FULTON COUNTY

Vision

People *Families* *Neighborhoods*

Mission

To serve, protect and govern in concert with local municipalities

Values

People *Customer Services*
Ethics *Resource Management*
Innovation *Equal Opportunity*

REQUEST FOR PROPOSAL NO. 12RFP83914C-DR

FULTON COUNTY ANIMAL SERVICES

Planning and Community Services Department

RFP DUE DATE AND TIME: June 13, 2012 at 11:00 A.M.
RFP ISSUANCE DATE: May 8, 2012
PRE-PROPOSAL CONFERENCE DATE: May 30, 2012 at 10:00 A.M.
PURCHASING CONTACT: Donald R. Riley, CPPB, APA AT (404) 612-7916
E-MAIL: DONALD.RILEY@FULTONCOUNTYGA.GOV

LOCATION: FULTON COUNTY DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303

FULTON COUNTY ANIMAL SERVICES

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SECTION 1
INTRODUCTION

1.1 PURPOSE

Fulton County, Georgia ("County") is seeking qualified firms to provide animal services for the Planning and Community Services Agency. The objective of this procurement is to obtain the services of a qualified vendor to provide animal services that will include all personnel, supplies, utilities, and equipment for the unincorporated areas of Fulton County as well as the cities of Alpharetta, Atlanta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, Johns Creek, Milton, Mountain Park, Palmetto, Roswell, Sandy Springs, and Union City.

The County seeks to obtain the most cost-effective and efficient animal control services from Proposers who will operate with a maximum level of customer service, animal care, and safety. 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 Animal Control Services to the most advantageous Proposer based on the cost and the evaluation factors set forth in the RFP.

Through the issuance of this Request for Proposal ("RFP" and/or "Proposals"), the County is soliciting Proposals from qualified Proposers for Fulton County Animal Services.

1.2 DESCRIPTION OF THE PROJECT

This project involves the provision of animal control and care services for the residence of Fulton County, residing with Unincorporated Fulton County, and 14 other cities with Fulton County. Selected vendors must have the capability and capacity to provide animal and rabies control, and animal care services that will include all personnel, supplies, utilities and equipment for the unincorporated areas of Fulton County as well as the cities of Alpharetta, Atlanta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, Johns Creek, Milton, Mountain Park, Palmetto, Roswell, Sandy Springs, and Union City. The vendor will utilize the Fulton County Animal Services facility located at 860 Marietta Boulevard, Atlanta GA 30318. The selected vendor will provide such services exhibiting excellent customer service and respect for consumers, and report activities in a form acceptable to the County.

1.3 BACKGROUND

The continuing goal of the Fulton County Animal Service to provide care for the animals at our shelter, prevent animal cruelty, serve and protect the public, and in a manner that reflects quality and professionalism. Fulton County Animal Services currently provides animal and rabies control services to unincorporated areas of Fulton County as well as the cities of Alpharetta, Atlanta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, Johns Creek, Milton, Mountain Park, Palmetto, Roswell, Sandy Springs, and Union City.

There is one (1) Fulton County Animal Service facility:

- Fulton County Animal Services
  860 Marietta Boulevard
  Atlanta, GA 30318

- This shelter houses approximately 400 animals at any given time.

Regular field operation service is Monday – Friday from 7:00 AM – 10:30 PM and Saturday from 8:00 AM – 5:00 PM. Limited and emergency animal control is also provided after hours, on Sundays, and on holidays.

Animal Control Officers (ACO) are authorized to issues citations for violations of animal related regulations including:

- Leased Law
- Anti-Tethering
- Cruelty to Animals
- Special Permits
- Animal License
- Animal Bites
- Dangerous Animals

Fulton County Animal Services is currently managed by the Barking Hound Village Foundation.

Fulton County owns and provide maintenance to the vehicles operated by the Animal Control Officers for impounding and transporting animals in the county.

1.4 COUNTY OBJECTIVES

The following are the County Objectives for this project:

- Provide Animal Services that EXCELL in all categories of service delivered to the residents of Fulton County.

    - **E**thical Behavior
    - **X**cellent Customer Service
    - **C**are
    - **E**ducate
    - **L**ow Cost and affordable
    - **L**ove and nurturing of animals

- Provide Fulton County residents with rabies and animal services that ensures their safety and the safety of their pets, thereby enhancing their quality of life.

