REQUEST FOR PROPOSAL 19RFP114474BBR

Digital Multi-functional Devices and Support Services

For

The Information Technology (“FCIT”) Department

RFP ISSUANCE DATE: 10/5/2018
RFP DUE DATE AND TIME: Thursday, November 15, 2018, 11:00 A.M.
PRE-PROPOSAL CONFERENCE DATE: Tuesday, October 23, 2018
PURCHASING CONTACT: Brian Richmond, Assistant Purchasing Agent
E-MAIL: brian.richmond@fultoncountyga.gov

LOCATION: FULTON COUNTY DEPARTMENT OF
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303
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# 3.0 PROPOSAL REQUIREMENTS

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## 6.0 CONTRACT COMPLIANCE REQUIREMENTS

## 7.0 INSURANCE AND RISK MANAGEMENT PROVISIONS

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## 9.0 EXHIBITS

- Exhibit 1: Request for Proposal (RFP) Responsiveness Checklist
- Exhibit 2: Cost Proposal
- Exhibit 3: Current MFD Fleet by Model including One Year Volumes
- Exhibit 4: Electronic Faxing – Technical Specifications
- Exhibit 5: Scanning - Technical Specifications
- Exhibit 6: MFD Feature Worksheet
- Exhibit 7: Functionality Matrix Questionnaire
- Exhibit 8: MFD Copier Locations
1.1 PROJECT DESCRIPTION

Fulton County Government ("County") is seeking proposals from qualified proposers for leasing services for Digital Multi-functional Devices (hereafter "MFD") and Support Services to facilitate County business needs and requirements. Through the issuance of this Request for Proposal ("RFP" and/or "Proposals"), the County requirements shall include the installation of new digital multi-functional imaging devices, all consumable supplies (except paper), all normal and emergency repair services, all periodic preventive maintenance, account management, fleet management and all operator training.

Proposals provided in response to this RFP that comply with the submittal requirements set forth in Section 4.0, including all forms and certifications, will be evaluated in accordance with the criteria and procedures described in Section 5.0. Based on the results of the evaluation, the County will award the 19RFP114474BBR Digital Multi-functional Devices and Support Services to the most advantageous Proposer based on the cost and the evaluation factors set forth in the RFP.

1.2 METHOD OF SOURCE SELECTION: This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this Proposal is Code Section 102-375, Competitive Selection Procedures for Professional and Consultant Services.

1.3 OBTAINING THE RFP

This document and supporting documents can be downloaded at the Fulton County Website, http://www.fultoncountyga.gov under “Bid Opportunities”.

1.4 SUBCONTRACTING OPPORTUNITIES

Potential prime contractors submitting a bid on this project for Fulton County and are seeking subcontractors and/or suppliers can advertise those subcontracting opportunities on the County’s website, http://www.fultoncountyga.gov under “Subcontracting Bid Opportunities”.

SECTION 1
INTRODUCTION
1.7 PRE-PROPOSAL CONFERENCE

The County will hold a Pre-Proposal Conference, on Tuesday, October 23, 2018, 10:00 AM in the Purchasing Bid Conference Room of the Department of Purchasing, Fulton County Public Safety Building, Suite 1168, 130 Peachtree Street, S.W., Atlanta, Georgia 30303. Attendance at the Pre-Proposal Conference is voluntary for responding to this RFP, however Proposers are encouraged to attend. The purpose of the Pre-Proposal Conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by the County through this RFP.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda Stanberry, Contract Compliance Administrator at (404) 612-6304 or email: rholanda.stanberry@fultoncountyga.gov.

1.8 PROPOSAL DUE DATE

All proposals are due in the Department of Purchasing of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before Thursday, November 15, 2018 at 11:00 A.M., legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

1.9 DELIVERY REQUIREMENTS

It shall be the sole responsibility of the Proposer to have his/her proposal delivered to the Fulton County Department of Purchasing for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Department of Purchasing and Contract Compliance.

1.10 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP shall be submitted in writing to the Purchasing Department contact person, Brian Richmond, Assistant Purchasing Agent, 130 Peachtree Street, Suite 1168, Atlanta GA 30303 email:
Section 1

19RFP114474BBR Digital Multi-functional Devices and Support Services

brian.richmond@fultoncountyga.gov. response made by the County shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

1.11 PROCUREMENT SCHEDULE

The following is the procurement schedule for this project and will be strictly adhered to.

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<td>October 23, 2018</td>
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SECTION 2
INSTRUCTIONS TO PROPOSERS

2.1 PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. All technical requirements, unless otherwise specified, must be met, or be capable of being met by the Proposer or their proposal will be disqualified as being non-responsive.

2.2 CONTRACT DEFINITIONS

In addition to any other terms that may be defined in this solicitation, the following terms have the following meaning:

Addendum – Revision to the RFP documents issued by the County prior to the receipt of proposals.

Agreement – refers to the executed contract between the County and Contracting Entity.

Approve – Used in conjunction with the County’s response to submittals, requests, applications, inquiries, reports and claims, the meaning of the term “approved” shall be held to limitations of the County’s responsibilities and duties as described.

Calendar Day – calendar day includes the time from midnight to midnight.

Change Order – A written order signed by the Owner and Consultant/Contractor and, stating their agreement upon all of the following: (1) change/modification in the work; (2) the amount of the modification, if any, in the Agreement Price; and (3) the extent of the modification, if any, in the Agreement time.

Contract Completion – the established completion date(s) set forth in the contract.

Contract Documents - Those items so designated in the Agreement, and which together comprise the Contract. The Contract Documents shall define and describe the complete work to which they relate.

County – Fulton County Government and its authorized representatives.

Contact Person – Purchasing staff designated by the Fulton County Department of Purchasing and Contract Compliance to submit any questions and suggestions to.
**Contractor's Representative** – the Contractor’s executive representative who is present on the work during progress, authorized to receive and fulfill instructions and who shall supervise and direct the project.

**FCG** - Fulton County Government.

**FCIT** - Fulton County Department of Information Technology.

**Inspector** – an authorized representative of the PM/CM Team assigned to make all necessary inspections of any or all portions of the work performed or being performed, or of the materials furnished or being furnished by the Contractor.

**Modifications** – Binding changes, addenda, revisions, or the like, to the Work or the Agreement documents, including changes to work made by Change Order or Change Directive.

**MFD** - Multifunctional Device.

**NTP** – Notice to Proceed


**Offeror** – the entity or individual submitting a proposal in response to this RFP.

**Owner** – Fulton County Government

**PPC**- Per Page Charge.

**Project Manager (PM)** – the person designated as in charge to lead the day-to-day activities to manage the project schedules.

**Proposal** – the document submitted by the Proposer in response to this RFP.

**Proposer** – the entity or individual submitting a proposal in response to his RFP.

**Recipient** - Fulton County Government

**Request for Proposal (RFP)** – all documents, whether attached or incorporated by reference, utilized for soliciting sealed proposals.

**Responsible Offeror** – A person or entity that has the capability in all respects to perform fully and reliably the contract requirements.
Responsive Offeror – A person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.

Responsible Proposer – a person or entity that has the capability in all respects to perform fully and reliably the contract requirements.

Responsive Proposer – a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.

Scope of Work (“Work”) – All the services specified, indicated, shown, or contemplated by the Contract, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plants, supplies, power, water, transportation and other things necessary to complete such services in accordance with the Contract.

SLA- Service Level Agreement

Subcontractor/sub-consultant – An individual, firm, corporation or any combination thereof, having a direct contract with Consultant/Contractor for the performance of a part of the work.

Sub-Recipient – Contractor, subcontractors, vendors.

Written Notice – A written statement transmitted from one party to an authorized representative of another party.

2.3 NO CONTACT DURING PROCUREMENT PROCESS

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

A. No person, firm, or business entity, however situated or composed, obtaining a copy of, or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager’s recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this
solicitation.

B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.

C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.

2.4 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFP and the Contract. Proposers must prepare such requests in writing for the County’s consideration as set forth in this section of this RFP. While the County has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after Friday, October 26, 2016, 2:00 PM local prevailing time. Proposers are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County’s failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be submitted in writing (letter, fax or email) to:

**Purchasing Representative: Brian Richmond**
**Email: Brian.Richmond@fultoncountyga.gov**

Telephone inquiries will not be accepted.

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP and posted on the Fulton County website [www.fultoncountyga.gov](http://www.fultoncountyga.gov).

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the County shall be binding on the County. Proposers who submit a Proposal in reliance on any such oral information risk having their
response to this RFP deemed non-responsive by the County. Only written responses issued by addendum to this RFP should be considered by the Proposers.

During the period provided for the preparation of Proposals, the County may issue addenda to this RFP. These addenda will be numbered consecutively and will be posted on the Fulton County website, www.fultoncountyga.gov. These addenda will be issued by, or on behalf of, the County and will constitute a part of this RFP. Each Proposer is required to acknowledge receipt of each addendum by submitting an executed acknowledgment form. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.5 TERM OF CONTRACT

The contract resulting from award of this solicitation will be from the date of the signed agreement by both parties to the end of the calendar year 2019 and include four (4) additional options for annual renewal subject to successful performance and availability of funding. Funding will be provided by each agency. The contract will commence as of the date indicated in the Notice to Proceed (NTP) and will terminate as indicated in the contract.

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County’s then current fiscal year.

a. Commencement Term

The “Commencement Term” of this Agreement shall begin on the date of execution of the Agreement in the year 2019, the starting date, and shall end absolutely and without further obligation on the part of the County on the 31st day of December, 2019. The Commencement Term shall be subject to events of termination and the County’s termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County’s obligation to make payments provided under this Agreement shall be subject to the County’s annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County’s governing body and such obligation shall not constitute a pledge of the County’s full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of
the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for four (4) one-year (“Renewal Terms”). However, no Renewal Term of this Agreement shall be authorized nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January, 2020 and shall end no later than the 31st day of December, 2020. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January, 2021 and shall end no later than the 31st day of December, 2021. If approved by the County Board of Commissioners, the Third Renewal Term shall begin on the 1st day of January, 2022 and shall end no later than the 31st day of December, 2022. If approved by the County Board of Commissioners, the Fourth Renewal Term shall begin on the 1st day of January, 2023 and shall end no later than the 31st day of December, 2023. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the “Ending Term” with no further obligation on the party of either party.

c. Term Subject to Events of Termination

All “Terms” as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County’s rights upon termination.

d. Same Terms

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

e. Statutory Compliance Regarding Purchase Contracts.

The parties intend that this Agreement shall, and this Agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.
2.6 RFP SUBMITTALS

See Exhibit 1 for the RFP Submittal Checklist. This checklist will assist you to ensure that all submittals are included in your proposal. Failure to submit all submittals may deem your proposal non-responsive.

2.7 PROPOSAL EVALUATION

All proposals will be evaluated using the criteria specified in Section 4 of this RFP. Selection will include an analysis of proposals by an Evaluation Committee composed of County personnel who will review the proposal submittals in accordance with the submittal requirements and the evaluation criteria set forth in Section 4 of this RFP. The committee may request oral interviews and/or site visits. Awards will not necessarily be based on cost alone. Other factors, as detailed in the RFP, will be considered in determining what proposal will be deemed to best meet the needs of Fulton County.

2.8 DISQUALIFICATION OF PROPOSERS

The submission of more than one (1) proposal to the County as the primary Proposer or member of a joint venture for the same work by and individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Proposer and the rejection of the proposal.

2.9 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. There is no obligation on the part of the County to award the contract to the lowest proposer and the County reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.
2.10 APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Purchasing Code Section 102-448 which is incorporated by reference herein.

2.11 INSURANCE AND RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Section 7 of this RFP.

Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance ("COI") with policy limits equal to or greater than the limits outlined in Section 7. Proof of insurance must be provided to the County prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the County.

2.12 ACCURACY OF RFP AND RELATED DOCUMENTS

The County assumes no responsibility that the specified technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the County will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFP.

Should a recipient of this RFP find discrepancies in or omissions from this RFP and related documents, the recipient of this RFP shall immediately notify the Purchasing Contact Person identified in Section 1.11 in writing at the following address: Fulton County Department of Purchasing and Contract Compliance, Public Safety Bldg, 130 Peachtree Street S.W., Suite 1168 Atlanta, GA 30303. A written addendum, if necessary, then will be made available to each recipient of this RFP.

2.13 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Proposers are reminded of Fulton County's “No Contact During Procurement” policy and shall only contact the person designated by the RFP.
2.14 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The County, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The County has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFP, Proposers waive any challenge to the County’s decisions in this regard. Marking all or substantially all of a Proposal as confidential may result in the Proposer being deemed non-responsive to this RFP.

Notwithstanding the foregoing, Proposers recognize and agree that the County, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.15 COUNTY RIGHTS AND OPTIONS

This RFP constitutes an invitation to submit Proposals to the County. Without limitation or penalty, the County reserves and holds at its sole discretion, the following rights and options:

- This RFP does not obligate the County to select, procure or contract for any services whatsoever.

- Fulton County reserves the right to award a contract based on this RFP and the proposal(s) received (in whole or in part) to one or several vendors.

- The County reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the County.

- All costs incurred by a Proposer in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the County will be borne by the Proposer.

- The County reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFP from further consideration for this procurement, and to notify such Proposers of the County's
The County may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.

The County reserves the right to waive any technicalities or irregularities in the Proposals.

The County reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.

The County may request Proposers to send representatives to the County for interviews and presentations.

To the extent deemed appropriate by the County, the County may select and enter into discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.

The County reserves the right to discontinue negotiations with any selected Proposer.

The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.

All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the County and will not be returned, and the County reserves the right to utilize all such information contained in the Proposals without further cost to the County.

The County may add to or delete from the Project Scope of Work set forth in this RFP.

All Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.

Neither the County, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.

The County, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.
By responding to this RFP, Proposers acknowledge and consent to the rights and conditions set forth in this RFP.

2.16 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFP, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer. In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process, including any costs incurred by the Proposer in any subsequent negotiations entered into in connection with developing the Proposal. There shall be no claims whatsoever against the County, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFP or procurement process or in connection with the selection process or any negotiations.

2.17 TERMINATION OF NEGOTIATIONS

The County at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the County determines that such Proposer is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. The County will give written notice of its decision to the Proposer, which shall be sent in writing, signed by the County.

2.18 WAGE CLAUSE

Pursuant to 102-413, each Contractor shall agree that in the performance of the Contract he will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

2.19 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the County will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent’s qualifications. If requested by the Fulton County Department of Purchasing and Contract Compliance, Respondent’s maybe required to submit
additional or supplemental information to determine whether the Respondent meets all of the qualification requirements.

2.20 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the Deputy Director, Information Technology, or designated representative.

2.21 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Request for Proposal is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders and proposers are notified that all bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed $2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia).

