



Request for Proposals

RFP Item #11-086

Hazard Mitigation Plan Update

For

The City of Augusta – Planning & Zoning Department

RFP Due: Thursday, February 17, 2011 @ 11:00 A.M.

Disadvantage Business Enterprise (DBE) Augusta-Richmond County, Georgia does not operate a DBE, MBE or WBE Program for Augusta funded projects, as a Federal Court has entered an Order enjoining the Race-Based portion of Augusta's DBE Program. Instead Augusta operated a Local Small Business Opportunity Program. However, for various projects utilizing the expenditure of State or Federal funds, Augusta enforces DBE requirements and/or DBE goals set by the Federal and/or State Agencies in accordance with State and Federal laws.

"ANY LANGUAGE INCLUDED HEREIN THAT VIOLATES OR IS INCONSISTENT WITH THE MARCH 14, 2007 COURT ORDER IN THE CASE, THOMPSON WRECKING, INC. V. AUGUSTA, GEORGIA, CIVIL ACTION NO. 1:07-CV-019, IS VOIDABLE BY THE AUGUSTA GOVERNMENT."

One Original and six (6) copies of RFP shall be submitted

Thanks for doing business with us . . .
Geri A. Sams, Procurement Director
530 Greene Street, Room 605
Augusta, Georgia 30901



CITY OF AUGUSTA, GEORGIA
OFFICE OF THE PROCUREMENT DIRECTOR
530 GREENE STREET SUITE 605
AUGUSTA, GEORGIA 30901
(706) 821-2422
www.augustaga.gov

DATE: January 4, 2011

RFP NO. 11-086

SUBJECT: Request for Proposal to submit on the following services.

NAME OF RFP: Hazard Mitigation Plan Update

This letter extends to your Firm an invitation to submit a proposal to supply the City of Augusta with equipment, supplies, and/or services as indicated above. Sealed proposals for the above will be received at the Office of the City Procurement Director, 530 Greene Street – Suite 605, the Municipal Building, Augusta, Georgia, up to **11:00 A.M., Thursday, February 17, 2011** at which time, proposals will be opened and publicly read. The Board of Commission reserves the right to reject any and all bids/RFPs and to waive formalities.

Instructions for preparation and submission of a proposal are contained in the attached packet. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink. If you do not submit, return signed RFP invitation sheet and state reason. **Also, please clearly mark the outside of your envelope as "No Response."**

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the City will issue a written addendum to document all approved changes. **Any RFP submitted which does not acknowledge the receipt of an addendum will not be considered.**

The City of Augusta seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs.

Doing business with Augusta has become easier! The new **ARCBid** link, which is located on the Procurement Department's website at www.augustaga.gov, enables you to view current and past public bid information online. Should you have any questions concerning the bid documents, or need additional information, you may contact a member of the Bid and Contract Team directly @ 706 821-2422. A request for bid documents **must be faxed to 706 821-2811.**

A Proposal from your Firm will be appreciated.

Sincerely yours,

A handwritten signature in blue ink that reads "Geri".

Geri A. Sams
Procurement Director

REQUEST FOR PROPOSALS

Request for Proposals will be received at this office until Thursday, February 17, 2011 @ 11:00 A.M. for furnishing:

RFP Item #11-086

Hazard Mitigation Plan Update for Planning & Zoning Department

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
530 Greene Street - Room 605
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Richmond County web site under the Procurement Department **ARCBid**. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901. **All questions must be submitted by fax at 706 821-2811 or by email to procbidandcontract@augustaga.gov by Tuesday, February 1, 2011 @ 5:00 p.m.** No RFP will be accepted by fax, all must be received by mail or hand delivered.

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference on an eligible local project, the certification statement as a local bidder and all supporting documents must be submitted to the Procurement Department with your bonafide bid package.

No RFP may be withdrawn for a period of **90** days after time has been called on the date of opening.

An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director. Please mark RFP number on the outside of the envelope.

Bidders are cautioned that sequestration of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Disadvantage Business Enterprise (DBE) Augusta-Richmond County, Georgia does not operate a DBE, MBE or WBE Program for Augusta funded projects, as a Federal Court has entered an Order enjoining the Race-Based portion of Augusta's DBE Program. Instead Augusta operates a Local Small Business Opportunity Program. However, for various projects utilizing the expenditure of State or Federal funds, Augusta enforces DBE requirements and/or DBE goals set by the Federal and/or State Agencies in accordance with State and Federal laws.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle January 6, 13, 20, 27, 2011
Metro Courier January 12, 2011

cc: Tameka Allen Interim Deputy Administrator
 George Patty Planning & Zoning
 Terri Turner Planning & Zoning
 Howard Willis EMA

RFP Item 11-086 Hazard Mitigation Plan Update
Due Date: Thursday, February 17, 2011 @ 11:00 A.M.

INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply the City of Augusta with equipment, supplies, and or services as listed above. All bids are governed by the Code of the City of Augusta.
- 1.2 **How to Prepare Bid Proposals:** All bid proposals shall be:
(A) Prepared on the forms enclosed herewith, unless otherwise prescribed.
(B) Typewritten or completed with pen and ink, signed by the vendor or his authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.
- 1.3 **How to Submit Bid Proposals:** All bid proposals shall be:
(A) Submitted in sealed opaque envelope, plainly marked with the bid number and equipment, supply and/or service description listed above.
(B) Mailed or delivered as follows in sufficient time to ensure receipt by the Procurement Director on or before the date and time specified above.
(a) Mailing Address: Geri A. Sams, Procurement Director
530 Greene Street – Suite 605
Augusta, Georgia 30901.
(b) Hand Delivery Address: Geri A. Sams, Procurement Director
Procurement Department – 6th Floor of the Municipal Building
Suite 605 - Augusta, Georgia
(c) RFPs not received by the time and date specified in the first paragraph of the letter will not be opened.
- 1.4 **Augusta-Richmond Code, Readopted 7/10/08: Sec. 1-10-43. Sealed bids selection method.**
(b) Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director. All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta-Richmond County Commission for approval by the Augusta-Richmond County Commission.
- 1.5 **Procurement Protests:**
(A) Right to protest. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to Augusta-Richmond County. Protestors shall seek resolution of their complaints initially with the Procurement Director. All protests must be submitted in writing to the Procurement Director.
(B) Protests concerning invitations to bid. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals. If not done by that time, the complaint or protest is lost.
(C) Stay of procurement during protests. In the event of a timely protest under subsection (b) of this Section, the Procurement Director shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the Augusta-Richmond County Administrator or Commission makes a determination on the record that the award of the contract without delay is necessary to protect the interests of Augusta-Richmond County.
- 1.6 **Failure to Submit:** If a RFP is not submitted, vendor should return bid sheets, stating reason therefore, and indicate whether their business should be retained or removed from the City's vendor's list. **The outside of the envelope should clearly be marked "No Response".**

- 1.7 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of error in extension of prices in the bid, the unit prices shall govern. Correction or withdrawal of bids. Correction or withdrawal of inadvertently erroneous bids before or after bid opening may be permitted under the circumstances described below:
- (1) Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening.
 - (2) After the bid opening, corrections to bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. Otherwise, no changes in bid prices or other provisions of bids prejudicial to the interest of Augusta-Richmond County or fair competition shall be permitted.
 - (3) In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:
 - a. the mistake is clearly evident in the bid document but the intended correct bid is not similarly evident; or
 - b. the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made.
 - (4) All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported in a written report made by the Procurement Director.
 - (5) Withdrawal after receipt of bids is cause to forfeit bid security unless substantial evidence was presented clearly evidencing the mistake and hardship that would occur to either the County or the bidder in the event of award
- 1.8 **Standards for Acceptance of Bid for Award Contract:** The City reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejections or waiver is in the interest of the City.
- The City reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract a bidder who failed to submitted any requested documentation to include bid bond, performance and payments.
- 1.9 **Proposal:** An offer, something proffered. An offer, by one person to another of the terms and conditions with reference to some work or undertaking, or for the transfer of property, the acceptance whereof will make a contract between them. (Black's law Dictionary, 5th Edition). Proposals for professional service received by the county will be evaluated for their comparative level of compliance with the specifications issued for the project. The evaluation of proposals may or may not include proposed price as one of the evaluation criteria.
- Bidder:** Whenever the term "bidder" is used it shall encompass the "contractor", "purchaser" or other party having a contract with the City in such capacity after a contract has been entered into or between such party and the City.
- 1.10 **Compliance with laws:** The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or City statute, ordinances and rules during the performance of any contract between the bidder and the City. Any such requirement specifically set forth in any contract document between the bidder and the City shall be supplementary to this section and not in substitution thereof.
- 1.11 **Termination of Contract:** The City of Augusta may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the City of Augusta exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor.
- 1.12 **Non-Collusion Affidavit:** By signing and submitting this bid, bidder declares that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. In the event, said bidder is found guilty of collusion, the company and agents will be removed from the City's bid list for up to three years and any current orders will be canceled.

- 1.13 The City pays by invoices only net 30. Unless otherwise arranged. Invoices should be sent to the following address:

City of Augusta
Richmond County Georgia
Accounting Department – Room 105
City-Municipal Building
530 Greene Street
Augusta, Georgia 30901

- 1.14 All Bids, Request for Proposal/Qualifications and or Quote are governed and awarded in accordance to The City of Augusta, Georgia (Richmond County) Code. To view the Code visit Augusta's website at www.augustaga.gov.