1.5 PURCHASING THE RFP

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

1.6 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".

1.7 PRE-PROPOSAL CONFERENCE & FACILITY TOUR

The County will hold a Pre-Proposal Conference, on **Wednesday, May 30, 2012 at 10:00 A.M.,** at the Fulton County Animal Control Center located at 860 Marietta Boulevard, Atlanta, Georgia 30318. 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.

1.8 PROPOSAL DUE DATE

All proposals are due in the Department of Purchasing and Contract Compliance of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before **Wednesday, June 13, 2012 at 11:00 A.M.,** local prevailing time. All submitted proposals will be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing and

Contract Compliance. Any proposals received after this appointed schedule will be considered late and subject to be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

1.9 DELIVERY REQUIREMENTS

Any proposal received after the above stipulated due date and time will not be considered and will be rejected and returned. It shall be the sole responsibility of the Proposer to have his/her proposal delivered to the Fulton County Department of Purchasing and Contract Compliance 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 should be submitted in writing to the Purchasing Department contact person, Donald R. Riley, CPPB, Assistant Purchasing Agent, 130 Peachtree Street S.W., Suite 1168, Atlanta, Georgia 30303. Any response made by the County will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

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.

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.

Proposer – the entity of individual submitting a proposal in response to this RFP.

Owner – Fulton County Government

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.

Scope of 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.

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 **Wednesday, June 6, 2012 at 2:00 P.M.,** 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:

Fulton County Department of Purchasing & Contract Compliance
Attn: Donald R. Riley, CPPB
Public Safety Building
130 Peachtree Street S.W. Suite 1168
Atlanta GA 30303
Email: Donald.Riley@fultoncountyga.gov
P: (404) 612- 7916 F: (404) 893-1876

RE: 12RFP83914C-DR, Fulton County Animal Services

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.

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 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 July 1st, 2012, the starting date, through June 30th, 2013. The initial term of the contract shall be for a one (1) year term, with four (4), one (1) year renewal options. 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 July, 2013 and shall end no later than the 30th day of June, 2014. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of July, 2014 and shall end no later than the 30th day of June, 2015. 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 a Vendor Selection 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 Code of Laws §2-324 which is incorporated by reference herein.

2.11 MINIMUM PARTICIPATION REQUIREMENTS FOR PRIME CONTRACTORS

Pursuant to Fulton County Code 102-357, Prime Bidders on the project must perform no less than 51% of the scope of work required under the project.

2.12 INSURANCE AND RISK MANAGEMENT PROVISIONS

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

2.13 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.

2.14 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.

2.15 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.

2.16 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 determination.

- 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.

- Any and 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.

2.17 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.

2.18 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.

2.19 WAGE CLAUSE

Pursuant to 102-391, 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.

2.20 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.

2.21 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the ***[Insert name]***, or designated representative.

2.22 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Request for Proposal is subject to the Georgia Security & Immigration Compliance Act. Pursuant to the Georgia Security & Immigration Compliance Act of 2006, as amended on May 11, 2009, 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. 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.

See Section 5, Proposal Forms for declarations and affidavits.

2.23 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.

2.24 RIGHT TO PROTEST

Any actual bidder or offeror who is aggrieved in connection with the solicitation or award of a contract shall protest in writing to the Director of Purchasing & Contract Compliance. An actual bidder or offeror is defined as a person or entity who has submitted a bid or proposal on the project for which they are filing a protest. A protest shall be submitted to and received by the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity known or should have known of the solicitation, the award of contract to another or other acts giving rise to a protest. 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.

2.25 FIRST SOURCE JOBS POLICY

It is the policy of Fulton County Government to provide employment opportunities to the citizens of Fulton County. This policy will apply to all contracts procured through the Department of Purchasing & Contract Compliance valued in excess of $200,000. The Prime Contract is expected to utilize the First Source Jobs Program to fill 50% of the entry level jobs which arise as a result of any project funded in whole or in part with County funds with residents of Fulton County. Forms are provided in Section 6 of this RFP.