A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the County cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act. All bidders/proposers intending to do business with the County are responsible for independently apprising themselves and complying with the requirements of that law and its effect on County procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: https://e-verify.uscis.gov/enroll.

The Director of Purchasing & Contract Compliance is authorized to conduct random audits of a contractor’s or subcontractors’ compliance with the Illegal Immigration Reform and Enforcement Act and the rules and regulations of the Georgia Department of Labor.

See Section 5, Proposal Forms for declarations and affidavits.

2.22 AUTHORIZATION TO TRANSACT BUSINESS

If the Proposer is a Georgia corporation, the corporation, prior to contract execution, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the
State of Georgia.

If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

2.23 RIGHT TO PROTEST

Any actual bidder or offeror that has submitted a bid/proposal for a procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.

2.24 NON-COLLUSION

By submitting a signed proposal, Offeror certifies and attests that there has been no collusion with any other Offeror. Reasonable grounds for believing Offeror has an interest in more than one proposal will result in rejection of all proposals in which the Offeror has an interest. Any party to collusion may not be considered in future proposals for the same or similar work.

2.25 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.
Offeror also certifies and attests that the Offeror has reviewed the form Fulton County contract included in this solicitation and agrees to be bound by its terms, or that the Offeror certifies that it is submitting any proposed modification(s) to the contract terms with its proposal in accordance with Section 2.26, Exceptions to the County’s Contract. The Offeror further certifies that the failure to submit proposed modifications with the proposal waives the Offeror’s right to submit proposed modifications later. The Offeror also acknowledges that the indemnification and insurance provisions of Fulton County’s contract included in this solicitation document are non-negotiable and that proposed modifications to said terms may be reason to declare the Offeror’s proposal as non-responsive.

2.26 EXCEPTIONS TO THE COUNTY’S CONTRACT

If Offeror takes exception to any term or condition set forth in the Sample Contract, see Section 8 of this RFP, and any of its exhibits, appendices or attachments, said exceptions must be clearly identified in the response to this RFP. Exceptions or modifications to any of the terms and conditions must be submitted as a separate document accompanying the Offeror’s proposal clearly marked as “Exceptions.” The County shall be the sole determiner of the acceptability of any exception(s).

2.27 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the County. Section 102-449 of the Fulton County Code of Laws, which is incorporated as if fully set forth herein, establishes the procedure for the debarment of contractors.

2.28 GENERAL REQUIREMENTS

1. Proposals may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County’s Legal Counsel indicating whether the firm is bound by its proposal.

Proposals for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Offerors in the request for proposals of the number of
days that Offerors will be required to honor their proposals. If an Offeror is not selected within 60 days of opening the proposals, any Offeror that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the proposal.

2. Fulton County shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.

3. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.

4. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days notice by the County of such defect, damage or deficiency.

5. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.

6. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.

7. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of its rights, title or interest therein without prior written consent of the Fulton County Board of Commissioners.

8. In case of default by the successful Offeror, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.

9. All proposals and bids submitted to Fulton County are subject to the Georgia “Open Records Act”, Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.

10. All proposals and bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h).
SECTION 3
PROPOSAL REQUIREMENTS

3.1 SUBMISSION REQUIREMENTS

3.1.1 Proposal Submission Date and Submittal Format

All Proposals, including all attachments, must be received by the County in a sealed package no later than Thursday, November 15, 2018 at 11:00 A.M. and must be addressed to:

REQUEST FOR PROPOSALS RFP #19RFP114474BBR
Fulton County Department of Purchasing & Contract Compliance
Public Safety Building
130 Peachtree Street S.W. Suite 1168
Atlanta GA  30303

The Proposal shall consist of a Technical Proposal, a Cost Proposal and all documents listed on the Required Submittal Checklist (Exhibit 1). The Technical Proposal shall include proposer information, technical information, business-related information, and any Technical Proposal forms requested. The Cost Proposal shall include the Cost Proposal Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Proposal and Cost Proposal is further specified in this section of the RFP. The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY.

Each envelope or package shall be clearly marked as follows:

REQUEST FOR PROPOSAL RFP # 19RFP114474BBR
Multifunctional Device(s)
[Technical or Cost Proposal]
Proposer's Name and Address
3.1.2 Number of Copies

Proposers shall submit the following:

- Technical Proposal: One (1) hard copy marked “Original” and one (1) copy on six (6) separate USB Flash Drives in PDF format.

- Contract Compliance Exhibits: Two (2) hard copies; one (1) marked “Original” and one marked “Copy” in a separate sealed envelope.

- Financial Information: Two (2) hard copies; one (1) marked “Original” and one marked “Copy” in a separate sealed envelope.

- Cost Proposal: Two (2) hard copies; one (1) marked “Original” and one marked “Copy” in a separate sealed envelope.

All Proposals must be complete with all requested information.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section. The County reserves the right to reject any Proposal, which in its judgment, does not comply with these Proposal submission requirements.

3.3 SCOPE OF WORK

The project scope of work includes acquiring a lease and services for Digital Multi-functional Devices (hereafter “MFD”) and Support Services, to facilitate County business needs and requirements. Equipment lease and professional services under this contract will include the installation of new digital multi-functional imaging devices, all consumable supplies (except paper), all normal and emergency repair services, all periodic preventative maintenance, account management, fleet management and all operator training in accordance with all requirements of this RFP.
All multi-functional devices (MFDs) shall have the following minimum functionality:

a. Copying (B&W and Color)
b. Network Printing (B&W and Color)
c. Scanning (B&W and Color)
d. Faxing (B&W and Color)
e. Wireless, remote services (B&W and Color)

The service is to be a “turnkey” solution. Services to be performed that are consistent with County standards and comply with regulatory requirements as established by the County, but are not limited to solutions of deployment and installation of new replacement MFDs, on-going repair and maintenance, account management and invoicing, training, utilization analysis and cost reduction recommendations. Proposal pricing should be submitted based on new “out of the box” equipment only. Remanufactured, or Re-conditioned equipment will not be permitted or accepted. Proposal pricing will include shipping, insurance, freight, rigging, initial installation and final removal. All units proposed will use current digital technology and shall comply with all Fulton County IT (hereafter, “FCIT”) security standards and protocols. All new units proposed shall be fully equipped, as delivered and must function as a copier, network printer, fax machine, and scanner.

3.3.1 The County also requires for consideration, solutions to, proposals regarding, “managed services” relating to the use of these devices including, but not limited to:

• Patron pay for printing services as an option for specific MFDs (e.g. Public Library)
• Patron pay for scanning services as an option for specific MFDs (e.g. Public Library)
• Electronic faxing including all account administration and configuration
• Secure controlled network printing and scanning

All hardware, software and professional services necessary to operate each MFD including the managed services must be included within the total monthly cost of each MFD.

There are currently 503 MFDs in place countywide through our existing MFD lease Proposer (MSA). The devices are connected to the County’s IT Network via an Ethernet connection and managed centrally through a Windows Server 2003, Office 365 Active Directory Service. A full inventory of each device including Model number and physical location is in the Exhibits section of this
RFP. It is each responder’s responsibility to carefully review the existing MFD inventory to ensure all new replacement units have the same or better capacity and functionality.

A summary of FC’s MFD fleet is listed in section 9. A full inventory of each device including Mode number and physical location is listed in Exhibit B.

Equipment lease and professional services under this contract will include the installation of new digital multi-functional imaging devices, all consumable supplies (except paper), all normal and emergency repair services, all periodic preventative maintenance, account management, fleet management and all operator training in accordance with all requirements stated herein.

All units proposed must use digital technology and comply with “green” initiatives. All units proposed must be fully equipped, as delivered, to function as a copier, network printer, fax machine, and scanner.

All units proposed must be fully capable and preconfigured at installation to be connected to the County’s IT network via an Ethernet connection.

### 3.3.2 Specifications

All MFDs provided should include options for basic and advanced functionality with connectivity to the County’s secure IT network. County departments may upgrade and add functionality per user such as color copying as deemed appropriate and must be authorized by the Department Head and configured centrally through AD security settings. In addition, all MFDs must come equipped with a full complement of MS Windows drivers and fonts, be equipped with sufficient memory so all jobs can be run without interruption, allow for concurrent and/or parallel processing of multiple functions and scan to the network in multiple file formats. All MFDs must support all Microsoft Windows operating systems formats. All MFDs must support all Microsoft Windows operating systems including Windows 7, Windows 8 and Windows 10, along with Windows 2008 Server and Server 2012, Server 2016 and MS Azure Platforms for network print services and remote management. Proposers should state clearly if any operating system or other compatibility issues exist. All new MFDs must allow wireless devices (e.g. laptop, tablet, etc.) to connect and print through proper authentication and PPC applied to user for billing.

3.3.3 All new digital MFDs must also comply with the following technical and functional specifications:

#### 3.3.3.1 MFD Compliance with FC IT Standards

- Ethernet (100MB)
TCP/IP, SNMP
Wireless - WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)
MS Active Directory
Server OS-MS Server 2008 and Server 2012, 2016 and Azure
Database-MS SQL
Desktop OS- Windows 7, Windows 8, Windows 10
All print drivers must be usable as installed via Windows
Any hardware and software support a virtualized environment

3.3.3.2 MFD Security

3.3.3.2.1 Support multiple types of authentication **at the user level**
3.3.3.2.2 PIN Code (at machine)
3.3.3.2.3 Access Cards (at machine)
3.3.3.2.4 Biometric (at machine)
3.3.3.2.5 Active Directory (AD)
3.3.3.2.6 Data privacy and protection
3.3.3.2.7 HIPAA compliant
3.3.3.2.8 Encryption
3.3.3.2.9 Secure print capable
3.3.3.2.10 Daily hard drive overwrite
3.3.3.2.11 Remote Device Management
3.3.3.2.12 Remote administration and configuration over County network

3.3.3.3 Device User Interface

Regardless of functionality or color capability, all MFDs proposed must share a common user interface, both on the device control panel, and in the print driver. All devices must support banner pages, with the ability to turn on or off at the device level. All devices must support true multi-tasking, and non-queue processing (one job should never hold up another job, unless there is a device malfunction).

3.3.3.3 Scan

Must support scan to file, scan to network, scan to email, and scan to digital document management system as installed. Scan to file must support several file types including Searchable PDF and TIFF. Proposer must include all hardware and software needed to support Scanning functionality. All devices must be capable of both B&W and color scanning.
3.3.3.4 Fax & E-Fax

Must support both incoming and outgoing faxing through a digital and/or analog service. Proposer must include all hardware and software needed to support E-Faxing. Must support up to 6000 E-Fax accounts
Must support group lists managed through AD

3.3.3.5 Print

3.3.3.5.1 Must meet or exceed print speed, capacity and functional requirements of existing MFD models
3.3.3.5.2 User level limitations configured through MS Active Directory and IP Filtering
3.3.3.5.3 Must allow wireless devices (e.g. laptop, tablet, etc.) to connect and print through proper authentication and PPC applied to user for billing.
3.3.3.5.4 All devices must be capable of both B&W and color prints
3.3.3.5.5 All devices must be capable of secure enterprise printing capabilities with Active Directory authentication for Bring Your Own Device (BYOD) equipment (mobile phones, tablets, etc.)
3.3.3.5.6 All devices must be equipped with Enterprise wireless encryption: WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)

3.3.3.6 Other Functional Requirements

Specific functional requirements are defined per machine “Class” in “Device Inventory & Machine Class” Appendix

In addition to hardware capabilities required to perform basic document capture/duplication (copying, scanning, faxing, etc.) the County is seeking to incorporate advanced document management techniques such as scan to file with workflow. The successful proposer should provide a comprehensive solution which includes the equipment necessary to capture and duplicate documents, utilities, and support to perform advanced document management activities.

The successful Proposer must also provide a workable proposal for the management of the copier fleet, to include dedicated personnel to perform and coordinate all aspects within the terms of this lease, including delivery, installation, maintenance/repair, supplies, moves/changes, reporting, billing, and planning. Additionally, the
dedicated onsite personnel will be required to routinely monitor, manage, maintain, deploy, and refresh all consumable supplies (toner, copy cartridges, staples, etc.).

A detailed Transition Plan is a requirement. Transition to the new devices with minimal impact to County operations is critical and will be evaluated. A detailed Service Level Agreement is also required. Performance will be monitored in compliance with agreed upon service level adjustments “SLA”.

3.3.3.8 Transition of Services

Key technical and functional requirements/tasks for the project and Expected outputs /outcomes and performance standards

3.3.3.8.1 Rollout Commitments

Proposer is required to:
Limit interruptions in County operations during transition from current Proposer to new.
Be available to transition equipment and services afterhours and during the weekends
Assign a project manager to coordinate all transition. Activities with FCIT throughout the transition process. Project Manager will be required to be onsite (daily if needed).

3.3.3.8.2 Equipment Provisioning

Proposer is able to:
Match projected needs at the outset.
The range of equipment available from Proposer is able to meet future needs.
Equipment under contract can be upgraded to new models or additional units added without extending the contract term or increasing price.

3.3.3.8.3 Training

Proposer is able to provide training to County staff prior and during installation of new equipment and through the term of lease.
Proposer has online tutorials available, has a professional certified trainer available to conduct scheduled classroom training, and ongoing training will be required.
3.3.3.9 Technical & Maintenance Support

Key technical and
Expected outputs / outcomes and
functional requirements/tasks
for the project performance standards

3.3.3.9.1 General Support

Proposer will submit a detailed Service Level Agreement which will define all expected performance levels including MFDs and professional services. Proposer must have the capacity and capability to meet all defined support service levels.
Support must be available 365 days a year, 24 hours a day, seven (7) days a week, including holiday schedule and pursuant to an agreed upon Service Level Agreement.
Proposer will be responsible for all costs associated with the technical support teams including transportation, tools, laptops, mobile phones, etc. Please note, the County has over 150 locations geographically spread throughout the County including several locations that operate 24/7 (e.g. County Jail) and weekends (e.g. Libraries).
Proposer must submit a detailed support plan which clearly defines service levels considering the aforementioned hours of operation.

3.3.3.9.2 Daily Support and Response to Service Calls

Proposed Technical Support team must be onsite during normal business hours-5 days a week, Monday thru Friday, 8:00 AM – 5:00 PM, excluding recognized County holidays.

Proposer services must include maintenance, repairs, parts, software updates and patches, and any additional support required to return equipment into service.

Proposer will be required to monitor, maintain and refresh all consumable supplies (toner, copy cartridges, staples, etc.).

Downtown Campuses

During normal working hours the Proposer shall respond and resolve device failure service calls within four (4) business hours

Remote Facilities
During normal working hours the Proposer shall respond and resolve device failure service calls within eight (8) business hours.

All repair time limits will be defined in a SLA approved by the County.

Performance will be measured from time of call/ service request received until resolution including work order close out.