GENERAL CONDITIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the City. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, American Society for Testing and Materials (A.S.T.M.) regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications. Some specifications are made from actual samples or prior use.
- 2.2 **Prices to be Firm:** Vendor warrants that RFP, terms and conditions quoted in his submittal will be firm for acceptance for a period of ninety (90) days from opening date.
- 2.3 **Completeness:** All information required by Request for Proposal must be completed and submitted to constitute a proper RFP.
- 2.4 **Default Provision:** The contract may be canceled or annulled by the City of Augusta in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next vendor, for articles and/or services specified or they may be purchased on the open market and, the defaulting Contractor (or his surety) shall be liable to the City of Augusta for costs to the City in excess of the defaulted contract prices. The Contractor shall continue the performance of this contract to the extent any part is not terminated under the provisions of this clause.
- 2.5 **Award of Contract:** The contract, if awarded, will be awarded to the most responsive and responsible vendor whose proposal will be most advantageous to the City, price and other factors considered. The City will make the determination.
- 2.6 **Local Vendor Preference:** The City of Augusta has a local vendor preference policy which allows the lowest local bidder, (defined as within Augusta Richmond County), within 5% or \$10,000, whichever is less, of the lowest non-local bidder, to match the bid submitted by the non-local bidder and therefore be awarded the contract. Vendors must complete the enclosed vendor's Certification form.
- 2.7 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based Portion of DBE Program. Disadvantage Business Enterprise (DBE) Augusta-Richmond County, Georgia does not operate a DBE, MBE or WBE Program for Augusta funded projects, as a Federal Court has entered an Order enjoining the Race-Based portion of Augusta's DBE Program. Instead Augusta operates a Local Small Business Opportunity Program. However, for various projects utilizing the expenditure of State or Federal funds, Augusta enforces DBE requirements and/or DBE goals set by the Federal and/or State Agencies in accordance with State and Federal laws.*
- 2.8 **Qualified Vendor:** A "Qualified Vendor" is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within these specifications.
- 2.9 **Compliance with Specifications - Terms and Conditions:** The Request for Proposal Invitation, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Submittal, Addendum, and/or any other pertinent documents form a part of this proposal and by reference are made a part hereof.

- 2.10 **Signed Bid/RFP Considered Offer:** The signed bid/RFP shall be considered an offer on the part of the bidder/vendor, which offer shall be deemed accepted upon approval by the Commission of the City of Augusta, the City Administration or his designee. In case of a default on the part of the bidder/vendor after such acceptance, the City of Augusta may take such actions as it deems appropriate including legal action for damages or specific performance.
- 2.11 **Notice to Proceed:** The successful bidder shall not commence work under this invitation to bid until duly notified by receipt of contract signed as executed by the Mayor/Commission or Administrator or their designee (Clerk or Commission or the Procurement Director). If the successful vendor does commence any work prior to receiving official notification, he does so at his own risk.
- 2.12 **Pre-bid conference and addendum:** A conference to be conducted by the Procurement Director and using agency head, if appropriate, hearing will be scheduled at least five (5) working days before receipt of bids. While the pre-bid conference is not a requirement, it is strongly recommended and widely used to further acquaint interested bidders with the bid requirements and items to be purchased and vendor input. Any substantive changes to specifications resulting from the pre-bid conference or other vendor/contractor sessions shall be documented in an addendum and communicated to all bidders registered for the procurement action. **Note: In the event of a MANDATORY PRE-BID CONFERENCE ALL INTERESTED VENDORS MUST ATTEND.**
- 2.13 **Bid opening.** Sealed Bids/RFPs shall be opened publicly in the presence of one or more witnesses at the time and place designated in the public notice and invitation for bids/Request for Proposals. The amount of each bid, and such other relevant information as the Procurement Director deems appropriate, together with the name of each bidder/vendor shall be recorded; the record and each bid shall be open to public inspection in accordance with § 1-10-5 (Public Access to Procurement Information).
- 2.14 **Bid acceptance and bid evaluation.** Provided that the bids/RFPs are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids/Request for Proposals, the bids/proposals shall be conditionally accepted without alteration or correction pending evaluation. Bids/proposals shall be evaluated based on the requirements set forth in the invitation for bids/Request for Proposal, which may include bidder responsiveness, capability and past performance, and criteria to determine acceptability such as inspection, testing, quality workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid/proposal price and be considered in evaluation for award shall be objective and clearly measurable, including but not limited to discounts, transportation costs, and total or life cycle costs. The main advantage of using life-cycle costing is that both initial costs and related costs for the life of the item are considered. When the criterion for awarding the contract is based on lowest responsive bidder, it may mean that the contract specifications are just minimally complied with. Selecting of the lowest bidder could result in a higher incidence of maintenance, and down-time could eat up any savings made if the purchasing process considers only the initial cost.
- 2.15 **Employment Eligibility Verification:**
- Georgia Security and Immigration Act of 2006**
As of July 1, 2009, all contracts with Richmond County must have a certification from the Contractor that they comply with the Georgia Security and Immigration Act of 2006. This requires all those individuals, firms, contractors, consultants, etc., contracting with the County to execute the Contractor Affidavit and Agreement. If Sub-contractors are engaged, they are required to execute the Subcontractor Affidavit. These affidavits are attached for your convenience in compliance with this requirement.