2.26 NON-COLLUSION

By submitting a signed proposal, Offeror certifies 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. See Section 5, Proposal Forms for declarations and affidavits.

2.27 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. See Section 5, Proposal Forms for declarations and affidavits.

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.

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 **June 13, 2012** at **11:00 A.M.** and must be addressed to:

REQUEST FOR PROPOSALS RFP # 12RFP83914C-DR
Fulton County Animal Services
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 PROPOSALS RFP #12RFP83914C-DR
Project # and Title

[Technical or Cost Proposal]
Proposer's Name and Address

3.1.2 Number of Copies

Proposers shall submit the following:

Technical Proposal, one (1) original and five (5) copies on CD media in PDF format.

Contract Compliance Exhibits, one (1) original with the Technical Proposal marked “Original” and one (1) copy in a separate sealed envelope.

Financial Information, one (1) original with the Technical Proposal marked “Original” and one (1) copy in a separate sealed envelope.

Cost Proposal, one (1) original and five (5) copies 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 selected vendor shall provide all personnel, all supplies, all utilities, and all equipment as hereinafter specified to perform those animal control services set forth in the Scope of Services. The selected vendor may, where identified and with written approval by Fulton County, subcontract services related to the care of animals under the resulting contract. The selected vendor shall be fully responsible to the County for the acts and/or omissions of its subcontracted vendors and of

persons either directly or indirectly employed by them. Nothing contained in the contract documents shall create any contractual relationship between any subcontracted vendor and the County. All costs or remuneration due for any subcontracted services shall be the responsibility of the selected vendor and shall be included in the selected vendor's cost to the County.

3.3.1 ENFORCEMENT & SERVICE RESPONSE

Animal Control Officers (AC0s) shall respond to requests for services called into the dispatcher at the Animal Control Center and after priority responses are met ***(see 3.3.1.1, Response to Service Requests),*** patrol on scheduled basis areas of designated responsibility. Animal Control Officers cite animal owners for violations of Animal Control Ordinances, participate in the prosecution of such citations, and investigate and prepare reports regarding serious code violations. The officers impound stray dogs, cats, and other animals that are subject to impoundment; when necessary bring animals into the center under protective custody; enforce the quarantine of animals that have bitten a person(s); enforce the regulations governing classified and/or dangerous animals, inspect premises where animals are kept for sanitary conditions; ACO(s) will transfer the injured animals to the shelter or veterinarian or ensure that the owner (if present) of the animal seeks medical treatment, The ACO(s) will generally assist in a professional manner citizens and other law enforcement agencies who have requested help with domestic animal problems.

The selected vendor must provide services in accordance with the State of Georgia and Fulton County Animal Control Ordinances. No other local or city animal control ordinances will be enforced by the selected vendor. Any changes to the Animal Control Ordinances during the contract period may require this contract to be modified or otherwise amended to meet any new requirements or regulations promulgated under the State of Georgia or Fulton County Animal Control Ordinances.

The selected vendor shall maintain the capability to receive calls from the public on a 24 hour seven day per week basis, accept and record requests for service and provide information to the public. During hours when the Animal Control Center is not open, the selected vendor must provide an answering service or other method to respond to all emergency calls 24 hours a day, 7 days a week. An answering service must provide satisfactory service in order for

the selected vendor to accomplish the required service request response times as outlined in section 3.3.1.1.

3.3.1.1Response to Service Requests

Animal Control Officers (AC0s) shall be dispatched so as to handle requests for service in a timely manner. Response to service requests shall be in the following priority: (1) dog bites or animal attacks (2))injured animals; (3) Police Department, Fire Department emergency calls; (4) quarantine violations; (5) cruelty to animals; (6) animals in custody; (7) loose animals; (8) animal welfare checks.

The average response time to requests for service for priorities 1, 2 and 3 shall be no greater than forty-five (45) minutes. "Response time" means that period of time between receipt of a service request by the selected vendor, and when an Animal Control Officer is dispatched and begins travel to the location of the service request after being dispatched.

The average response time of all responses to priorities 4 and 5 will be no greater than 4 hours. The average response time of all responses to priorities 6, 7 and 8 will be no greater than 24 hours.

