier terminated as provided in the Agreement. The contract term dates for each year are July 1st through June 30th.
- 1.2 The contract shall be terminated absolutely and without further obligation on the part of HCBOC at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed, unless earlier terminated as provided in this agreement or renewed as provided herein. During the Term, this Agreement will be automatically renewed for the following calendar year unless written notice of termination is received from HCBOC thirty (30) days prior to the close of each calendar year. The total obligations of HCBOC with respect to this Agreement on a yearly basis and over the term of the Agreement shall be consistent with the Bid Pricing as submitted to HCBOC. All prices must include all labor, materials and equipment required to provide services, shipping and miscellaneous charges that are necessary to provide a complete solution to each location within the HCBOC Government offices and buildings.

- 1.3 Supplier must provide an electronic submission of all invoices in a user-friendly format and provide any required training related to the reconciliation of the electronic invoices. Billing invoices must provide both detail and summary billing information by location. Supplier must provide a single point of contact to address all billing issues; i.e. credits, reimbursements. All billing issues must be resolved within 15 days from date of notification.
- 1.4 The solution must continue to support the current technology infrastructure and applications, i.e. VoIP, as well as those planned for the future. The supplier will work closely with the Technology Services department to gain an understanding of the current and future direction of the infrastructure based on the technology direction.
- 1.5 The solution must be planned and executed to provide services better than the current level, minimize disruption of current services and meet the criteria of Systems Development life Cycle (SDLC) methodologies.
- 1.6 The proposed solution must include fault tolerance/redundancy requirements.
- 1.7 Service start date shall be September 1, 2016.

Below are minimum specifications.

Background

Haralson has purchased and is using Polycom VoIP phones in all departments of county government. It is the desire of the HCBOC to enter into an agreement with qualified vendor to supply Haralson County with new external Telephone connections for our existing VoIP telephones.

Scope of Work

Vendor is to provide all equipment, configuration, maintenance, and support for County phone system listed in this section. Vendors to install equipment, test, and port existing VoIP telephones and to provide service and support as listed below.

D. QUALIFICATIONS

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

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.

Company Experience and Staff

Proposers are encouraged to list years of experience providing similar products and service described in this RFP, specifically for internal VoIP telephones, POE managed switches, firewall appliances and related services. Proposers must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.

Proposer to provide key staff/dedicated team background and contact information to include main point of contact(s) for customer service/support, billing and claims that would be directly working with Haralson County if awarded the contract.

Approach to Scope of Work/Methodology

Referencing the Scope of Work listed under Section C; provide a detailed approach to fulfill the requirements of this RFP. Information provided should include but not be limited to ability to meet the technical requirements of this RFP, customer service, response times, and situational examples.

Vendor is to provide timeline of project detailing start date on each section, length of project and total end date. Within 10 days of award, vendor will meet with the IT Department to discuss options and approach to scope of work.

References

Proposers must provide at a minimum five (5) current references to quality of service and level of experience as requested on the Bidder's Reference Form. Additionally, references must be provided from like entities such as local governments (County) of our size. **NOTE:** If references provided are incorrect, no longer employed by the reference or non-responsive, vendor may be disqualified.

Financial Stability

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer. Vendors should mark any confidential documentation appropriately.

- If a public company, provide 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.

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.

Financial Proposal

Proposers are to use the Vendor’s Price Proposal Form provided within this RFP to submit pricing.

E. EVALUATION PROCESS

Proposals will be reviewed by the Review Committee for quality and completeness. These proposals will then be scored in each of the following categories using the maximum point values listed in Chart 2.

Proposals will be reviewed and evaluated by the review committee to determine whether the Respondent has met the criteria described in this RFP.

Company Background, Dedicated Team & Staff Experience	20
Approach to Scope of Work	20
Service & Support	20
References	15
Price Proposal	25
TOTAL POINTS	100

Chart 2

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 Haralson County at a location to be determined.

Responsive Bidding

The Purchasing Director will determine whether the Respondent has met the requirements described in this request.