ATTACHMENT B – Prime Contractors Affidavit and Agreement

Please note as Prime Contractor in accordance to the attached Contractor's Affidavit, I will accept the responsibility stated in the affidavit which states: "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 Augusta Richmond County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta Richmond County Board of Commissioners at the time the subcontractor(s) is retained to perform such service."

Subcontractor Affidavit and Agreement

The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

SPECIAL CONDITIONS

- 3.1 **County's Right To Amend Bid Solicitations Or Awards That Are In Violation Of Law.**
(A) Prior to bid opening or closing date for receipt of proposals. If prior to the bid opening or the closing date for receipt of proposals, the Procurement Director, after consultation with the Augusta-Richmond County Administrator, and the Augusta-Richmond County Attorney, determines that a solicitation is in violation of federal, state, or local law or ordinance, then the solicitation shall be canceled or revised to comply with applicable laws.
(B) Prior to award. If after bid opening or the closing date for receipt of proposals, the Procurement Director, after consultation with the Administrator or his designee, and the Augusta-Richmond County Attorney determine that a solicitation or proposed award is in violation of federal, state or municipal law, and then the solicitation or proposed award shall be canceled.
(C) After award. If, after an award, the Procurement Director, after consultation with the Administrator and the Augusta-Richmond County Attorney determines that a solicitation or award of a contract was in violation of applicable law, then the contract shall be revised to comply with applicable law. If Augusta-Richmond County is unable to revise the contract to comply therewith, the contract shall be terminated and declared null and void by the Augusta-Richmond County Commission.
- 3.2 **Bonds:** (Check where applicable)
 (A) Each bidder shall post a **bid bond, certified check or money order** made payable to the City in the amount of 10% of the bid price. A company check is **not** acceptable. No bids shall be read or considered without a proper form of security.
 (B) No bond, certified check, or U.S. Money Order is required.
 (C) Bidder shall post a **payment / performance bond** payable to the City in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet requirements of the contract including timely delivery, performance specifications and warranty requirements.
Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
 (D) Bidder shall post a **performance bond** in the amount of 100% of the contract sum if awarded the contract. Such bond(s) are due prior to contract execution as a guarantee of timely delivery and that equipment, materials and /or goods are delivered according to specifications.
- In accordance with Article 5 of the City's Code. Augusta Richmond County's code can be viewed in its entirety @ <http://www.augustaga.gov/index.aspx?NID=685> Guidelines & Procedures.
- 3.3 **City License Requirement:** Contractor must be licensed in the State of Georgia or by the Governmental entity for where they do the majority of their business. For further information contact Robert Sherman of the License and Inspection Department @ 706 312-5162.
- 3.4 **Warranty Requirements:** (Check where applicable)
 (A) Provisions of item 2.12 in regards to quality shall apply.
 (B) Warranty required.
 (a) Standard Warranty shall be offered with bid.
 (b) Extended Warranty shall be offered with bid.
- 3.5 **Terms of Contract:** (Check where applicable)
 (A) Annual Contract
 (B) One time Purchase.
 (C) Other

LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM

4.1 General Principles

This Ordinance and/or the codification hereof may be referred to as the “Augusta-Richmond County Local Small Business Opportunities Program Ordinance” (“LSBOP”).

4.2 Objective

Augusta-Richmond County is firmly committed to the principles of equal opportunity and in keeping with these principles, hereby sets forth a program and establishes a mechanism for developing, approving, and implementing procedures by which local small business enterprises shall be identified, informed and educated regarding opportunities for supplying goods, general services, and construction services required by Augusta-Richmond County, and providing for objectives for bidders to incorporate the use of Local Small Businesses as commercially useful sub-contractors, thereby promoting balanced economic and community growth throughout Augusta-Richmond County. The LSBOP is a race and gender-neutral program.

4.3 Policy

It is the policy of Augusta-Richmond County that all necessary and reasonable steps shall be taken to ensure that local small business enterprises have the maximum opportunity to compete for and participate in all contracts and subcontracts funded by or through Augusta-Richmond County government. Further, the Augusta-Richmond County Commission has determined as a means to ensure full economic participation by small local business that a mechanism for developing, approving and implementing a LSBOP is required.