3.3.3.9.3 After-hours Support

Proposer after-hours shall respond and resolve service calls by Noon the next day unless the operation is critical.

3.3.3.9.4 Critical Support

The County has critical operations and downtime at such facilities and locations must be limited and addressed immediately. All critical calls shall responded to and resolved within three (3) business hours.

3.3.3.9.5 Loaner Units

All service/maintenance/repairs are to be made on-site. If required repairs cannot be performed on-site, then a “loaner” unit of like capability must be deployed until the regular unit is returned and in proper working order.

3.3.3.9.6 Performance - Service Level Measurement

The County expects to establish an acceptable Service Level Agreement (SLA) with the successful Proposer to provide a clear performance measurement tool and will utilize the FCIT Helpdesk System to complete daily tasks and monitor SLA compliance.

3.3.3.9.7 Equipment Availability – Minimum Acceptable Service Level

Proposer must submit a Machine Performance and Replacement Guarantee defining MFD performance and availability levels. Equipment must be in good working order and in production not less than 95% of the month. The County equates this to an MFD being out of service for more than 16 business hours within a month.

In the event a machine falls below the 95% availability threshold, the Proposer must provide an option to replace the unit under a machine performance and replacement guarantee.

Should FCIT determine a device is experiencing repeat technical or functional
failures, a replacement unit of equal model must be provided with no penalty or increased cost to the County.

3.3.3.9.8 Helpdesk

Proposer is able to integrate with the county’s incident reporting system IT Helpdesk – Remedy Force. Proposer’s technical support staff will be required to utilize the County’s helpdesk system to open, maintain and close incidents. Proposer’s staff is required to attend FCIT helpdesk training prior to cutover date.

3.3.3.10 Equipment Features and Capabilities

Key technical and functional Expected outputs/outcomes requirements/tasks for the project and performance standards

3.3.3.10.1 Basic Features of MFDs

Proposer is able to meet the minimum requirements for multi-functional devices include (not all equipment models are required to meet every requirement; however, all requirements must be met within model fleet):

• Ability to scan to searchable PDF documents
• Ability to scan in color
• Color copy/print per page price
• Ability to print in color
• Ability to fax
• Ability to print wirelessly
• Ability to handle up to 100 pages in document feeder
• User authentication at MFD with Active Directory integration
• User Security Access Control at MFD via (PIN, Card key swipe, biometrics, etc.)
• Job Queue management on MFD
• Security of scans/docs/ MFD itself
• Consistent user interface appearance across MFD fleet.
• Customized settings - ability to customize MFD settings to a particular group for workflow.
• Price list and features of each model
• Each MFD must have user manual attached.
• Each MFD must have poster displaying network printer name, instructions for faxing and scanning, and contact information for support.
3.3.3.10.2 Active Monitoring/Fleet Management

Proposer must have the capability to centrally monitor and manage MFD fleet:
• Ability to see fleet and track activities (copy, print, scan volumes) real-time via web interface/portal.
• Ability to alert when a department nears copy limits.
• Ability to limit total amount of copies/prints made by MFD or by user.
• Ability to alert issues before they are reported to helpdesk; i.e. toner, parts and supplies replacement.

3.3.3.10.3 Utilization Analysis and Reporting

Proposer must provide as part of the solution a right sizing analysis report of the existing environment to include recommendations for optimization of utilization to include classes of equipment, placement, and feature sets. All work to be performed pre-roll out of new equipment.
The County reserves the option to make final decisions on the recommendation.
Throughout contract term, Proposer is expected to continue rightsizing through examination of utilization and provide recommendations based on new equipment requests, equipment moves, and usage patterns/trends.

3.3.3.11 Professional Services Resource Teams

Key technical and functional requirements/tasks for the project and expected outputs / outcomes and performance standards

3.3.3.11.1 Account Management Team

Upon receiving a contract as a result of this solicitation the successful Proposer shall assign a single Account Representative through who all ongoing billing, support and account maintenance will be coordinated. This representative will be available during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Submit dedicated account manager’s name and resume including telephone number, fax number, and e-mail address. The account manager will be responsible for all billing, support and maintenance for services awarded.
3.3.3.11.2 On-Site Technical Support Team

The location of support staff is at the discretion of the successful Proposer. However, it is the County’s preference to have a minimum of three (3) primary Support staff to support County’s downtown campuses located at 141 Pryor Street, SW, Atlanta, Georgia 30303. The County has set aside space for the support staff to assist in providing prompt response to the downtown campus during normal business hours. – This location is subject to change based on space availability. The County prefers a physical presence of all staff supporting the downtown campus to comply with security protocols.

The Proposer will provide a minimum of three (3) onsite Technical Support staff that are able to complete the following tasks:

• Schedule and perform preventative maintenance on equipment.
• Perform supply inventory management. Monitor supply levels daily and replenish as needed.
• Manage supplies (order, stock, and deliver to locations).
• Provide first response maintenance calls (i.e. call/visit location to identify problems and resolve if capable). If service is required on-site person will dispatch technician and follow up on service call.
• Service call management (place & log service calls by machine; all calls are placed to the County’s Helpdesk). All incidents must be received, responded, and closed using the County Helpdesk system.
• Conduct key operator training as needed (after initial install training).
• Collect separate meter reads for copies and prints by machine location.
• Maintain service call log and conduct account reviews quarterly/semi-annually or as requested by Fulton County.
• Provide back-up personnel to cover both scheduled and unscheduled absences.
• On-going volume trend analysis (rightsizing of machines).
• Report monthly volumes per machine and user.
• Provide signage for each machine including printer name and contact info for service calls.
• Schedule installation and moves of all machines.
• Dispatch service technicians when copiers are off-line due to service issues.
• Providing service reports on a monthly basis that includes:
  - service issues by category
  - downtime of copier
  - length of technician response time
  - repetitive service issues warranting evaluation for replacement.
3.3.3.11.3 Remote Site Technical Support

Proposer will provide staff that will be responsible for servicing our 150 remote locations countywide. Proposer agrees to meet agreed upon service levels as established in SLA.

3.3.3.12 Account Management Billing

Key technical and functional requirements/tasks for the project and Expected outputs/outcomes and performance standards

3.3.3.12.1 Payment for Services

The County anticipates paying for the services provided under an award on a monthly basis once invoices are received and verified. However, the payment schedule is subject to negotiation based on final award.

3.3.3.12.2 Billing and Account Overview

Proposer must provide monthly billing in the following formats:

Billing:
- summary/single invoice to include lease, management, trainings, service, and supplies (except paper) for all equipment
- customized back-up detail in hard copy and electronic format to enable departmental charge-back - *Color copy/print charges per department
- all invoices must identify individual units by machine type and location (address/department) The Proposer must provide comprehensive account management and billing for each MFD including details on per page charges to each user. Monthly lease costs for each MFD will be invoiced back to a funding line associated with a division within a department. Per page charges will be invoiced back to a funding line associated with a specific user. The following is the billing hierarchy:
  • PPC applied to a funding line associated with a,
  • User who resides within a,
  • Division/Org within a,
  • Department/Agency within a,
  • Fund

Account Overview:
- Must include Performance Measurement. Number of Trainings, average response time, average equipment uptime, number of calls, number of proactive visits, coin collection totals, b/w and color volumes.
3.3.3.12.3 Coin Collection

Proposer must collect and track all monies from the coin operated machines throughout the fleet and report the totals by department each quarter to management. The County is interested in an alternative solution for the coin collection process. Detail how you would implement an alternative method that leverages today’s technology to complete print for pay transactions in lieu of coin collection.

3.3.3.12.4 Equipment Lease Flexibility

Due to budgetary cutbacks, City Incorporations and department reallocation of resources and funds, the County, periodically, may need the ability to return leased equipment during the lease term without termination costs. Detail how this would be accommodated and reconciled for billing purposes.

3.3.3.13 Value Add Services

Key technical and functional requirements/tasks for the project and Expected outputs / outcomes and performance standards

3.3.3.13.1 Electronic Fax

Proposer must provide an electronic fax solution to include hardware, software, licensing, and support under a lease agreement. Solution must support traffic for 6000 employees and 420 plus multi-functional devices. The application must be compatible with the County’s technical specification listed in Exhibit 4:

**Minimum requirements include:**
- Primary and Backup Fax Server System with minimum 24 simultaneous transmissions each
- Desktop faxing capability with Email Integration
- Multi-function Device Integration
- System Monitoring and Updates
- Ability to expand/upgrade/scale capacity as needed
- 24x7 Technical Support
- 98% Uptime Availability
- Ability to convert inbound fax documents to Text Searchable PDF files for SPAM filtering
3.3.3.13.2 Document Management

Proposer must provide a Document Management solution to include hardware, software, licensing and support under a lease agreement.

**Minimum Requirements include:**

- Ability to scan and store documents with Meta data for retrieval and archiving purposes.
- Ability to configure unique settings and permissions per department or Workgroup
- Must use widely accepted database standards for portability

3.3.3.13.3 Scanning Solution

Proposer must provide a managed solution for document scanning at the MFD level. The application must be compatible with the County’s technical specification listed in Exhibit 5:

**Minimum requirements include:**

- Integration with Active Directory
- Technical Support
- 98% Uptime Availability
- Multi-function Device Integration
- System Monitoring and Updates
- Ability to expand/upgrade/scale capacity as needed
- Able to scan to multiple file formats including but not limited to Searchable PDF, MS Word, TIFF, etc.
- Must support scan to file, scan to network, scan to email, and scan to digital document management system as installed.

3.3.3.13.4 Patron Printing/Scanning

Proposer must provide managed services to assist with the collection, monitoring and account management of coin operated machines for Patron Printing/Scanning.

**Minimum requirements include:**

- Units must be compatible and able to integrate with the County’s pay for print application
- Proposer will be required to collect monies per site on a weekly basis
• Units must be coin operated with the option to complete debit/credit transactions

• Proposer will be responsible for account management.

3.3.3.14.5 MFD Worksheet

Proposer must provide completion of MFD features worksheet listed in Exhibit 6.

3.3.3.14.6 Remote Printing Solution

Proposer must provide a solution which allows the County to manage centrally all network printing to MFDs. Minimum requirements include the ability to complete the following:
• Service provide must provide a clientless solution which allows users located at Fulton County remote sites the ability to print without delay through a print path (i.e. XPS)
• The solution should provide the ability for spool size reduction (i.e. Font sub-setting, Advanced Graphics Support, Identification of common resources, ZIP compression.
• The solution must allow the ability to monitor, control and provide reporting for all copies, prints, fax and scans
• The solution must provide internal load balancing for job queues WITHIN the application
• The solution must be able to write logs to a NAS or destination NOT residing on the server.
• All tasks should have measurable outcomes/ results.

3.4 PRODUCT DEMONSTRATION

As part of the evaluation process, the Proposer must demonstrate a minimum of two (2) fully functional multi-functional devices the Proposer intends to implement as a solution for an organization similar in size to Fulton County Government (FCG). At minimum the Proposer must explain the functional capacity, computer to multifunctional device(s) connectivity, system platform utilized and the migration methodology intended to be used. In addition, Fulton County Government requires a full and complete demonstration of the proposed product output, wireless print capability and functions to include (but not limited to) large volume copying, scanning and emailing capabilities. Lastly, Fulton County Government requires a complete demonstration from the Proposer as solutions developed and/or designed to alleviate the need coin collection.
The product demonstration shall validate that the Proposer’s solution meets the County’s business requirements.

The Purchasing representative is responsible for scheduling the product demonstration during the evaluation process. Cost should not be discussed as part of the product demonstration and Proposers will not be permitted to revise their responses as part of the demonstration.

3.5 PROJECT SCHEDULE

Provide a project schedule that includes: all milestones and major task, development and implementation of MFD’s to be developed on County facilities from kick-off-date and issuance of Notice to Proceed. Failure to transition before the existing MFD lease contract is terminated will negatively impact the County operations.

3.6 PROJECT DELIVERABLES

Deliverables shall include:

<table>
<thead>
<tr>
<th>Deliverable Category</th>
<th>Deliverable Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Solution</td>
<td>Equipment necessary to capture and duplicate documents, utilities, and support to perform advanced document management activities</td>
</tr>
<tr>
<td>Creation of a Working Document</td>
<td>Document that is inclusive of a timeline that forecast deployment and installation of new replacement MFDs, on-going repair and maintenance, account management and invoicing, training, utilization analysis and cost reduction recommendations</td>
</tr>
<tr>
<td>Proposed Units</td>
<td>Units must be fully equipped, as delivered and must function as a copier, network printer, fax machine, and scanner</td>
</tr>
<tr>
<td>Managed Services</td>
<td>Relating to the use of devices including Patron pay for printing services as an option for specific MFDs (e.g. Public Library) Patron pay for scanning services as an option for specific MFDs (e.g. Public Library)</td>
</tr>
<tr>
<td>Section 3 19RFP114474BBR Digital Multi-functional Devices and Support Services</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Multi-functional Devices</strong></td>
<td></td>
</tr>
<tr>
<td>Proposer shall furnish, deliver, install, maintain, operate, and remove (at term of lease) at its own cost and expense such multi-functional imaging devices as may be mutually agreed upon by the Proposer and the County.</td>
<td></td>
</tr>
<tr>
<td><strong>County Billing</strong></td>
<td></td>
</tr>
<tr>
<td>The County will be billed as follows: monthly lease cost per device – this will be fully loaded cost including all costs to support and maintain each unit; and per page charge (PPC) or “click” charge per copy of print.</td>
<td></td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td></td>
</tr>
<tr>
<td>Services to be provided: personnel, delivery service, and repair labor and parts necessary to keep all digital multi-functional devices in top quality operating condition and an adequate supply of supply items at all times.</td>
<td></td>
</tr>
<tr>
<td><strong>Designated Areas</strong></td>
<td></td>
</tr>
<tr>
<td>MFDs will be placed only in areas designated by the Department of Information Technology (IT)</td>
<td></td>
</tr>
<tr>
<td><strong>Configuration</strong></td>
<td></td>
</tr>
<tr>
<td>All MFDs must be pre-configured to provide network connectivity capability. The network connectivity is required to enable remote management and per page/click accounting services.</td>
<td></td>
</tr>
<tr>
<td><strong>Consumable Supplies</strong></td>
<td></td>
</tr>
<tr>
<td>All consumable supplies, including, but not limited to, repair parts, toner, staples for use in devices (with the exception of paper) shall be included in the resulting monthly lease cost per device.</td>
<td></td>
</tr>
</tbody>
</table>

Electronic faxing including all account administration and configuration
Secure controlled network printing and scanning
All hardware, software and professional services necessary to operate each MFD including the aforementioned managed services must be included within the total monthly cost of each MFD.
Availability of Consumable Supplies

To ensure the ready availability of consumable supplies, the Proposer will be required to establish and maintain a full stock of all such supplies as described for the various locations covered by this contract. County space for this stock or office use will not be provided.