Haralson 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. Haralson 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. Itemize all invoices in full. Show payment terms, reference Purchase Orders (if applicable). Mail original to the address below. Vendor can opt to email invoices to alison.palmer@haralsoncountyga.gov
2. Vendor must furnish delivery receipt with invoice identifying that order has been delivered in accordance with specifications, quantities, and price set forth on the original order. A Haralson County employee's signature must appear on the delivery receipt or invoice.
3. If in the event an order is not completed or items are on back order, those items will not be included on invoice until after successful delivery. If vendor continues to invoice for items yet to be delivered, this is cause for cancellation of contract.
4. Haralson County is tax exempt. A Tax Exemption certificate will be provided upon award.
5. Haralson County cannot exempt others from taxes. Vendor must pay taxes as applicable by law.
6. Haralson County reserves the right to deduct from payment any monies owed to Haralson County by the vendor.
7. Inspection and Acceptance of Deliveries: The County reserves the right to inspect all goods and products delivered. The County will decide whether to accept or reject items delivered. The inspection shall be conclusive except with respect to latent defects, fraud, or such gross mistakes as shall amount to fraud. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as waiver by the County to claim reimbursement or damages for such products which are later found to be in non-conformance with specifications. Should public necessity demand it, the County reserves the right to use or consume articles delivered which are substandard in quality subject to an adjustment in price to be determined by the department.
8. FOB: Haralson County Board of Commissioners
155 Van Wert St
Buchanan, GA 30113

Payment

Upon inspection and acceptance of all items, amount due shall be eligible for payment.

Haralson County pays on a NET/30 term based on the date that the correct invoice is received by our Accounts Payable Department. All invoices should be sent to:

Haralson County Board of Commissioners
155 Van Wert St
Buchanan, GA 30113

F. ADMINISTRATION

The project will be administered by the Haralson County Board of Commissioners with the Haralson County IT Director or designee being the main point of contact for all questions during the term of the contract.

G. PROCEDURES AND MISCELLANEOUS ITEMS

1. All respondents to this RFP shall indemnify and hold harmless the Haralson 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 Haralson 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 Haralson 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 Haralson County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.
2. The RFP is subject to the provisions of the Haralson County Purchasing Policy and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.
3. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, Haralson County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
4. 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.
5. In case of failure to deliver goods in accordance with the contract terms and conditions, Haralson County, after due oral or written notice, may procure substitute goods or services from other sources and hold the Vendor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Haralson County may have.

6. By submitting a qualification package, 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.

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 Vendor shall comply with applicable federal, state, and local laws and regulations.

7. It is understood and agreed between the parties herein that Haralson 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.

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the submittal is the sole responsibility of the respondent.

H. BONDS

Bid Bond – 5%

Payment Bond – 100%

Performance Bond – 100%

I. FINAL SELECTION

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

The Haralson 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.

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**BID #2016-100 RFP TELECOMMUNICATION
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"/> | • Contractor Affidavit |
| <input type="checkbox"/> | • Subcontractor 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) |
| <input type="checkbox"/> | Bonds as required |

Authorized Signature

Title

Print Name

Date

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

**BID #2016-100 RFP TELECOMMUNICATION
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

**BID #2016-100 RFP TELECOMMUNICATION
SERVICES VENDOR'S PRICE PROPOSAL FORM**

Company Name: _____

Hardware	\$
Software & Peripherals	\$
Labor	\$
Environmental Fees	\$
Shipping	\$
Project Total	\$
Start Date:	
Length of Project:	

Note: Attach warranty information to this form.

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

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

**BID #2016-100 RFP TELECOMMUNICATION
SERVICES VENDOR'S REFERENCE FORM**

All references must be from customers for whom your company has completed work similar to the specifications of this bid. Attach additional page if necessary.

References for: _____
(Company Name)

<p>1. Company _____ Street Address _____ City, State & Zip _____ Contact Person Name _____ Title _____ Phone _____ FAX _____ Email _____ Describe Scope of Work and dates of project/service: _____ _____ _____</p>
<p>2. Company _____ Street Address _____ City, State & Zip _____ Contact Person Name _____ Title _____ Phone _____ FAX _____ Email _____ Describe Scope of Work and dates of project/service: _____ _____ _____</p>
<p>3. Company _____ Street Address _____ City, State & Zip _____ Contact Person Name _____ Title _____ Phone _____ FAX _____ Email _____ Describe Scope of Work and dates of project/service: _____ _____ _____</p>

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR 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 Invitation for Bid 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

**BID #2016-100 RFP
TELECOMMUNICATION 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.

**BID #2016-100 RFP
TELECOMMUNICATION
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

**BID #2016-100 RFP TELECOMMUNICATION SERVICES
CONTRACTOR'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 Contractor's associates with any County staff, or elected officials since the date this Bid #2016-100 RFP Telecommunication Services 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 Haralson 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 Haralson 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 Haralson County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Alison Palmer
Haralson County Purchasing
Director
155 Van Wert St.
Buchanan,, GA 30113
Fax: (770) 646-2035
Email: alison.palmer@haralsoncountyga.gov

**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-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

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

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99- 603

**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:	

**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™ Company Identification 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