Augusta-Richmond County has established the LSBOP to promote opportunities for certified Local Small Business to participate in Augusta-Richmond County’s contracting and procurement activities by requiring contractors to utilize certified Local Small Businesses to perform commercially useful functions to the maximum extent possible and as economically feasible, as partners or subcontractors for service delivery or as suppliers of various goods required in the performance of a contract. This LSBOP is in addition to and shall not supplant the Local Preference Ordinance, Code §1-10-6.

Augusta’s Local Small Business Opportunities Program shall comply with federal and state requirements applicable to small or disadvantaged business, including but not limited to those requirements set forth by regulation by the Federal Aviation Administration, U.S. Department of Housing & Urban Development, and Georgia Department of Transportation. It is expressly recognized that such federal and state regulations preempt Augusta’s regulations regarding this subject.

4.4 Local Small Business Vendor Information and Program Information: Please contact:

Yvonne Gentry
501 Greene Street - Suite 304
Augusta, Georgia 30901
Office: (706) 821-2406
Fax: (706) 821-4228

The successful vendor will submit the required LSBOP forms to the Procurement Department no later than five (5) days after receiving the “Letter of Recommendation” (Vendor’s letter will denote the date forms are to be received).

RFP Item 11-086 Hazard Mitigation Plan Update
Due Date: Thursday, February 17, 2011 @ 11:00 A.M.

Introduction

Augusta-Richmond County, Georgia, has received a Hazard Mitigation Planning Grant from the Georgia Emergency Management Agency (GEMA) and the Federal Emergency Management Agency (FEMA). This Grant (HMGP-1858-0034) provides funding for the update of the Augusta-Richmond County Multi-Jurisdictional Hazard Mitigation Plan for Augusta-Richmond County and its municipalities of Hephzibah and Blythe. The Plan will address natural hazards that threaten the health and welfare of communities in Augusta-Richmond County.

Augusta-Richmond County is located in the eastern part of the State of Georgia and is bound by the Savannah River to the east, Burke County to the south, Jefferson County to the west, and Columbia and McDuffie Counties to the north. It contains a land area of approximately 328 square miles. Over the last decade, the County has experienced more than a 5 percent increase in population (199,775 persons in 2000).

Augusta-Richmond County's physical and natural features, including its location on the Savannah River, that provide the high quality of life and attraction for residents and visitors also contribute to the variety of natural hazards that the community is susceptible to. This Request for Proposal seeks qualified firms capable of conducting hazard and risk assessment and planning for natural disasters to include but not limited to floods (to include flash floods, riverine floods and urban drainage flooding), wind hazards (to include, hurricanes & tropical storms, tornadoes, and high winds/severe storms), severe winter storms (to include ice storms, freezing drizzle/freezing rain, sleet and wind chill), drought, urban wildland fire interface and hazardous materials. Other hazards such as earthquake, subsidence, and landslide and shoreland erosion shall be evaluated to assess if current conditions warrant inclusion in the Plan. Augusta-Richmond County's long-term goal is to create resistance to disaster through planning for hazard mitigation before disaster strikes, and ensure that, through recovery planning for both land and waterways, the community integrates concepts and principles of sustainable development through the preparedness, prevention, recovery and reconstruction phases of the process.

Augusta-Richmond County requires consultant services to assist various County departments and the municipalities of Hephzibah and Blythe in updating goals and objectives and identifying activities that will help prepare for and reduce the impact of a natural disaster. The Plan will address the requirements of Augusta-Richmond County's Emergency Management, Housing and Neighborhood Development, Engineering and Environmental Services, Public Services, Solid Waste, and Planning Departments, and other departments as needed or warranted, and the municipalities of Hephzibah, and Blythe. Representatives from these agencies along with key businessmen and elected officials will comprise the Hazard Mitigation Planning Committee. This Committee will work closely with the Consultant and provide feedback on drafts at various stages in the planning process. The Project Director and point of contact is Terri L Turner, Assistant Zoning and Development Administrator for the Augusta-Richmond County Planning Commission. The Consultant shall report directly to Terri L Turner.

Scope of Work

The Scope of Work for the Multi-Jurisdiction Hazard Mitigation Plan update shall address, but not be limited to the following:

- 1.1 Executive Summary
- 1.2 Description of the Planning Process and Participants
 - This will include the role and composition of the Hazard Mitigation Planning Committee, public meetings, and outreach process through press releases and questionnaires.
- 1.3 Goals and Objectives Setting
 - Consultant shall provide a description of mitigation goals to avoid long-term vulnerabilities to the identified hazards and update existing mitigation goals, as applicable.