Transition Plan

A transition plan/schedule shall be established and submitted with proposals. The awarded Proposer will work with the County on any adjustments made to the schedule prior to a set transition date.

Implementation of Managed Services Plan

Services shall be included during the cutover phase which will be agreed upon between the County and the awarded Proposer. This plan is to be submitted with Proposer’s submittals.

Monthly Invoices

Invoices shall include monthly lease information for all MFDs and PPC for each device and attached to a User Department and County Funding Line. Accurate and detailed invoicing is mission critical to this lease contract.

Maintenance and Utilization Reports

Monthly reports detailing maintenance and use statistics for each MFD, including service incidents, copy, print, fax and scan quantities shall be submitted.

Project Close-Out Deliverables

Final Transition Plan and Final Project Report

3.7 TECHNICAL PROPOSAL FORMAT AND CONTENT

The Technical Proposal shall include the appropriate and requested information. In sufficient detail to demonstrate the Proposer’s knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer’s responses to the criteria described below.

The Technical Proposal shall be arranged and include content as described below:
Section 1 - Executive Summary

The executive summary shall include the following information:

1. Provide the legal name of the entity responding to this proposal.

2. Provide the business type of the entity responding to this proposal (i.e. Joint Venture, Partnership, etc).

3. Include a brief statement of approach to the work, understanding of the project’s goals and objectives and demonstrated understanding of the project’s potential problems and concerns.

4. Name, address, telephone number and email of one (1) individual to whom all future correspondence and/or communications will be directed.

Section 2 – Project Plan

1. Provide a comprehensive, detailed plan to furnish, deliver, install, maintain, operate, and remove (at termination of lease) at its own cost and expense such multi-functional imaging devices as may be mutually agreed upon by the Proposer and the County.

2. Provide such documents, and present detailed plans which demonstrate an understanding of the tasks identified in this scope of work.

3. Provide detailed plans or specific approach to accomplishing all tasks identified in this scope of work.

4. Provide a comprehensive, detailed proposal that provides industry best practices and benchmarking criteria to be utilized.

Section 3 – Product History – Functionality Matrix-Questionnaire

1. List all features and functionality listed in the Functionality Matrix-Questionnaire attached as Exhibit 2. Proposer must complete and submit the Functionality Matrix-Questionnaire with their proposal.

Section 6 – Qualifications of Key Personnel

1. All proposed key personnel must have at least a minimum of three (3) years of work experience in the area that the County intends to pursue in this RFP.
2. Each resume should be limited to no more than three (3) pages per person and be organized according to the following:

- Name and Title
- Professional Background
- Current and Past Relevant Work Experience
- Include two (2) references for each key personnel member on similar projects.

**Section 7 – Relevant Project Experience**

Identify three (3) projects where the Proposer has performed projects similar in size and scope with entities comparable to Fulton County within the past five (5) years. Limit your response to one (1) page per project; please provide the following information for each project:

- The name of the project, the owner, year performed and the project location.
- A description of the project.
- A reference, including a contact name, addresses, phone number and email address. This reference should be the owner’s staff member who was in charge of the project for the owner.

**Section 8 - Availability of Key Personnel**

(1) Percentage of time key personnel will spend on this project
(2) Current workload of key personnel

**Section 9 - Local Preference**

Local Preference is given to businesses that have a business location within the geographic boundaries of Fulton County. The term business location means that the business has a staffed, fixed, physical place of business located within Fulton County and has had the same for at least one (1) year prior to the date of the business’ submission of its proposal or bid, as applicable and has had held a valid business license from Fulton County or a city located within Fulton County for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of the business’ submission of its proposal or bid as applicable.

In order to receive the Local Preference points of five (5) points the Proposer must meet one (1) of the following criteria, provide supporting documentation as required and certify under oath that it is eligible to receive the local preference
points by signing and submitting Form H, Local Preference Affidavit located in Section 5 of this RFP.

The Proposer must indicate which one (1) of the following criteria they will utilize in order to receive local preference:

1. Business having a business location within the geographic boundaries of Fulton County.

   The following supporting documentation must be provided:
   - Copy of occupational tax certificate (business license) form Fulton County or a city located within Fulton County, or;
   - Copy of a lease or rental agreement, or;
   - Proof of ownership interest in a location within the geographical boundaries of Fulton County.

2. Businesses where at least fifty-one percent (51%) of the owners of the business are residents of Fulton County but the business is located outside of Fulton County.

   The following supporting documentation must be provided:
   - Provide the residential address of the business owner(s).

3. Businesses where at least fifty-one percent (51%) of the employees of the business are residents of Fulton County but the business is located outside of Fulton County.

   The following supporting documentation must be provided:
   - Provide a list of all employees name and address.

Failure to provide the required supporting documentation with your proposal submittal shall result in your firm receiving a “0” (zero) for Local Preference. In the event the affidavit or other declaration under oath is determined to be false, such business shall be deemed “non-responsive” and shall not be considered for award of the applicable contract.

**Section 10 – Service Disabled Veterans Preference**

Service Disabled Veterans Business Enterprise Preference is given to businesses that are independent and continuing operations for profit, performing commercially useful functions, and which is 51 percent owned and controlled by
one or more individuals who are disabled as a result of military service who have been honorably discharged, designated as such by the United States Department of Veterans Affairs.

In order to receive the SDVBE Preference points the Proposer must complete and submit Form I, Service Disabled Veterans Preference Affidavit located in Section 5 of this RFP certifying under oath that it is eligible to receive the SDVBE preference points. The Service Disabled Veteran Business Enterprise ("SDVBE") must be certified as such by the County’s Office of Contract Compliance.

**Section 11 – Cost**

The respondent with the lowest total cost will receive the full 15 points. For respondents with the second, third, fourth, etc., their total costs will be divided into the lowest cost and multiplied by 15, the total points allowed for cost.

The County has established the following formula to evaluate cost proposals for Request for Proposals (RFP):

\[
\text{Cost proposal score} = \frac{\text{Lowest cost submitted}}{\text{Each successive cost}} \times \text{Points allocated for cost in RFP}
\]

The County will determine responsibility based on the following criteria for the proposer(s) recommended by the Evaluation Committee:

**Section 12 – Proposer Financial Information**

It is the policy of the County to conduct a review of a firm’s financial responsibility in order to determine the firm’s capability to successfully perform the work.

If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime contractor.

The following documentation is required in order for the County to evaluate financial responsibility:

a. Provide your firm’s most recent balance sheets.

b. Provide your firm’s most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report.
c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution.

d. Provide a sworn statement that your firm has not filed petition(s) for federal bankruptcy or state insolvency. The statement must be notarized.

**Section 13 – Disclosure Form and Questionnaire**

It is the policy of Fulton County to review the history of litigation of each Proposer that includes bankruptcy history, insolvency history, civil and criminal proceedings, judgments and termination for cause in order to determine whether a firm’s business practices, legal practices and overall reputation in the industry is one that would be acceptable to perform work for Fulton County.

### 3.8 COST PROPOSAL FORMAT AND CONTENT

The Cost Proposal shall be provided in a separate sealed envelope. The Cost Proposal shall include current information and shall be arranged and include content as described below:

**Section 1 - Introduction**

The Proposer shall include an introduction which outlines the contents of the Cost Proposal.

**Section 2 - Completed Cost Proposal Forms**

The Proposer is required to complete the attached “Cost Proposal Worksheet” as provided.
SECTION 4
EVALUATION PROCESS

This section briefly describes the process for evaluating the RFP responses submitted for this project.

4.1 EVALUATION COMMITTEE

Selection will include an analysis of the RFP responses submitted by an Evaluation Committee composed of County personnel who will review the submittals in accordance with the submittal requirements and the evaluation criteria set forth in Section 4.4.

4.2 EVALUATION AND SELECTION PROCESS

The evaluation process will include a review of each submittal to verify responsiveness in accordance with Section 4.3 of the RFP.

To assist in the evaluation of the RFP responses, the Evaluation Committee may in its sole discretion:

a) Seek clarification or supplementary information from any or all Respondents and consider such clarifications and supplementary information in the evaluation of the RFP responses; and

b) Conduct reference checks relevant to any or all of the references cited in a Response to verify any and all information regarding a Respondent.

c) Conduct oral interviews/presentations to further clarify and confirm understanding of the proposer’s knowledge of the full scope of the project.

4.3 RESPONSIVENESS REVIEW

The Respondent shall submit a RFP response that provides all the information required in accordance with this RFP. If the Respondent does not fully comply with these requirements, the County may deem the RFP response non-responsive, in which case the Respondent will be disqualified. The County may consider a RFP response non-responsive and the Respondent disqualified if the RFP response is not submitted in the format specified in this RFP; if the RFP response does not meet the requirements of the RFP or if the RFP response is incomplete. A Responsiveness Checklist is attached as Exhibit 1.
4.4 EVALUATION SELECTION CRITERIA

The following criteria will be used to evaluate the proposals submitted in response to this RFP:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFD Functionality Matrix</td>
<td>25%</td>
</tr>
<tr>
<td>Project Plan/Approach to Work</td>
<td>10%</td>
</tr>
<tr>
<td>Qualifications of Key Personnel/Project Team</td>
<td>10%</td>
</tr>
<tr>
<td>Relevant Project Experience/ Past performance</td>
<td>8%</td>
</tr>
<tr>
<td>Availability of Key Personnel/Project Team</td>
<td>10%</td>
</tr>
<tr>
<td>Implementation/Transition Plan</td>
<td>15%</td>
</tr>
<tr>
<td>Local Preference</td>
<td>5%</td>
</tr>
<tr>
<td>Service Disabled Veterans Preference</td>
<td>2%</td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>15%</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

4.5 NOTIFICATION OF SELECTION

Upon completion of the evaluation of RFP responses, the County shall notify the Proposers’ in writing of the firm selected.
SECTION 5
PROPOSAL FORMS

5.1 PROPOSAL FORMS & DESCRIPTION

To be deemed responsive to this RFP, Proposers must provide the information requested and, where applicable, complete in detail all Proposal Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Proposal Forms. As appropriate, Proposers shall reproduce each Proposal Form and complete the appropriate portions of the forms provided in this section:

FORM A: Georgia Security and Immigration Contractor Affidavit and Agreement

Proposer shall complete and submit Form A, in order to comply with the requirements of O.C.G.A. 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02.

FORM B: Georgia Security and Immigration Subcontractor Affidavit

Proposer shall ensure that any and all subcontractor(s), that will be utilized for this project shall complete and submit Form B, Subcontractor Affidavit.

FORM C: Disclosure Form and Questionnaire

The offerors and their joint venture partners or team members and first-tier subcontractors, shall complete and submit Form C, which requests disclosure of business and litigation.

FORM D: Professional License

Proposer and any subcontractor(s) performing work required by state law to be licensed shall complete and submit Form D and attach a copy of their license for the work they will perform on this project.

FORM E: Local Preference Affidavit of Bidder/Offeror

Proposer shall complete and submit Form E, which certifies that the Proposer is eligible to receive local preference points.

FORM F: Service Disabled Veteran Preference Affidavit of Bidder/Offeror

Proposer shall complete and submit Form F, which certifies that the Proposer is certified as Service Disabled Veteran Business Enterprise ("SVDBE") by the County’s Office of Contract Compliance.
FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT

Instructions:

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit.
STATE OF GEORGIA  
COUNTY OF FULTON

FORM A: GEORGIA SECURITY AND IMMIGRATION 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 engaged in the physical performance of services under a contract with [insert name of prime contractor] on behalf of Fulton County Government 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 to this contract with Fulton County Government, 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 Fulton County Government at the time the subcontractor(s) is retained to perform such service.

______________________________________________
EEV/Basic Pilot Program* User Identification Number

______________________________________________
BY: Authorized Officer of Agent (Insert Contractor Name)

______________________________________________
Title of Authorized Officer or Agent of Contractor

______________________________________________
Printed Name of Authorized Officer or Agent

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

Notary Public: ________________________________
County: _____________________________________
Commission Expires: __________________________

1O.C.G.A.§ 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed $2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.


Section 5  19RFP114474BBR Digital Multi-functional Devices and Support Services  5-3
FORM B: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

Instructions:

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.
STATE OF GEORGIA  
COUNTY OF FULTON

FORM B: GEORGIA SECURITY AND IMMIGRATION 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\(^3\) under a contract with [insert name of prime contractor] behalf of Fulton County Government has registered with and is participating in a federal work authorization program*,\(^4\) in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

______________________________________________  
EEV/Basic Pilot Program\(^*\) User Identification Number

BY: Authorized Officer of Agent  
(Insert Subcontractor Name)

______________________________________________  
Title of Authorized Officer or Agent of Subcontractor

______________________________________________  
Printed Name of Authorized Officer or Agent

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

Notary Public: ________________________________

County: _____________________________________

Commission Expires: _________________________

\(^3\)O.C.G.A.§ 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed $2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

Form C: OFFEROR'S DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror’s firm’s officers and directors.

For the purposes of this form, the term “Offeror” means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.

3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.
LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:

   (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

       Circle One:  YES     NO

   (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

       Circle One:  YES     NO

   (c) whether said Offeror’s business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said or Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

       Circle One:  YES     NO

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

   Circle One:  YES     NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?
4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

Circle One:  YES   NO

5. Has any Offeror, member of Offeror’s team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One:  YES   NO

If you have answered “YES” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror’s most recent filings with the Securities and Exchange Commission (“SEC”) may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.
Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this ______ day of __________________, 20__

(Legal Name of Proponent)     (Date)

(Signature of Authorized Representative)     (Date)

(Title)

Sworn to and subscribed before me,

This ______ day of ___________________________ , 20__

(Notary Public)     (Seal)

Commission Expires __________________________________________

(Date)
FORM D: GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: _____________________________________________________________

Performing work as: Prime Contractor ____ Sub-Contractor _____

Professional License Type: _______________________________________________________

Professional License Number: _____________________________________________________

Expiration Date of License: _______________________________________________________

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: _______________________________________________________________________

Date: _________________________________________________________________________

(ATTACH COPY OF LICENSE)
STATE OF GEORGIA
COUNTY OF FULTON

FORM E: LOCAL PREFERENCE AFFIDAVIT OF BIDDER/OFFEROR

I hereby certify that pursuant to Fulton County Code Section 102-377, the Bidder/Offeror ____________________________ is eligible to receive local preference points and has a staffed, fixed, physical, place of business located within Fulton County and has had the same for at least one (1) year prior to the date of submission of its proposal or bid and has held a valid business license from Fulton County or a city within Fulton County boundaries for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of submission of its proposal or bid.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-377, in the event this affidavit is determined to be false, the business named herein shall be deemed “non-responsive” and shall not be considered for award of the applicable contract.