Scheduled dispatch will be available at a minimum of 75 hours per week distributed throughout seven (7) days, Monday through Sunday, so as to provide coverage for the heaviest service request periods. Periodic adjustment of the times covered may be made by the selected vendor as necessary subject to County review and approval. To ensure officer safety, radio contact shall be made available between officers and an answering service when dispatch is not scheduled and officers are on duty. Animal Control Officers shall be available for response service seven days per week on a schedule approved by the FCACCA. At all times that there is not a regularly scheduled Animal Control Officer on duty, there shall be a designated on-call Animal Control Officer to respond to emergency priority 1, 2 and 3 calls.

Officers shall wear a uniform approved by the County's Animal Control Contract Administrator. The uniform must be clearly and easily distinguished from any uniform the selected vendor may use for non-animal control purposes.

3.3.1.2Search and Seizure/ Impound of Animals

The selected vendor shall establish policies and practices that comply with County and Municipal ordinances, regulations, and policies for impound

of animals, as well as any applicable state laws for impound/search and seizure; and which comply with the Constitutional protections against unreasonable search and seizure. All impounded animals will be held for a minimum of seven (7) days unless reclaimed by their owner, transferred to rescue or adopted as provided in the Fulton County Animal Control Ordinance. selected vendor will document and use all reasonable efforts to locate the owner of each animal prior to any disposition.

3.3.1.3 Citations

Upon becoming aware of a possible violation, through request for service, personal observation, analysis of records and data, or other method, enforcement officers shall conduct a thorough investigation. If after conducting a thorough investigation, the enforcement officers find just and reasonable grounds to believe a violation was committed, then the appropriate citation and/or Notice of Violation shall be issued. Citations and/or Notices of Violation shall be issued consistent with Animal Control Ordinances and other applicable laws.

The selected vendor will be required to complete the "thorough investigations" referenced in this section within 7 (seven) calendar days, unless a specific exception is documented in writing. The documentation shall state why the extension was needed and when the investigation was completed.

3.3.2 CARE OF ANIMALS

The selected vendor shall staff and operate the Fulton County Animal Control Center at 860 Marietta Boulevard. The principal activity at the center shall be the proper care of animals taken in as a result of impoundment, owner release, protective custody, quarantine, and other reasons. The selected vendor shall have comprehensive written policies and procedures established for proper care and handling of animals. Proper care includes, but is not limited to, appropriate and sanitary food (FDA approved) and water, regular cleaning of kennels and cages, kindly handling, veterinarian care and/or medication that will alleviate animal suffering as determined by a veterinarian, and a vaccination schedule (including rabies), All vaccines given to an animal will be charged to the animal's owner according to the fee schedule approved by the County's Animal Control Contract Administrator unless the owner of the animal has proof that the animal is current on the particular vaccines given. It shall be the selected vendor's responsibility to promptly attempt to notify the owner of any animal taken into custody when the owner can be identified. Notification

shall be made within 24 hours by phone and if contact is not made, a certified, return receipt requested letter shall be sent to the owner within the 24 hour time frame. Records shall be kept on owner contact attempts and successes made by staff and/or volunteers.

Animals shall be kept at the center at least *as* long as prescribed under Fulton County animal control ordinances. All animals will be scanned for implanted microchips.

The County's Animal Control Contract Administrator may further specify and reasonably revise the animal care standards for incorporation by the selected vendor into the selected vendor's manual of policies and procedures.

3.3.2.1 Veterinarian Services

The selected vendor will obtain the services of at least one (1) Veterinarian licensed by the State of Georgia who shall be provided space at the center to treat animals under the center's care. The veterinarian shall provide on-site scheduled and necessary veterinary care and oversight of animals in the facility a minimum of forty (40) hours per week, at least (5) days per week excluding approved animal control center holidays, and at additional non-scheduled times as required by the contract. On days where a veterinarian is not on site to perform animal care services, a licensed veterinary technician(s) shall be present. Sick or injured animals shall be taken off site to subcontracted Veterinary clinics for immediate treatment when necessary.

At the animal control center, the veterinarian shall be responsible to supervise vaccinations, evaluate potential adoptability, and supervise the necessary euthanization of animals. The veterinarian will direct and monitor the care of injured and/or sick animals, and control drug supplies.