1.4 Hazard and Risk Assessment.

- This shall address hazards that the County and its jurisdictions are exposed to: floods, tornadoes, fire, hurricanes, ice storms and shoreland erosion, drought, and high wind. Available data from various sources should be reviewed and documented and summarized in the form a narrative with graphics. Summaries shall include updated information on past occurrences and the probability of future events.
- Each jurisdiction's risks must be assessed where they vary from the risks facing the entire county.
- The Consultant shall identify hazards and profile hazard events.
- The Consultant shall perform vulnerability assessment, including identifying assets, estimating potential losses, and analyzing development trends. The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas shall be identified.
- The Consultant shall give consideration to existing studies that have evaluated natural hazards as well as observed or reported historical storm damage data.

1.5 Mitigation Strategies and Activities

- Consultant shall prepare a section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.
- The updated hazard mitigation strategy shall include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
- The plan should describe vulnerability in terms of providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.

1.6 Draft and Final Plans

- Consultant shall prepare an action plan describing how the actions identified will be prioritized, implemented, funded, and administered by the local jurisdictions. Since this is a multi-jurisdictional plan, the Consultant shall prepare identifiable action items specific to each jurisdiction.
- Consultant shall prepare a draft plan for review by the Hazard Mitigation Planning Committee.
- Consultant shall incorporate comments from the draft plan into the final plan for presentation to the County Commission for recommendation of inclusion in the County's Comprehensive Plan.

1.7 Plan Adoption

- Consultant shall continue to work with the communities through the final adoption and approval phases by local and state government, and FEMA.

1.8 Plan Implementation

- Consultant shall prepare cost estimates for all recommended projects and shall identify possible funding sources to implement recommended projects.

1.9 Plan Maintenance

- Consultant shall include a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle and also how the community public participation in the plan maintenance process.

And any other requirements set for in the approved Scope of Work for Augusta-Richmond County's Hazard Mitigation Grant Program (HMGP) planning project, designated HMGP-1858-0034.

It should be noted that all sections of the Plan as presented shall be updated and the Plan shall remain in the same format, for update, as the existing Plan. Any additions to the plan shall be approved by the Committee. No deletions in content shall be made to the Plan without approval of the Committee. All charts, graphs, maps, tables, pictures, references, and informational materials, including those in the Appendices, within the Plan, shall be updated to present-day statistics/information.

The Consultant shall conduct at least two public meetings: 1) to identify issues and 2) to present the draft plan. This Plan shall meet the criteria of FEMA's Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 44CFR, Parts 201 and 206, enacted under Sec. 104 of the Disaster Mitigation Act of 2000 (DMA 2000)

Further, the Plan shall be compliant with Augusta's Grant Application for funding and the Grantee/Subgrantee Agreement. The Plan must follow GEMA's template for doing the Plan.

Finally, the Plan must be compliant with all requirements of HMGP, PDM-C, FMA RFC and SRL funding sources.

Fee Proposal

The Consultant shall provide a breakdown of costs associated with draft plan deliverables, costs for conducting each public meeting, and final document and maps. **Please submit the Fee Proposal in a separate sealed envelope labeled "Fee Proposal" RFP 11-086 Hazard Mitigation Plan Update.**

Deliverables

- Provide a non-proprietary database in ArcView files to contain all the data collected.
- Provide 10 hard copies of report and all data collected.

Project Schedule

The selected consultant shall:

- Provide a draft report for public comment 120 days after award of contract.
- Provide a final draft to the Augusta Commission with addressed comments 160 days after award of contract.

Proposal Requirements and Evaluation Criteria

The Proposals will comprise of the following sections, based on which the firms will be evaluated:

- Firm qualifications 20 points
- Firm experience with similar projects, including federally funded projects 20 points
- Appropriateness of proposed process 15 points
- Qualifications and experience of team members 10 points
- Project management approach 15 points
- Three recent references 10 points
- Proximity to Area 5 points
 - Within Augusta 5 points
 - Within CSRA 4 points
 - Within Georgia 3 points
 - Within SE USA 2 points
 - All Other 1 point
- Cost 5 points
 - Lowest 5 points
 - Second 4 points
 - Third 3 points
 - Fourth 2 points
 - Highest 1 point

Consultant Selection Schedule

- Advertisement of RFP
- RFP Mailing
- Deadline for Questions
- Proposal Opening Date
- Selection Committee Review
- Recommendation of Contract Award to Augusta Commission
- Award to Consultant

Dates

- January 6, 13, 20, 27, 2011
- January 6, 2011
- Tuesday, February 1, 2011
- Tuesday, February 17, 2011
- March 2011
- March 2011
- April 2011

Preparation of Proposal

All proposals should be complete and carefully worded and must convey all information requested by the County. If significant errors are found in the offeror's proposal, or if the proposal fails to conform to the essential requirements of the RFP, the County will be the judge as to whether that variance is significant enough to reject the proposal. Failure to provide all of the requested information may cause the proposal to be rejected as non-responsive.