______________________________ (Affix corporate seal here, if a corporation)

(BUSINESS NAME)

(FULTON COUNTY BUSINESS ADDRESS)

(OFFICIAL TITLE OF AFFIANT)

(NAME OF AFFIANT)

(SIGNATURE OF AFFIANT)

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

Notary Public: _____________________________________

County: ___________________________________________

Commission Expires: ________________________________
STATE OF GEORGIA
COUNTY OF FULTON

FORM F: SERVICE DISABLED VETERAN PREFERENCE AFFIDAVIT OF
BIDDER/OFFEROR

I hereby certify that pursuant to Fulton County Code Section 102-378, the Bidder/Offeror ___________________________ is eligible to receive Service Disabled Veteran Business Enterprise preference points and is independent and continuing operation for profit, performing a commercially useful function, and is 51 percent owned and controlled by one or more individuals who are disabled as a result of military service who has been honorably discharged, designated as such by the United States Department of Veterans Affairs.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-378, in the event this affidavit is determined to be false, the business named herein shall be deemed “non-responsive” and shall not be considered for award of the applicable contract.

______________________________    (Affix corporate seal here, if a corporation)

(BUSINESS NAME)

(FULTON COUNTY BUSINESS ADDRESS)

(OFFICIAL TITLE OF AFFIANT)

(NAME OF AFFIANT)

(SIGNATURE OF AFFIANT)

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

Notary Public: ______________________________

County: _____________________________________

Commission Expires: _________________________
SECTION 6

CONTRACT COMPLIANCE REQUIREMENTS

NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners (“Board”) that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board without regard to the race, color, gender or national origin of the ownership of any such business. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

Implementation of Equal Employment Opportunity (EEO) Policy

Pursuant to Fulton County Code section §102-391, Equal Opportunity Clause, the County effectuates Equal Employment Opportunity. This policy considers racial and gender workforce availability. The availability of each workgroup is derived from the workforce demographics set forth in the 2010 Census EEO file prepared by the United States Department of Commerce for the applicable labor pool normally utilized for the contract.

Monitoring of EEO Policy

Upon award of a contract with Fulton County, the successful bidder/proposer must complete Exhibit B, Equal Employment Opportunity Report (“EEOR”), describing the racial and gender make-up of the firm’s work force. If the EEOR indicates that the firm’s demographic composition indicates underutilization of employee’s of a particular ethnic group for each job category, the EEOR will be submitted to the Division of Diversity and Civil Rights Compliance for further action.

Title VI Non-Discrimination Policy (600-71)

The Fulton County Board of Commissioners is committed to compliance with Title VI of the Civil Rights Act of 1964 as amended and all related regulations and directives. In this regard, Fulton County assures that no person shall on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Fulton County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded. In addition, Fulton County will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency at no additional cost.
EQUAL BUSINESS OPPORTUNITY PLAN (EBO PLAN)

In addition to the proposal submission requirements, each vendor must submit an Equal Business Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent must outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with this solicitation.

The EBO Plan must identify and include:

1. Potential opportunities within the scope of work of this solicitation that will allow for participation of racial, gender or ethnic groups.

2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in this solicitation.

DETERMINATION OF GOOD FAITH EFFORTS

In accordance with Fulton County Code Section §102-426, the Prime Contractor must demonstrate that they have made all efforts reasonably possible to ensure that Minority and Female Business Enterprises (MFBE) have had a full and fair opportunity to compete and win subcontracts on this project. The Prime Contractor is required to include all outreach attempts that would demonstrate a “Good Faith Effort” in the solicitation of sub-consultants/subcontractors.

Written documentation demonstrating the Prime Contractor’s outreach efforts to identify, contact, contract with or utilize Minority or Female owned businesses shall include holding pre-bid conferences, publishing advertisements in general circulation media, trade association publications, minority-focused media, and the County’s bid board, as well as other efforts.

Include a list of publications where the advertisement was placed as well as a copy of the advertisement. Advertisement shall include at a minimum, scope of work, project location, location(s) of where plans and specifications may be viewed or obtained and trade or scopes of work for which subcontracts are being solicited.

PROMPT PAYMENT

The prime contractor must certify in writing and must document that all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers funds due from said progress payment within ten days (10) of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than ten (10) days as provided for by state regulation.
REQUIRED FORMS (To be submitted with Technical Proposal)

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Policy, bidders/proposers must submit the following completed documents with their Technical Proposal.

- Exhibit A – Promise of Non-Discrimination
- Exhibit C – Schedule of Intended Subcontractor Utilization

The following documents must be completed as instructed if awarded the project:

- Exhibit B – Equal Employment Opportunity Report (EEOR)
- Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Services (To be submitted only by subcontractor/sub-consultant/suppliers of winning Prime prior to contract execution)
- Exhibit E – Prime Contractor’s Subcontractor Utilization Report (To be submitted monthly with pay applications)

All Contract Compliance documents Exhibits A, C and the EBO Plan are to be placed in a separate sealed envelope clearly marked “CONTRACT COMPLIANCE”. These documents are considered part of and must be submitted with the Technical Proposal.
EXHIBIT A – PROMISE OF NON-DISCRIMINATION

“Know all persons by these presents, that I/We (__________________________), Name

_________________________________________  ______________________________________
Title                                              Firm Name

Hereinafter “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,

2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,

3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,

4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,

5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and 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 owning on a contract; and

6) That the bidder shall provide such information as may be required by the Director of Purchasing & Contract Compliance pursuant to Section 102.436 of the Fulton County Non-Discrimination in Purchasing and Contracting Policy.

NAME: _________________________________  TITLE: _______________________________

SIGNATURE: ________________________________________________________________

ADDRESS: ____________________________________________________________________

PHONE NUMBER: ______________________  EMAIL: __________________________________
EXHIBIT B – EMPLOYMENT REPORT

The demographic employment make-up for the bidder and all subcontractors performing work on this project must be submitted prior to the execution of the contract.

<table>
<thead>
<tr>
<th>JOB CATEGORIES</th>
<th>TOTAL EMPLOYED</th>
<th>TOTAL MINORITIES</th>
<th>WHITE (Not Hispanic Origin)</th>
<th>BLACK or AFRICAN AMERICAN (Not of Hispanic Origin)</th>
<th>HISPANIC or LATINO</th>
<th>AMERICAN INDIAN or ALASKAN NATIVE (AIAN)</th>
<th>ASIAN</th>
<th>NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (NHOPI)</th>
<th>TWO or MORE RACES</th>
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<tr>
<td>EXECUTIVE/SENIOR LEVEL OFFICIALS and MANAGERS</td>
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<td>FIRST/MID LEVEL OFFICIALS and MANAGERS</td>
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<td>TECHNICIANS</td>
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<td>SALES WORKERS</td>
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<td>ADMINISTRATIVE SUPPORT WORKERS</td>
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<td>CRAFT WORKERS</td>
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<td>LABORERS &amp; HELPERS</td>
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<td>SERVICE WORKERS</td>
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</table>

FIRM’S NAME: ________________________________________________________________

CONTACT NAME: ____________________________________________________________

EMAIL: __________________________ PHONE NUMBER: ____________________________

SUBMITTED BY: __________________________ TITLE: ____________________________

Page 5 of 10
EXHIBIT C - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form must be completed and submitted with the bid/proposal. All prime bidders/proposers must submit Letter(s) of Intent (Exhibit D) for all subcontractors who will be utilized under the scope of work/services prior to contract execution.

Prime Bidder/Proposer Company Name

ITB/RFP Name & Number:

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is NOT □, is □ a minority □ African American (AABE) □; Asian American (ABE); □ Hispanic American (HBE); □ Native American (NABE); □ White Female American (WFBE); **If yes, please attach copy of recent certification. (Check the appropriate box/es)

   Indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly:
   $ ___________________ or _____________ %

2. This information below must be completed and submitted with the bid/proposal if a joint venture (JV) approach is to be undertaken. Please provide JV breakdown information below and attach a copy of the executed Joint Venture Agreement.

   JV Partner(s) information:

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Business Name</th>
<th>Business Name</th>
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<tbody>
<tr>
<td>(a.) % of JV</td>
<td>(b.) % of JV</td>
<td>(c.) % of JV</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Ethnicity</td>
<td>Ethnicity</td>
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<tr>
<td>Gender</td>
<td>Gender</td>
<td>Gender</td>
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<tr>
<td>Phone#</td>
<td>Phone#</td>
<td>Phone#</td>
</tr>
</tbody>
</table>

3. Sub-Contractors (including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

   SUBCONTRACTOR NAME: ____________________________
   ADDRESS: __________________________________________

   EMAIL ADDRESS: ____________________________ PHONE: ____________________________
   CONTACT PERSON: ____________________________ COUNTY CERTIFIED** ____________________________
   ETHNIC GROUP*: ____________________________ WORK TO BE PERFORMED: ____________________________
   DOLLAR VALUE OF WORK: $ ___________ PERCENTAGE VALUE: _______ %
SUBCONTRACTOR NAME:__________________________
ADDRESS:____________________________________

EMAIL ADDRESS:____________________ PHONE:____________________
CONTACT PERSON:__________________________
ETHNIC GROUP*:__________________________ COUNTY CERTIFIED**
WORK TO BE PERFORMED:____________________
DOLLAR VALUE OF WORK: $___________ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME:__________________________
ADDRESS:____________________________________

EMAIL ADDRESS:____________________ PHONE:____________________
CONTACT PERSON:__________________________
ETHNIC GROUP*:__________________________ COUNTY CERTIFIED**
WORK TO BE PERFORMED:____________________
DOLLAR VALUE OF WORK: $___________ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME:__________________________
ADDRESS:____________________________________

EMAIL ADDRESS:____________________ PHONE:____________________
CONTACT PERSON:__________________________
ETHNIC GROUP*:__________________________ COUNTY CERTIFIED**
WORK TO BE PERFORMED:____________________
DOLLAR VALUE OF WORK: $___________ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME:__________________________
ADDRESS:____________________________________

EMAIL ADDRESS:____________________ PHONE:____________________
CONTACT PERSON:__________________________
ETHNIC GROUP*:__________________________ COUNTY CERTIFIED**
WORK TO BE PERFORMED:____________________
DOLLAR VALUE OF WORK: $___________ PERCENTAGE VALUE: _____ %

*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.

Total Dollar Value of Subcontractor Agreements: ($)
CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor’s acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

Signature: __________________________________________ Title: ________________________________

Business or Corporate Name: _______________________________________________________

Address: __________________________________________________________________________

_________________________________________________________________________________

Telephone: ( ) ______________________________

Fax Number: ( ) ______________________________

Email Address: ______________________________
EXHIBIT D  
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR  
OR  
PROVIDE MATERIALS OR SERVICES  

This form **must** be completed by ALL known subcontractors and submitted only by subs of awarded Prime prior to contract execution.

To:______________________________________________

(Name of Prime Contractor’s Firm)

From:____________________________________________

(Name of Subcontractor’s Firm)

ITB/RFP Number:____________________________________

Project Name:____________________________________

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Project Commence Date</th>
<th>Project Completion Date</th>
<th>Estimated Dollar Amount</th>
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<tbody>
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</table>

_________________________________________  
(Prime Bidder)  

_________________________________________  
(Subcontractor)

Signature________________________________  

Signature________________________________

Title_________________________________  

Title_________________________________

Email Address_________________________  

Email Address_________________________

Date_________________________________  

Date_________________________________
EXHIBIT E - PRIME CONTRACTOR/SUB-CONTRACTOR UTILIZATION REPORT

This report must be submitted by the tenth day of each month, along with a copy of your monthly invoice (schedule of values/payment application) to Contract Compliance. Failure to comply shall result in the County commencing proceedings to impose sanctions to the prime contractor, in addition to pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by Fulton County.

<table>
<thead>
<tr>
<th>REPORTING PERIOD</th>
<th>PROJECT NAME:</th>
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<tbody>
<tr>
<td>FROM:</td>
<td>PROJECT NUMBER:</td>
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<td>TO:</td>
<td>PROJECT LOCATION:</td>
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</table>

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<tr>
<th>PRIME CONTRACTOR</th>
<th>Contract Award Date</th>
<th>Contract Award Amount</th>
<th>Change Order Amount</th>
<th>Contract Period</th>
<th>% Complete to Date</th>
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<tbody>
<tr>
<td>Name:</td>
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<td>Email:</td>
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AMOUNT OF PAY APPLICATION THIS PERIOD: $ ______________________
TOTAL PAYMENT(S) RECEIVED FROM COUNTY THIS PERIOD): $ ______________________
TOTAL AMOUNT PAID YEAR TO DATE: $ ______________________

**SUBCONTRACTOR UTILIZATION** (add additional rows as necessary)

<table>
<thead>
<tr>
<th>Name of Sub-Contractor</th>
<th>Description of Work</th>
<th>Contract Amount</th>
<th>Amount Paid To Date</th>
<th>Amount of Pay Application This Period</th>
<th>Contract Period</th>
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TOTALS

Executed By: ___________________________ (Signature) ___________________________ (Printed Name)
Notary: ___________________________ Date: ___________________________
My Commission Expires: ___________________________
Insurance and Risk Management Provisions
Digital Media Functional Devices and Support Services

The following is the minimum insurance and limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains broader coverage and/or higher limits that the minimum shown below, Fulton County Government requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance shall be available to Fulton County.

It is Fulton County Government’s practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A combination of a specific policy written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government. Evidence of said insurance coverage shall be provided on or before the initiation date of the Contract.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY
   (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

   | Employer’s Liability Insurance | BY ACCIDENT - EACH ACCIDENT | $500,000
   | Employer’s Liability Insurance | BY DISEASE - POLICY LIMIT  | $500,000
   | Employer’s Liability Insurance | BY DISEASE - EACH EMPLOYEE | $500,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

   | Bodily Injury and Property Damage Liability (Other than Products/Completed Operations) | Each Occurrence | - | $1,000,000
   | Bodily Injury and Property Damage Liability (Other than Products/Completed Operations) | General Aggregate | - | $2,000,000
   | Products/Completed Operations | Aggregate Limit | - | $2,000,000
   | Personal and Advertising Injury | Limits | - | $1,000,000
   | Damage to Rented Premises | Limits | - | $100,000

Effective 09-28-2018
3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**  
   Bodily Injury & Property Damage Any One Accident - $1,000,000  
   (Including operation of non-owned, owned and hired automobiles)

4. **UMBRELLA LIABILITY**  
   Each Occurrence - $1,000,000  
   (In excess of Auto, General Liability and Employers Liability)

5. **PROFESSIONAL LIABILITY**  
   Per Occurrence or Claim/Aggregate - $1,000,000/$2,000,000  
   Policy shall be kept in force and uninterrupted for a period of two (2) years beyond policy expiration. If coverage is discontinued for any reason during this two (2) year term, contractor/vendor must procure and evidence full Extended Reporting period (ERP) coverage.