Arrangements shall be made with other licensed veterinarians for after-hours and emergency treatment of animals and consultation with animal control staff when the regular veterinarian is not available. These services shall be considered *as* "subcontracted services" under the contract. The selected vendor shall be responsible for and include the cost of these services as stated in Section 3.1, Paragraph 1. All sub-contracted services, including veterinarian services, must be in writing and approved by the Fulton County Animal Control Contract Administrator.

The selected vendor shall immediately attempt to identify and notify the owner of an injured animal and inform the owner of the need for veterinary care. Notification shall be made within 24 hours by phone and if contact is not made, a certified, return receipt requested letter shall be sent to the owner within the 24 hour time frame. The selected vendor is required to treat any injured animal that is brought to the center by selected vendor employees if the animal is licensed or otherwise identified as to its owner. Whether or not the owner is known, the selected vendor shall pay up to a maximum of $150 for any services which are necessary to stabilize the animal and which are rendered as set forth in written agreements with the veterinarians or clinics which treat injured animals brought in by selected vendor employees. The selected vendor is to provide an examination of injured or sick animals that are brought to the Animal Control Center by good Samaritans; however the selected vendor is not responsible for those taken to other clinics for treatment. If the selected vendor decides to provide veterinary care in excess of the maximum amount of $150 per injured animal, they may do so provided they use their own private funds or donations.

3.3.2.2Disaster Preparedness

In collaboration with the County's Office of Emergency Preparedness, the selected vendor shall develop and implement a disaster preparedness plan for the Animal Control Facility to include the following in the event of a disaster: phone/radio contact and protocol, animal evacuation and care, and paperwork processes during computer down time.

3.3.3 REDEMPTION, ADOPTION, DISPOSAL OF ANIMALS

The selected vendor shall, in accordance with Fulton County Animal control ordinances, release animals back to their owners after the latter have paid the prescribed fees. It shall be the selected vendor s responsibility to promptly, within 24 hours, attempt to notify the owner of any animal taken into custody when the owner can be identified. The selected vendor shall make at least three documented attempts to contact the owners of any stray animal that has current identification of any type which provides information necessary to contact its owner.

The selected vendor shall promote and administer the adoption of unclaimed animals to responsible persons. All unclaimed animals will be evaluated for potential adoptability after seven (7) days of impound. Each dog, cat and ferret over the age of three months selected for

adoption will be given, if not currently vaccinated, a rabies vaccination before or at the time of adoption.

Adoption only activities shall take place at a separate location once the location has been identified and approved by the Fulton County Board of Commissioners and the selected vendor with the County having final approval. The County will be responsible for leasing this facility and funding all start-up costs associated with establishing a new adoption facility. Until such time that a separate location has been approved, the selected vendor shall continue to administer all adoption service activities at the Marietta Boulevard Animal Control Center location.. The County's approval of requests to conduct a site visit to determine if the site is suitable for off-site adoption facilities will not be unreasonably withheld or delayed and the County agrees to respond to such requests within seven (7) business days. Requests shall be made to the Fulton County Animal Control Contract Administrator.

Animals which are not reclaimed or adopted shall be euthanized *as* specified under Fulton County animal control ordinances. Remains of euthanized animals shall be disposed *as* specified under Fulton County animal control ordinances. All adopted animals must be implanted with microchips (see section 3.8.2 Use of Chip implants for animal identification).

3.3.3.1 Onsite and Adoption Facilities

The selected vendor shall be responsible for providing onsite adoption activities/space at a separate location once a location has been identified and approved by the Fulton County Board of Commissioners and the selected vendor with the County having final approval. The County will be responsible for leasing this facility and funding all start-up costs associated with establishing a new adoption facility.

Until such time that a separate location has been approved all adoption service activities will continue to be provided at the Marietta Boulevard Animal Control Center location. This facility shall meet all applicable State and County laws, rules and regulations governing animal adoptions. All adoption procedures, locations and hours of operation, shall be approved by the Fulton County Animal Control Contract Administrator.

3.3.3.2 Web Based Informational Program

A web based informational program will be established and maintained promoting the activities of the animal control vendor. These

activities will include but not be limited to adoptions, adoptable animals, hours of operations, polices, facilities locations, contact numbers, list of animals within the shelter and other information that would be beneficial to the public.