- Proposals should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- Each copy of the proposal should be bound in a single volume, including any documentation.
- If the proposal includes any information in addition to the specific information requested in the RFP, it should be included as an appendix to the proposal.
- You are required to submit one (1) original clipped and six (6) copies of your proposal. They should be submitted to the following address

Augusta Richmond County
Procurement Department
530 Greene Street
Room 605
Augusta, GA 30901
Attn: Geri A. Sams

If an award of contract is awarded as a result of this solicitation, contract will be made on the basis of the response which best satisfies the intent of this Request for Proposal and other factors considered in the best interest of the Owner. Negotiations may be undertaken with the firm whose Proposal shows them to be the most qualified, responsible, and capable of performing the work. The Owner may consider professional qualifications and related experience to determine which proposal would be in the Owner's best interest if a contract were made.

The Owner reserves the right to withdraw this RFP, to reject any and all submittals at any time, to suspend or terminate the selection process, and/or to cancel the project. In the event of such suspension or termination, the Owner shall have no obligation or liability to any of the firms preparing or submitting proposals under this RFP. In addition, neither this RFP, nor any proposal submitted, nor the selection of any proposal, nor any negotiations with any firms, will impose any obligation or liability on the Owner.

The Owner may reject any proposal determined to contain false or misleading statements or references, which, in the sole judgment of the Owner, do not support an attribute or condition, contended by the firm and it is deemed that such statements were intended to mislead the Owner in its evaluation of the submittal. Please note that failure to acknowledge addenda may be grounds for rejection of any proposal as noncompliant.

Each firm shall be responsible for all costs of the preparation of their proposal, and they shall not be compensated in any way for the preparation or submittal of a proposal.

The Owner reserves the right to reject any or all proposals received as the result of this request. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by any firm prior to the signing of a contract.

An official authorized to bind the firm to the terms and provisions of the proposal must sign the proposal. For a proposal to be considered it must remain valid for at least 90 days.

Amendments

If it becomes necessary to revise any part of the RFP, an amendment will be provided to all offerors who received the original RFP. The County shall not be legally bound by an amendment or interpretation that is not in writing.

Additional Information

All firms responding are cautioned to read this RFP carefully for understanding and request clarification from the Owner on any questions pertaining to this RFP. Offerors requiring additional information may submit their questions, in writing, to the Procurement Department. Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all offerors via an amendment. The last day to submit questions is Tuesday, February 1, 2011 by 5:00 p.m. by fax at 706 821-2811 or email to procbidandcontract@augustaga.gov.



Disadvantage Business Enterprise (DBE) Augusta-Richmond County, Georgia does not operate a DBE, MBE or WBE Program for Augusta funded projects, as a Federal Court has entered an Order enjoining the Race-Based portion of Augusta's DBE Program. Instead Augusta operates a Local Small Business Opportunity Program. However, for various projects utilizing the expenditure of State or Federal funds, Augusta enforces DBE requirements and/or DBE goals set by the Federal and/or State Agencies in accordance with State and Federal laws.



**USE THE ATTACHED FORMS AND ADHERE TO THE INSTRUCTIONS ON EACH FORM
PLEASE DO NOT SUBSTITUTE FORMS:**

**Attachment B: Statement of Non-Discrimination, Non-Collusion Affidavit of Prime Bidder/Offeror,
Conflict of Interest and Contractor Affidavit and Agreement.**

Bidder's Form / Acknowledgement of Addenda

Note: THE ABOVE FORMS MUST BE COMPLETED AND SUBMITTED WITH YOUR SUBMITTAL

**Georgia Security and Immigration Subcontractor Affidavit
Non-Collusion Affidavit of Sub-Contractor
Local Small Business (LSB) Good Faith Efforts
Local Small Business (LSB) Subcontractor/Supplier Utilization Plan**

Note: The successful vendor will submit the above forms to the Procurement Department not later than five (5) days after receiving the "Letter of Recommendation" (vendor's letter will denote the date forms are to be received)

**The Exception Sheet (if applicable)
Local Vendor Preference (if applicable)**

Note: Use Only If Applicable

Local Small Business (LSB) monthly subcontractor/supplier utilization report will be submitted upon request.

Bidders are cautioned that sequestration of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.



Attachment B

Listed below is a consolidated listing of the Statement of Non-Discrimination, Non-Collusion Affidavit of Prime Bidder/Offeror, Conflict of Interest and Contractor Affidavit and Agreement.

Please complete, date, notarize and return pages 1-3 of Attachment B with your submittal.