**Certificates**

Contractor/Vendor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered. Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers Compensation) using ISO Additional Insured Endorsement form CG 20 10 (11/85) version, its equivalent or on a blanket basis.

The insurance for the Contractor/Vendor shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices shall be sent to:

   Fulton County Government – Purchasing Department  
   130 Peachtree Street, S.W.  
   Suite 1168  
   Atlanta, Georgia 30303-3459

**Important:**

The obligations for the Contractor/Vendor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

Effective 09-28-2018
USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government’s property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (Where applicable).

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY: ________________________________ SIGNATURE: ________________________________

NAME: ________________________________ TITLE: ________________________________

DATE: ________________________________
CONTRACT DOCUMENTS FOR

PROJECT NUMBER

PROJECT TITLE

For

DEPARTMENT NAME
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APPENDICES

APPENDIX 1:
This Agreement made and entered into effective the _____ day of ________, 2014 by and between FULTON COUNTY, GEORGIA, a political subdivision of the State of Georgia, hereinafter referred to as “County”, and [Insert Consultant Company Name], hereinafter referred to as “Consultant”, authorized to transact business in the State of Georgia.

WITNESSETH

WHEREAS, County through its [Insert User Department Name] hereinafter referred to as the “Department”, desires to retain a qualified and experienced Consultant to perform [Insert project description/services to be provided], hereinafter, referred to as the "Project".

WHEREAS, Consultant has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Consultant agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Consultant, and Consultant hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

I. Form of Agreement;
II. Addenda;
III. Exhibit A: General Conditions;
IV. Exhibit B: Special Conditions [where applicable];
The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Purchasing Code §102-420 governing change orders, is signed by the County's and the Consultant's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the RFP, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Consultant's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on [Insert Board of Commissioners approval date and item number].

ARTICLE 2. SEVERABILITY

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. DESCRIPTION OF PROJECT

County and Consultant agree the Project is to perform [Insert project description]. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. SCOPE OF WORK

Unless modified in writing by both parties in the manner specified in the agreement, duties of Consultant shall not be construed to exceed those services specifically set forth herein. Consultant agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Work.
ARTICLE 5. **DELIVERABLES**

Consultant shall deliver to County all reports prepared under the terms of this Agreement that are specified in Exhibit D, Project Deliverables. Consultant shall provide to County all deliverables specified in Exhibit D, Project Deliverables. Deliverables shall be furnished to County by Consultant in a media of form that is acceptable and usable by County at no additional cost at the end of the project.

ARTICLE 6. **SERVICES PROVIDED BY COUNTY**

Consultant shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Work, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Consultant in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County’s authorized representative shall have complete authority to transmit instructions, receive information, and define County’s policies, consistent with County rules and regulations. Consultant may rely upon written consents and approvals signed by County’s authorized representative that are consistent with County rules and regulations.

ARTICLE 7. **MODIFICATIONS**

If during the course of performing the Project, County and Consultant agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of Fulton County Purchasing Code §102-420 which is incorporated by reference herein.

ARTICLE 8. **SCHEDULE OF WORK**

Consultant shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Consultant from County. The Consultant shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.
ARTICLE 9. **CONTRACT TERM**

[Insert contract term and any renewal options] Make sure the contract term matches the contract term in the solicitation document exactly.

OR

**MULTI-YEAR CONTRACT TERM**

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County’s then current fiscal year.

a. **Commencement Term**

The “Commencement Term” of this Agreement shall begin on [Insert start date], the starting date, and shall end absolutely and without further obligation on the part of the county on the 31st day of December [Insert year]. The Commencement Term shall be subject to events of termination and the County’s termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County’s obligation to make payments provided under this Agreement shall be subject to the County’s annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County’s governing body and such obligation shall not constitute a pledge of the County’s full faith and credit within the meaning of any constitutional debt limitation.

b. **Renewal Terms**

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year (“Renewal Terms”). However, no Renewal Term of this Agreement shall be authorized nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January, 20__ and shall end no later than the 31st day of December, 20__. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January, 20__ and shall end no later than the 31st day of December, 20__. If approved by the County Board of Commissioners, the third Renewal Term shall begin on the
1st day of January, 2016 and shall end no later than the 31st day of
December, 2016. If approved by the County Board of Commissioners, the
fourth Renewal Term shall begin on the 1st day of January, 2017 and shall
end no later than the 31st day of December, 2017. If the County chooses not
to exercise any Renewal Term as provided in this Section, then the Term of
this Agreement then in effect shall also be deemed the “Ending Term” with
no further obligation on the party of either party.

c. **Term Subject to Events of Termination**

   All “Terms” as defined within this Section are subject to the section of this
Agreement which pertain to events of termination and the County’s rights
upon termination.

d. **Same Terms**

   Unless mutually agreed upon in writing by the parties, or otherwise indicated
herein, all provisions and conditions of any Renewal Term shall be exactly
the same as those contained within in this Agreement.

e. **Statutory Compliance Regarding Purchase Contracts.**

   The parties intend that this Agreement shall, and this Agreement shall
operate in conformity with and not in contravention of the requirements of
O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement
would conflict therewith, then this Agreement shall be interpreted and
implemented in a manner consistent with such statute.

ARTICLE 10. **COMPENSATION**

Compensation for work performed by Consultant on Project shall be in
accordance with the payment provisions and compensation schedule, attached
as Exhibit E, Compensation.

The total contract amount for the Project shall not exceed *[Insert amount
approved by BOC], (Insert dollar number in words) Example: $500,000.00
(Five Hundred Thousand Dollars and No Cents)*, which is full payment for a
complete scope of work.

ARTICLE 11. **PERSONNEL AND EQUIPMENT**

Consultant shall designate in writing a person(s) to serve as its authorized
representative(s) who shall have sole authority to represent Consultant on all
manners pertaining to this contract.

Consultant represents that it has secured or will secure, at its' own expense, all
equipment and personnel necessary to complete this Agreement, none of whom
shall be employees of or have any contractual relationship with County. All of the
services required hereunder will be performed by Consultant under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or sub-consultant performing services on this Project by Consultant. No changes or substitutions shall be permitted in Consultant's key personnel or sub-consultant as set forth herein without the prior written approval of the County. Requests for changes in key personnel or sub-consultants will not be unreasonably withheld by County.

**ARTICLE 12. SUSPENSION OF WORK**

**Suspension Notice:** The County may by written notice to the Consultant, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Consultant must, unless the notice requires otherwise:

1) Immediately discontinue suspended services on the date and to the extent specified in the notice;
2) Place no further orders or subcontracts for material, services or facilities with respect to suspended services, other than to the extent required in the notice; and
3) Take any other reasonable steps to minimize costs associated with the suspension.

**Notice to Resume:** Upon receipt of notice to resume suspended services, the Consultant will immediately resume performance under this Agreement as required in the notice.

**ARTICLE 13. DISPUTES**

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the County. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Consultant. The Consultant shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. Pending any final decision of a dispute hereunder, Consultant shall proceed diligently with performance of the Agreement and in accordance with the decision of the County's designated representative.
ARTICLE 14. **TERMINATION OF AGREEMENT FOR CAUSE**

(1) Either County or Consultant may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.

(2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

(3) **TIME IS OF THE ESSENCE** and if the Consultant refuses or fails to perform the work as specified in Exhibit C, Scope of Work and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling thereof, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination.

(4) The County may, by written notice to Consultant, terminate Consultant’s right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Consultant shall be required to provide all copies of finished or unfinished documents prepared by Consultant under this Agreement to the County as stated in Exhibit D, “Project Deliverables”.

(5) Consultant shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.

(6) Whether or not the Consultant’s right to proceed with the work has been terminated, the Consultant shall be liable for any damage to the County resulting from the Consultant’s refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Consultant to complete the project.

ARTICLE 15. **TERMINATION FOR CONVENIENCE OF COUNTY**

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Consultant. If the Agreement is terminated for convenience by the County, as provided in this article, Consultant will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed
statement of completion to be submitted by Consultant which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Consultant was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

ARTICLE 16. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 17. **INDEPENDENT CONSULTANT**

Consultant shall perform the services under this Agreement as an independent Consultant and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Consultant or any of its agents or employees to be the agent, employee or representative of County.

ARTICLE 18. **PROFESSIONAL RESPONSIBILITY**

Consultant represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Consultant or under the direct supervision of Consultant. All personnel engaged in the Project by Consultant shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Consultant without the prior written consent of the County.

ARTICLE 19. **COOPERATION WITH OTHER CONSULTANTS**

Consultant will undertake the Project in cooperation with and in coordination with other studies, projects or related work performed for, with or by County’s employees, appointed committee(s) or other Consultants. Consultant shall fully cooperate with such other related Consultants and County employees or appointed committees. Consultant shall provide within his schedule of work, time and effort to coordinate with other Consultants under contract with County. Consultant shall not commit or permit any act, which will interfere with the performance of work by any other consultant or by County employees.
Consultant shall not be liable or responsible for the delays of third parties not under its control nor affiliated with the Consultant in any manner.

**ARTICLE 20. ACCURACY OF WORK**

Consultant shall be responsible for the accuracy of his work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the County will not relieve Consultant of the responsibility of subsequent corrections of any errors and the clarification of any ambiguities. Consultant shall prepare any plans, report, fieldwork, or data required by County to correct its errors or omissions. The above consultation, clarification or correction shall be made without added compensation to Consultant. Consultant shall give immediate attention to these changes so there will be a minimum of delay to others.

**ARTICLE 21. REVIEW OF WORK**

Authorized representatives of County may at all reasonable times review and inspect Project activities and data collected under this Agreement and amendments thereto. All reports, drawings, studies, specifications, estimates, maps and computations prepared by or for Consultant, shall be available to authorized representatives of County for inspection and review at all reasonable times in the main office of County. Acceptance shall not relieve Consultant of its professional obligation to correct, at its expense, any of its errors in work. County may request at any time and Consultant shall produce progress prints or copies of any work as performed under this Agreement. Refusal by Consultant to submit progress reports and/or plans shall be cause for County, without any liability thereof, to withhold payment to consultant until Consultant complies with County’s request in this regard. County’s review recommendations shall be incorporated into the plans by Consultant.

**ARTICLE 22. INDEMNIFICATION**

22.1 **Professional Services Indemnification.** With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant/Contractor's acts, errors, or omissions in the performance of professional services, the Consultant/Contractor shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant/Contractor in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution
or to the extent allowed by law, the bankruptcy of Consultant/Contractor.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant/Contractor is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant/Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant/Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker’s Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employee of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

22.2 Notice of Claim. If an Indemnified Person receives written notice of any claim or circumstance which could give rise to indemnified losses, the receiving party shall promptly give written notice to Consultant/Contractor, and shall use best efforts to deliver such written notice within ten (10) Business Days. The notice must include a copy of such written notice of claim, or, if the Indemnified Person did not receive a written notice of claim, a description of the indemnification event in reasonable detail and the basis on which indemnification may be due. Such notice will not stop or prevent an Indemnified Person from later asserting a different basis for indemnification. If an Indemnified Person does not provide this notice within the ten (10) Business Day period, it does not waive any right to indemnification except to the extent that Consultant/Contractor is prejudiced, suffers loss, or incurs additional expense solely because of the delay.

22.3 Defense. Consultant/Contractor, at Consultant/Contractor’s own expense, shall defend each such action, suit, or proceeding or cause the same to be resisted and defended by counsel designated by the Indemnified Person and reasonably approved by Consultant/Contractor (provided that in all instances the County Attorney of Fulton County Georgia shall be acceptable, and, for the avoidance of doubt, is the only counsel authorized to represent the County). If any such action, suit or proceedings should result in final judgment against the Indemnified Person, Consultant/Contractor shall promptly satisfy and discharge
such judgment or cause such judgment to be promptly satisfied and discharged. Within ten (10) Business Days after receiving written notice of the indemnification request, Consultant/Contractor shall acknowledge in writing delivered to the Indemnified Person (with a copy to the County Attorney) that Consultant/Contractor is defending the claim as required hereunder.

22.4 **Separate Counsel.**

22.4.1 **Mandatory Separate Counsel.** In the event that there is any potential conflict of interest that could reasonably arise in the representation of any Indemnified Person and Consultant/Contractor in the defense of any action, suit or proceeding pursuant to Section 22.3 above or in the event that state or local law requires the use of specific counsel, (i) such Indemnified Person may elect in its sole and absolute discretion whether to waive such conflict of interest, and (ii) unless such Indemnified Person (and, as applicable, Consultant/Contractor) elects to waive such conflict of interest, or in any event if required by state or local law, then the counsel designated by the Indemnified Person shall solely represent such Indemnified Person and, if applicable, Consultant/Contractor shall retain its own separate counsel, each at Consultant/Contractor's sole cost and expense.

22.4.2 **Voluntary Separate Counsel.** Notwithstanding Consultant/Contractor's obligation to defend, where applicable pursuant to Section 22.3, a claim, the Indemnified Person may retain separate counsel to participate in (but not control or impair) the defense and to participate in (but not control or impair) any settlement negotiations, provided that for so long as Consultant/Contractor has complied with all of Consultant/Contractor's obligations with respect to such claim, the cost of such separate counsel shall be at the sole cost and expense of such Indemnified Person (provided that if Consultant/Contractor has not complied with all of Consultant/Contractor's obligations with respect to such claim, Consultant/Contractor shall be obligated to pay the cost and expense of such separate counsel). Consultant/Contractor may settle the claim without the consent or agreement of the Indemnified Person, unless the settlement (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnified Person to comply with restrictions or limitations that adversely affect or materially impair the reputation and standing of the Indemnified Person, (ii) would require the Indemnified Person to pay amounts that Consultant/Contractor or its insurer does not fund in full, (iii) would not result in the Indemnified Person's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement, or (iv) directly involves the County (in which case the County of Fulton County, Georgia shall be the only counsel authorized to represent the County with respect to any such settlement).

22.5 **Survival.** The provisions of this Article will survive any expiration or earlier termination of this Agreement and any closing, settlement or other similar event which occurs under this Agreement.
ARTICLE 23. **CONFIDENTIALITY**

Consultant agrees that its conclusions and any reports are for the confidential information of County and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to County, and will only discuss the same with it or its authorized representatives, except as required under this Agreement to provide information to the public. Upon completion of this Agreement term, all documents, reports, maps, data and studies prepared by Consultant pursuant thereto and any equipment paid for by County as a result of this Agreement, shall become the property of the County and be delivered to the User Department’s Representative.

Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Agreement shall not be presented publicly or published without prior approval in writing of County.