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta-Richmond County to promote full and equal business opportunity for all persons doing business with Augusta-Richmond County. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the bid or contract awarded by Augusta-Richmond County. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta-Richmond County's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the bidding/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of an incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Augusta to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Bidder/Offeror

By submission of a bid, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this ITB, and

2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this ITB, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this ITB.

By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.

c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

Contractor Affidavit and Agreement

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 contracting with Augusta Richmond County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A 13-10-91. 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 Augusta Richmond County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta Richmond County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

Georgia Law requires your company to have an E-Verify*User Identification Number on or after July 1, 2009.

For additional information visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

E-Verify * User Identification Number

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta Richmond County Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

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

Notary Public

NOTARY SEAL

My Commission Expires: _____

Please complete, date, notarize and return pages 1-3 of Attachment B with your submittal



BIDDER'S FORM/ACKNOWLEDGEMENT OF ADDENDA

City of Augusta Procurement Department
530 Greene Street, Suite 605
Augusta, Georgia 30901
ATTN: Procurement Director

Business Locations: (Check One)
 Augusta Richmond County
 Other

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

City License Requirement: Contractor must be licensed in the State of Georgia or by the Governmental entity for which they do the majority of their business. For further information contact Robert Sherman of the License and Inspection Department @ 706 312-5162.

Do You Have A Business License? Yes: _____ No: _____

Licensed By What **State, City & County** _____

Business License #: _____ Fed Tax Id #: _____

Acknowledgement of Addendum: Check and Initial the appropriate box:

Addenda 1 _____ Initial _____	Addenda 5 _____ Initial _____
Addenda 2 _____ Initial _____	Addenda 6 _____ Initial _____
Addenda 3 _____ Initial _____	Addenda 7 _____ Initial _____
Addenda 4 _____ Initial _____	Addenda 8 _____ Initial _____

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID/RFP/RFQ SPECIFICATIONS AND BID/RFP/RFQ INVITATION ISSUED BY THE CITY OF AUGUSTA FOR THIS BID/RFP/RFQ ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID/RFP/RFQ SPECIFICATIONS:

Signature: _____ Date: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR SUBMITTAL



STATE OF GEORGIA - COUNTY OF RICHMOND

BID/RFP/RFQ# _____

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor 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 under a contract with _____ on behalf of Augusta Richmond County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 ([RCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O. C. G. A 13-10-91.

E-Verify * User Identification Number

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

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

Notary Public

My Commission Expires: _____

Georgia Law requires your company to have an E-Verify*User Identification Number on or after July 1, 2009.

For additional information: **State of Georgia**
http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf
<https://e-verify.uscis.gov/enroll/>

NOTARY SEAL

Note: The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

REV. 11/13/09



In accordance with the Laws of Georgia, the following affidavit is required by all vendors

NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR

I, _____ certify that this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e),

_____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

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

Signature of Authorized Company Representative

Title

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Signature

Notary Public: _____ (Print Name)

County: _____

Commission Expires: _____ **NOTARY SEAL**

Note: The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

**AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS OPPORTUNITY PROGRAM
LSB SUBCONTRACTOR / SUPPLIER UTILIZATION PLAN**

Attention Bidder/Proponent: List all ARC Registered Local Small Business subcontractors/suppliers, including lower tiers, to be used in the Project.

Name of Subcontractor/Supplier	Company Name, Address and Phone Number	Scope of Work to be Performed	ARC Business License? Yes or No	ARC LSBOP Registration No. and Expiration Date	Dollar (\$) Value of Work	Percentage of Total Bid Amount

Company Name _____ Project Name: _____ Contract #: _____

Signature: _____ Date: _____

Note: The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (vendor's letter will denote the date forms are to be received).

If there are no subcontracting opportunities the form must be executed (write N/A, sign, date, and return)
Questions, please contact: Ms. Yvonne Gentry at (706) 821-2406

REV. 8/31/09



EXCEPTION SHEET

If the commodity (ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder(s) offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

Return with submittal if the commodity and/or services proposed in the response to this RFP are in anyway different from that contained in the specifications.

REV. 8/31/09



Certification Statement Local Vendor Preference

I certify that my company meets all of the following qualifications to be eligible for the local vendor preference:

- (1) That my company has a fixed office or distribution point located in and having a street address within Augusta for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by Augusta; and
- (2) That my company holds any business license required by the Augusta Richmond County Code for at least 6 months.
- (3) That my company employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Augusta, or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Augusta.
- (4) Attached is a copy of my Augusta Business License.

Company Name: _____

Address: _____

Business License Number _____

Phone Number: _____ Fax Number: _____

Owner's Name: _____ Signature: _____

VENDOR DO NOT COMPLETE

To be completed by Authorized City Representative from Augusta Richmond County Procurement Department:

Vendor Certified: _____ Date: _____

Authorized City Representative Signature