It is further agreed that if any information concerning the Project, its conduct results, or data gathered or processed should be released by Consultant without prior approval from County, the release of the same shall constitute grounds for termination of this Agreement without indemnity to Consultant, but should any such information be released by County or by Consultant with such prior written approval, the same shall be regarded as Public information and no longer subject to the restrictions of this Agreement.

ARTICLE 24. **OWNERSHIP OF INTELLECTUAL PROPERTY AND INFORMATION**

Consultant agrees that Fulton County is the sole owner of all information, data, and materials that are developed or prepared subject to this Agreement. Consultant or any sub-consultant is not allowed to use or sell any information subject to this contract for educational, publication, profit, research or any other purpose without the written and authorized consent of the County. All electronic files used in connection to this Agreement, which are by definition, any custom software files used in connection to this Agreement, (collectively, the “Software”), shall be turned over to the County for its use after termination hereof and Consultant shall have no interest of any kind in such electronic files. Any required licenses and fees for the Software or other required materials shall be purchased and/or paid for by Consultant and registered in the name of the County, if possible. The Software as defined hereunder, specifically excludes all software, documentation, information, and materials in which Consultant has pre-existing proprietary rights and/or has otherwise been licensed to Consultant prior to this Agreement, and any upgrades, updates, modifications or enhancements thereto. Consultant agrees to provide at no cost to County any upgrades to any software used in connection with this Agreement which may be subsequently developed or upgraded for a period of three (3) years from the date of completion of the work under the Agreement, except in the case of commercial Software.
licensed to the County. Any information developed for use in connection with this Agreement may be released as public domain information by the County at its sole discretion.

ARTICLE 25. COVENANT AGAINST CONTINGENT FEES

Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by Consultant for the purpose of securing business and that Consultant has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 26. INSURANCE

Consultant agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit H, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE 27. PROHIBITED INTEREST

Section 27.01 Conflict of interest:

Consultant agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Consultant further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 27.02 Interest of Public Officials:

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 28. SUBCONTRACTING

Consultant shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.
ARTICLE 29. **ASSIGNABILITY**

Consultant shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Consultant without the prior expressed written consent of County shall at County’s sole option terminate this Agreement without any notice to Consultant of such termination. Consultant binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE 30. **ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Consultant hereby promises to comply with all applicable "Anti-Kickback" Laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 31. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Consultant shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Consultant's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Consultant. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Consultant's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Consultant. Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Consultant agrees that the provisions of this Article shall be included in any Agreements it may make with any sub-consultant, assignee or transferee.
ARTICLE 32. **ACCOUNTING SYSTEM**

Consultant shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Consultant must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 33. **VERBAL AGREEMENT**

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Consultant to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

ARTICLE 34. **NOTICES**

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

[Insert User Department Representative Position for project]  
[Insert User Department Address]  
Atlanta, Georgia 30303  
Telephone:  
Email:  
Attention:  [Insert User Department Representative for project]

With a copy to:

Department of Purchasing & Contract Compliance  
Interim Director  
130 Peachtree Street, S.W. Suite 1168  
Atlanta, Georgia 30303  
Telephone: (404) 612-5800  
Email: felicia.strong-whitaker@fultoncountyga.gov  
Attention: Felicia Strong-Whitaker

Notices to Consultant shall be addressed as follows:

[Insert Consultant Representative for project]  
[Insert Consultant Address]  
Telephone:  
Email:
ARTICLE 35. JURISDICTION

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 36. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement, Consultant agrees as follows:

Section 36.01 Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 36.02 Consultant will, in all solicitations or advertisements for employees placed by, or on behalf of, Consultant state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 36.03 Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each sub-consultant, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 37. FORCE MAJEURE

Neither County nor Consultant shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Consultant from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

ARTICLE 38. OPEN RECORDS ACT
The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Consultant acknowledges that any documents or computerized data provided to the County by the Consultant may be subject to release to the public. The Consultant also acknowledges that documents and computerized data created or held by the Consultant in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Consultant shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Consultant shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Consultant. The Consultant shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

ARTICLE 39. **CONSULTANT’S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT**

Where the procurement documents do not place a degree or level of service relating to the scope of work, M/FBE participation, or any other matter relating to the services being procured, should any Consultant submit a response to the County promising to provide a certain level of service for the scope of work, M/FBE participation, or any other matter, including where such promises or assurances are greater than what is required by the procurement documents, and should this response containing these promises or assurances be accepted by the County and made a part of the Contract Documents, then the degree or level of service promised relating to the scope of work, M/FBE participation, or other matter shall be considered to be a material part of the Agreement between the Consultant and the County, such that the Consultant’s failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to ARTICLE 14 of the Agreement.

ARTICLE 40. **INVOICING AND PAYMENT**

Consultant shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

**Time of Payment:** The County shall make payments to Consultant within thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest,
payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

**Submittal of Invoices:** Invoices shall be submitted as follows:

**Via Mail:**
Fulton County Government  
141 Pryor Street, SW  
Suite 7001  
Atlanta, Georgia 30303  
Attn: Finance Department – Accounts Payable

OR

**Via Email:**
Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

1) Vendor Information  
   a. Vendor Name  
   b. Vendor Address  
   c. Vendor Code  
   d. Vendor Contact Information  
   e. Remittance Address

2) Invoice Details  
   a. Invoice Date  
   b. Invoice Number (uniquely numbered, no duplicates)  
   c. Purchase Order Reference Number  
   d. Date(s) of Services Performed  
   e. Itemization of Services Provided/Commodity Units

3) Fulton County Department Information (needed for invoice approval)  
   a. Department Name  
   b. Department Representative Name

Consultant’s cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

**County’s Right to Withhold Payments:** The County may withhold payments, not to exceed the total of two months’ fees of the applicable SOW, for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Consultant when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other
remedies or actions stipulated by the County are satisfied. If there is a good faith dispute regarding a portion of an invoice, Consultant will notify County and detail the dispute before the invoice date. The County shall promptly pay any undisputed items contained in such invoices. Upon resolution of the dispute, any disputed amounts owed to Consultant will be promptly paid by County.

**Payment of Sub-consultants/Suppliers:** The Consultant must certify in writing that all sub-consultants of the Consultant and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Consultant is unable to pay sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime Consultant shall pay all sub-consultants or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

**Acceptance of Payments by Consultant; Release.** The acceptance by the Consultant of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Consultant for work performed or furnished for or relating to the service for which payment was accepted, unless the Consultant within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

**ARTICLE 41. TAXES**

The Consultant shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Consultant which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Consultant shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Consultant shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Consultant for payment of any tax from which it is exempt.

**ARTICLE 42. PERMITS, LICENSES AND BONDS**

All permits and licenses necessary for the work shall be secured and paid for by the Consultant. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Consultant, the Consultant shall not be entitled to additional compensation or time.
ARTICLE 43. **NON-APPROPRIATION**

This Agreement states the total obligation of the County to the Consultant for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Consultant in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 44. **WAGE CLAUSE**

Consultant shall agree that in the performance of this Agreement the Consultant will comply with all lawful agreements, if any, which the Consultant had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.
IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER: FULTON COUNTY, GEORGIA CONSULTANT: [Insert Consultant COMPANY NAME]

John H. Eaves, Commission Chair Board of Commissioners [Insert Name & Title of person authorized to sign contract]

ATTEST: ATTEST:

Tonya R. Grier Secretary/ Interim Clerk to the Commission Assistant Secretary ( Affix County Seal) (Affix Corporate Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

[Insert Department Head Name] [Insert Department Head Title]
ADDENDA
EXHIBIT A

GENERAL CONDITIONS
EXHIBIT B

SPECIAL CONDITIONS
EXHIBIT C

SCOPE OF WORK
SCOPE OF WORK

The Consultant shall
EXHIBIT D

PROJECT DELIVERABLES
PROJECT DELIVERABLES
EXHIBIT E

COMPENSATION
The County agrees to compensate the Consultant as follows:

County agrees to compensate Consultant for all services performed under this Agreement in an amount not to exceed $110,864.00. The detailed costs are provided below:
EXHIBIT F
PURCHASING FORMS
EXHIBIT G
OFFICE OF CONTRACT COMPLIANCE FORMS
EXHIBIT H

INSURANCE AND RISK MANAGEMENT FORMS
A complete proposal package will consist of the items identified below. Proposers must complete this checklist to confirm the items are included in the proposal, and return this checklist with the proposal package. Place a check mark or "X" next to each item that is being submitted with the proposal. For the proposal to be responsive, all required attachments must be returned.

<table>
<thead>
<tr>
<th>Proposer Requirements</th>
<th>Proposer Completed</th>
<th>County Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. One (1) hard-copy of Proposal marked &quot;Original&quot;, and five (5) copies of CD's</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. *Form A: Georgia Security and Immigration Contractor Affidavit(s) and Agreements</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Note: If prime contractor is a joint venture, partnership, or LLC, each member of the entity must submit an affidavit</td>
<td></td>
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</tr>
<tr>
<td>3. Form B: Georgia Security and Immigration Subcontractor Affidavit(s)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Technical Proposal</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Cost Proposal (submitted in a separate sealed envelope)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. Financial Information (Submitted in a separate sealed envelope)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7. Acknowledgement of each Addendum</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8. Purchasing Forms</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>□ Form C: Disclosure Form &amp; Questionnaire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Form D: Professional License</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Form E: Local Preference Affidavit of Bidder/Offeror</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Form F: Service Disabled Veteran Preference Affidavit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Office of Contract Compliance Requirements (separate envelope)</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
10. Evidence of Insurability, proposer must submit one (1) of the following:

- Letter from insurance carrier
- Certificate of Insurance
- An umbrella policy in excess of required limits for the this project

11. Verify that Proposer is registered w/Georgia Secretary of State and attach a copy of print out to this form

12. Verify Georgia Utility License Number and attach a copy of print out for each Proposer (Non applicable)

13. Verify Professional License and attach a copy of the print out for each Proposer (If applicable)

14. Verify if Proposer submitted Contract Exceptions. If yes, please forward a copy of the Contract Exceptions to the Purchasing Director immediately

15. List of Exhibits

- Exhibit 1 - Responsiveness Checklist
- Exhibit 2 - Cost Proposal Form
- Exhibit 3 - Current MFD Fleet by Model
- Exhibit 4 - Electronic Faxing
- Exhibit 5 - Scanning
- Exhibit 6 - MFD Feature Worksheet
- Exhibit 7 - Functionality Matrix Questionnaire
- Exhibit 8 - MFD Locations
# COST PROPOSAL FORM

(Submit in Separate Sealed Envelope)

<table>
<thead>
<tr>
<th>One Time Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TASKS</td>
<td></td>
</tr>
<tr>
<td>Software License Fees</td>
<td>$</td>
</tr>
<tr>
<td>Implementation Fees</td>
<td>$</td>
</tr>
<tr>
<td>Training Fees</td>
<td>$</td>
</tr>
<tr>
<td>Professional Service Fees</td>
<td>$</td>
</tr>
<tr>
<td>Equipment Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL NOT TO EXCEED PRICE</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

The total Not to Exceed Price above will be used to determine the score for Cost.

Note: Total cost shall be inclusive of all projected expenses, including but not limited to transportation, meals, lodging, long distance calls, photocopying services, etc.

### Initial year costs

 Include all fees for license, use, access, etc. $  

### On-going annual costs

 Include all fees for maintenance, support, use, access, etc. $  

### Five (5) year cost of ownership

 Provide the estimated total cost of ownership (TCO) for the product over a 5 year period $  

### Five (5) year total cost of ownership

 Total 5 year cost of ownership for implementation and software license fees $  

*If additional space is required, include a separate sheet marked as Cost Proposal Form (Continued)*
### HOURLY RATES

Provide the hourly rate on the table below for all position(s) the Proposer has identified that will be required for this project based upon the Scope of Work.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
<th>Estimated Number of Hours</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
### Current MFD Fleet by Model
#### Including One Year Volumes

<table>
<thead>
<tr>
<th>Current Fleet Information</th>
<th>Mini - MFD Fleet</th>
<th>Small - MFD Fleet</th>
<th>Medium - MFD Fleet</th>
<th>Large - MFD Fleet</th>
<th>Extra Large</th>
<th>Network Printers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model</td>
<td>250F</td>
<td>350F</td>
<td>400F (B/W)</td>
<td>RC5235</td>
<td>RC5240</td>
<td>RC5240A</td>
</tr>
<tr>
<td>Quantity in Fleet</td>
<td>20</td>
<td>3</td>
<td>4</td>
<td>100</td>
<td>205</td>
<td>102</td>
</tr>
<tr>
<td>Print - Black/Minute</td>
<td>25</td>
<td>35</td>
<td>40</td>
<td>35</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>Print - Color/Minute</td>
<td>n/a</td>
<td>30</td>
<td>35</td>
<td>45</td>
<td>51</td>
<td>60</td>
</tr>
<tr>
<td>Finishing Capabilities</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Scan - Black/Minute</td>
<td>25/19 PM SD</td>
<td>35/11 PM SD</td>
<td>52/23 PM SD</td>
<td>52/19 PM SD</td>
<td>75/20 PM SD</td>
<td>75/20 PM SD</td>
</tr>
<tr>
<td>Scan - Color/Minute</td>
<td>25/19 PM SD</td>
<td>35/11 PM SD</td>
<td>52/23 PM SD</td>
<td>52/19 PM SD</td>
<td>75/20 PM SD</td>
<td>75/20 PM SD</td>
</tr>
<tr>
<td>Duty Cycle Per Month</td>
<td>70,000</td>
<td>90,400</td>
<td>120,000</td>
<td>120,000</td>
<td>120,000</td>
<td>165,000</td>
</tr>
<tr>
<td>Color Copies/Prints - Year</td>
<td>68,394</td>
<td>13,608</td>
<td>0</td>
<td>475,638</td>
<td>563,500</td>
<td>484,094</td>
</tr>
<tr>
<td>Copy/Print - Grand Total - Year</td>
<td>295,583</td>
<td>66,466</td>
<td>14,058</td>
<td>3,357,063</td>
<td>8,451,483</td>
<td>7,032,510</td>
</tr>
<tr>
<td>Monthly Average</td>
<td>24,525</td>
<td>5,539</td>
<td>1,072</td>
<td>324,484</td>
<td>705,345</td>
<td>566,676</td>
</tr>
<tr>
<td>Features</td>
<td>Cab, Fin, Map</td>
<td>Cab, Fin, Map</td>
<td>Cab, Fin, Map</td>
<td>Cab(CFU), Fin, Map</td>
<td>Fin, Cab, Map</td>
<td>Fin, CFU, Map</td>
</tr>
</tbody>
</table>

- **Cab - 2 trays**
- **CFU - 4 trays holds 2300 pages**
- **Finisher - Stapler**
- **Map - Uniflow**
- **PM - Per Minute**
- **S - Single**
- **D - Duplex**
**Electronic Faxing – Technical Specifications**
*(Additional Comments may be provided for these Specifications)*

**Provider Information**

<table>
<thead>
<tr>
<th>Current Provider</th>
<th>RightFax</th>
<th>Version</th>
</tr>
</thead>
</table>

**Technical Specifications (Minimum)**

**Current Environment:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Technical Specification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memory</td>
<td>16 Gb</td>
<td></td>
</tr>
<tr>
<td>CPU</td>
<td>2 quad core virtual CPUs (8)</td>
<td>Configure for forty-eight (48) total Document delivery channels</td>
</tr>
<tr>
<td>Hard Disks</td>
<td>C: 80 GB (os)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E: 20 GB (application)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*DB config extra drives (temp, log, etc)</td>
<td></td>
</tr>
</tbody>
</table>

**Installed Applications:**

<table>
<thead>
<tr>
<th>Software Application</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQL 2008 R2 Standard</td>
<td></td>
</tr>
<tr>
<td>Microsoft Office 2010 Professional</td>
<td></td>
</tr>
<tr>
<td>Digital Voice/Fax Software (Digital T38/G711 Gateway)</td>
<td>Includes 5 year warrant and support for SR149 software</td>
</tr>
<tr>
<td>RightFax Enterprise Manager</td>
<td></td>
</tr>
</tbody>
</table>

**Functional/Service Qualifications (Minimum)**

- Software License Activation and Subscription
- Vendor supported Software Updates and Revisions to Current Release
- System Monitoring and Updates
- Unlimited Remote Technical Support (24x7)
- Proactive Installation of New Releases
- Supplied (or VM supported) Server Hardware (24x7x365x4 hour response)
- Supplied Voice/Fax Hardware (Next Business Day response)
## Scanning – Technical Specifications

(Additional Comments may be provided for these Specifications)

### Provider Information

<table>
<thead>
<tr>
<th>Current Provider</th>
<th>Uniflow</th>
<th>Version</th>
</tr>
</thead>
</table>

### Technical Specifications (Minimum)

#### Current Environment:

<table>
<thead>
<tr>
<th>Component</th>
<th>Technical Specification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Window 2012/ 2016 R2 – 64 Bit – Enterprise</td>
<td></td>
</tr>
<tr>
<td>Memory</td>
<td>16 Gb</td>
<td></td>
</tr>
<tr>
<td>CPU</td>
<td>2 virtual sockets/2 cores=4 cores</td>
<td></td>
</tr>
</tbody>
</table>
| Hard Disks     | C:\ 80 GB (os)  
                 | E:\ 20 GB (application)  
                 | *DB config extra drives (temp, log, etc) | |

#### Installed Applications:

<table>
<thead>
<tr>
<th>Software Application</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQL 2012 R2 Enterprise</td>
<td>Enterprise DB environment</td>
</tr>
<tr>
<td>Microsoft Office 2010 Professional</td>
<td></td>
</tr>
</tbody>
</table>

### Functional/Service Qualifications (Minimum)

- Software License Activation and Subscription
- Uniflow Software Updates and Revisions to Current Release
- System Monitoring and Updates
- Unlimited Remote Technical Support (24x7)
- Proactive Installation of New Releases
# MFD Feature Worksheet

(Provide Technical Specification sheets for devices as part of Proposal submittal response)

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>RESPONSE</th>
<th>Comply? (Y/N)</th>
<th>Comments/Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASE COPIER SPECIFICATION</strong></td>
<td>MODEL NAME/NUMBER:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B/W PPM Speed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper Tray Sizes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document feeder capacity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document feeder speed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum document feeder paper size</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resolution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduction/Enlargement %</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum paper tray capacity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum paper tray capacity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper tray sizes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hole punching capability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finisher stapling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convenience stapler</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booklet capability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warm-up time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color capability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color PPM speed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to track color copies by user and disable account based on a maximum volume</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jam Clearance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy modes, example: 1→1, 1→2, 2→2, 2→1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality settings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutorial Instructions on user interface</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to automatically sense the size of the document and output onto correct paper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to restrict usage of MFD by authorized user or pass code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FAX FEATURES</strong></td>
<td>Requirements if faxing is included in the equipment configuration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEATURE</td>
<td>RESPONSE</td>
<td>Comply? (Y/N)</td>
<td>Comments/Exceptions</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Fax resolution</td>
<td></td>
<td>If comply states 'Y' it must be included in price unless specification states otherwise</td>
<td></td>
</tr>
<tr>
<td>Ability to fax 2-sided originals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to fax to a private, password protected mailbox</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd fax line</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speed dial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group dial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to fax from the print driver if machine is connected to the network</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to connect and send faxes via Fax Server</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to track faxes by user and disable account on a maximum volume setting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to export user fax activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINT REQUIREMENTS</td>
<td></td>
<td>Requirements if printing is included in the equipment configuration</td>
<td></td>
</tr>
<tr>
<td>Network printing capability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphical print drivers from the desktop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print driver certification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print resolution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memory for print controller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processor on print controller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard drive on print controller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to select individual media for specific pages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secure Print. Ability to set password via print driver on a job by job basis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time specific printing. Ability for user to specify the desired time when they would like a print job to print</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watermark capability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to report job and machine status information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEATURE</td>
<td>RESPONSE</td>
<td>Comply? (Y/N) If comply states 'Y' it must be included in price unless specification states otherwise</td>
<td>Comments/Exceptions</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>back to user</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Queue visibility and management on control panel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supported print protocols</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encryption</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to track prints by user and disable account based on a maximum volume</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to export user print activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to support secure enterprise wireless printing capabilities with Active Directory authentication for Bring Your own Device (BYOD) equipment (mobile phones, tablets etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to support the following authentication methods:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Wi-Fi Infrastructure Mode:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Wi-Fi Access Point:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• WPA2-PSK (AES)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCAN REQUIREMENTS</td>
<td></td>
<td>Requirements if scanning is included in the equipment configuration</td>
<td></td>
</tr>
<tr>
<td>Active Directory Scan to E-mail via SMTP messaging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Scanning Capacity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan to e-mail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan across the network</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability for integration with network applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to push documents directly to individual desktops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEATURE</td>
<td>RESPONSE</td>
<td>Comply? (Y/N)</td>
<td>Comments/Exceptions</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Ability to scan to email via user authenticated barcode coversheet</td>
<td></td>
<td>If comply states 'Y' it must be included in price unless specification states otherwise</td>
<td></td>
</tr>
<tr>
<td>Ability to scan to database</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to scan from glass</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan Resolution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan file formats</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to scan text searchable PDF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to scan 2-sided pages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to add Meta Data to scanned documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to scan to network drive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to encrypt scanned documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to track scans by user and disable account based on a maximum volume</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Exhibit 6**

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>RESPONSE</th>
<th>Comply?(Y/N) If comply states 'Y' it must be included in price unless specification states otherwise</th>
<th>Comments/Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UTILITY FEATURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to track activity by user for copy print, fax, scan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print encryption</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan encryption</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to encrypt remote administration communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to limit user access to a device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to authenticate user at device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REMOTE ADMINISTRATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to configure machine and protocol settings for entire fleet remotely</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clone feature. Ability to copy device settings to other machines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to notify designated individuals via email of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEATURE</td>
<td>RESPONSE</td>
<td>Comply? (Y/N)</td>
<td>Comments/Exceptions</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
<td>---------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>machine errors and malfunctions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to submit meter reading to Service Provider over the Internet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to notify designated individuals via email for automatic re-order of supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to view and manipulate Job queue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to configure and manipulate Scan settings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to remotely view all meters for copy, print, fax and scan on the machine</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## FUNCTIONALITY MATRIX QUESTIONNAIRE

(To be completed and submitted with Proposal)

<table>
<thead>
<tr>
<th>Vendor Support</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you offer multiple support programs levels? Please provide a detailed list</td>
<td></td>
</tr>
<tr>
<td>of each with your standard SLA for each support program.</td>
<td></td>
</tr>
<tr>
<td>Is the work statement sufficiently specific to permit the department</td>
<td></td>
</tr>
<tr>
<td>and the contractor to make a list of manpower and resources needed to</td>
<td></td>
</tr>
<tr>
<td>accomplish it?</td>
<td></td>
</tr>
<tr>
<td>Has adequate background information been provided which would be helpful</td>
<td></td>
</tr>
<tr>
<td>to provide a clear understanding of the requirements and how they are</td>
<td></td>
</tr>
<tr>
<td>achieved?</td>
<td></td>
</tr>
<tr>
<td>Are specific duties stated in such a way that the contractor knows what is</td>
<td></td>
</tr>
<tr>
<td>required, and the receiving inspector who signs the acceptance report can</td>
<td></td>
</tr>
<tr>
<td>tell whether the contractor has complied?</td>
<td></td>
</tr>
<tr>
<td>Are sentences written so that there is no question of whether the contractor</td>
<td></td>
</tr>
<tr>
<td>is to be obligated? (e.g., “the contractor will do this work,” not “this</td>
<td></td>
</tr>
<tr>
<td>work will be required”)</td>
<td></td>
</tr>
<tr>
<td>Is the proper reference document shown? Is it really pertinent to the task?</td>
<td></td>
</tr>
<tr>
<td>Fully or partially? Is it properly cited?</td>
<td></td>
</tr>
<tr>
<td>Are any detailed specifications or exhibits applicable? In whole or in</td>
<td></td>
</tr>
<tr>
<td>part? If so, are they properly cited? (Use the latest available revision or</td>
<td></td>
</tr>
<tr>
<td>issue of each document)</td>
<td></td>
</tr>
<tr>
<td>Does general information separated from direction so that background</td>
<td></td>
</tr>
<tr>
<td>information, and the like are clearly distinguishable from contractor</td>
<td></td>
</tr>
<tr>
<td>responsibilities?</td>
<td></td>
</tr>
<tr>
<td>Is there a date for each thing the contractor is to do or deliver? If</td>
<td></td>
</tr>
<tr>
<td>elapsed time is used, does it specify calendar days or workdays?</td>
<td></td>
</tr>
<tr>
<td>Are proper quantities shown?</td>
<td></td>
</tr>
<tr>
<td>Have the headings been checked for format and grammatical usage? Are</td>
<td></td>
</tr>
<tr>
<td>subheadings comparable? Is the text compatible with the title?</td>
<td></td>
</tr>
<tr>
<td>Have all requirements been reviewed to ensure compatibility with the data</td>
<td></td>
</tr>
<tr>
<td>requirements established for the project?</td>
<td></td>
</tr>
<tr>
<td>Does the SOW identify only “necessary” requirements?</td>
<td></td>
</tr>
<tr>
<td>Are security requirements adequately covered?</td>
<td></td>
</tr>
<tr>
<td>Are any government and grantee specifications or standards applicable? In</td>
<td></td>
</tr>
<tr>
<td>whole or in part? If so, are they properly cited?</td>
<td></td>
</tr>
<tr>
<td>Have the type and quantity of reports required for delivery been specifically</td>
<td></td>
</tr>
<tr>
<td>described and specified?</td>
<td></td>
</tr>
</tbody>
</table>
## Vendor Support

### User Training
Please provide a list of training options available for Go-live and beyond:
- Instructor Led Training
- Train-the-trainer, # hours/staff
- Computer Based Training (CBT)
- Quick Reference Guides
- Describe when training documents are modified and how quickly they are made available to the customer after product changes occur

### Super User Training
Will super users be trained by vendor?
- Remote or on-site training provided?

### On-Site Training
- How many days will vendor provide for on-site training?
- Will Go-Live be scheduled shortly after initial staff training?
- What is the consultant/student ratio during training?
- Will office be trained on hardware peripherals as part of Go-Live training?

Do you have a user forum for practices to seek help from peers and share ideas?

### Go-Live
- Will the customer be allowed to perform acceptance testing of this product prior to "Go-Live"?
- Will vendor staff be on-site during 'Go Live' timeframe?
- What will be their role during 'Go Live'?
- Trainer
  - Technical Support
  - Project Management

### Post Go-Live Training and Support
After 'Go-Live', who (i.e., support team, implementation manager, etc.) will be available to answer questions, issues, and/or training requests?
- If original implementation team, how long before this level of service is transferred to "normal" support team?
- How will Fulton County be notified of upgrades when they are released and who is responsible for installing these updates (dates, training, documentation, etc.)?

### Contract Terms and Vendor Guarantees
- Will the customer be allowed to make payments based upon milestones with a sizable portion of the fees not payable until "Go-Live"?
What is the vendor's responsibility when:

- Problem resolution is not met by a certain time based on severity level of the problem or issue?
- Meaningful use criteria are not met as promised?
- Upgrades cause problems (causes meaningful use criteria to no longer be met or critical workflows to break)?
- Training is not conducted in agreed upon timeframe and/or the training materials are not adequate or delivered per contract deliverables?
- Implementation is not completed by vendor in the agreed upon timeframe due to issues related to the vendor (staffing conflicts, software problems, etc.)?
- Incompatibility issues arise between hardware (which meets agreed upon specifications) and approved software?
- Promised product functionality does not exist at time of implementation?
- Data is corrupted during the course of normal use and operation of the product?
- SLAs are not met?

Will you allow the representations made in your response to this RFP to be incorporated into the contract?
MFD COPIER LOCATIONS
<table>
<thead>
<tr>
<th>LOCATIONS</th>
<th>Number of Copiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MARGARET MITCHELL SQUARE NW</td>
<td>13</td>
</tr>
<tr>
<td>10 PARK PLACE SE</td>
<td>8</td>
</tr>
<tr>
<td>10 PARK PLAZA</td>
<td>4</td>
</tr>
<tr>
<td>100 PEACHTREE STREET NW</td>
<td>7</td>
</tr>
<tr>
<td>101 AUBURN AVENUE NE</td>
<td>6</td>
</tr>
<tr>
<td>1030 MARIETTA HWY</td>
<td>2</td>
</tr>
<tr>
<td>1090 JEFFERSON STREET</td>
<td>1</td>
</tr>
<tr>
<td>1101 JEFFERSON ST NW</td>
<td>1</td>
</tr>
<tr>
<td>1105 JEFFERSON STREET</td>
<td>1</td>
</tr>
<tr>
<td>1135 A JEFFERSON ST</td>
<td>2</td>
</tr>
<tr>
<td>115 NORCROSS STREET</td>
<td>3</td>
</tr>
<tr>
<td>11575 MAXWELL ROAD</td>
<td>7</td>
</tr>
<tr>
<td>125 WILLIS MILL ROAD, SW</td>
<td>1</td>
</tr>
<tr>
<td>130 PEACHTREE STREET, SW SUITE G-157</td>
<td>6</td>
</tr>
<tr>
<td>1315 PEACHTREE STREET NE</td>
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Library Branches are closed for renovations and copiers have been removed. Should be considered in the inventory.

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