3.3.4 MANDATORY STERILIZATION

The selected vendor shall enforce the Fulton County Animal Control Ordinance which requires the sterilization of all cats and dogs adopted from Fulton County Animal Services. All sterilizations must be conducted before the animal goes to its new adoptive home; provided, however, that if a delay in sterilization is recommended for medical reasons, selected vendor may finalize an adoption so long as satisfactory evidence is received that the animal will be sterilized according to veterinary recommendations.

3.3.5 LICENSING

The selected vendor shall administer the licensing of individual animals and animal facilities as stated in Fulton County Animal control ordinances. Before issuing facility licenses, the selected vendor shall inspect the facility premises for adherence to the facility standards of Fulton County Animal control ordinances.

The selected vendor shall conduct a license promotion and educational outreach program to foster an increase in compliance with licensing requirements. The selected vendor must provide a complete description of the license campaign program to be used to significantly increase dog license compliance.

3.3.6 CUSTOMER SERVICE

The selected vendor shall manage the Animal Control Center twenty-four (24) hours per day, 365 days per year and shall have at least two paid staff within the Animal Control Center at least eight (8) hours per day. The selected vendor shall open the facility to the public at least 56 (fifty-six) hours per week, apportioned over 7 (seven) days per week, with the exception of the 10 holidays as approved by the County, and will be open to the public at least 6 hours per day on Saturday and Sunday, in accordance with a schedule approved in writing by the Contract Administrator. Citizens will be able to adopt, claim and turn in animals, purchase licenses, and conduct related business during the approved hours the facility is open to the public. During after-hours and holidays the selected vendor will provide a

skeleton crew to feed/care for the animals at both facilities and place animal control officers in the field to respond to high priority calls.

A customer service recorded telephone message shall be used by the selected vendor during hours the center is not open to the public and staff is not available to directly answer incoming telephone calls. The customer service message shall allow the caller to leave a message or transfer to dispatch where they will have the option of speaking to a live person.

3.3.7 PUBLIC RELATIONS/PUBLIC EDUCATION

Fulton County emphasizes the need for the selected vendor to develop and maintain positive public relations. The selected vendor shall ensure the FCACF(s) and related staff/volunteers/activities serve as an information and problem solving resource and consistently provide prompt and courteous responses to the public.

The selected vendor shall be required to perform certain educational and public relations tasks in order to: decrease the number of unsterilized animals in Fulton County; reduce the number of dog bites; increase the number of animals licensed; increase the number of animals adopted; and present information regarding animal control issues. The selected vendor shall include outreach education to disabled individuals and other organizations representing disabled persons. These tasks will be accomplished through: education programs in the schools; various civic and service groups, ongoing media announcements, messages, interviews, and press releases; tours of the Animal Control Center; displays and promotional materials at fairs, dog shows and similar public functions; events at the animal control center, requested attendance at Animal Control Advisory Board meetings; and, other similar projects as requested by the County. The selected vendor shall initiate participation in media, public education, and public relations activities in addition to responding to invitations. Public Relations/Education events and publications shall be coordinated with the County and receive prior approval from the Contract Administrator.

The selected vendor will develop and employ written procedures to accommodate members of the public with hearing impairments or other disabilities. Such procedures must include arrangement for sign interpreters and access to (TTY/1¯ 11) service. This service may be provided by independent subcontract, properly reviewed and approved by the Fulton County Animal Control Contract Administrator. The selected vendor will independently arrange for these services when required.

3.3.7.1 Release of Information to the Public.

The selected vendor will comply with established policies and practices and applicable laws and County guidelines for release of information to the public. The selected vendor's policy and procedure manual shall include a policy on release of information to the public that reflects these practices, laws, and guidelines. The selected vendor will comply and assist in the preparation and publication of all open records requests through the County Attorney's Office.

3.3.8 USE OF CHIP IMPLANTS FOR ANIMAL IDENTIFICATION

The selected vendor will scan all animals for implanted chips which are brought into the Marietta Blvd facility. If a chip is discovered within an animal during the scanning process, the chip will be used to assist in identifying the owner of the animal. The selected vendor will notify the owner of the implanted animal for reclamation purposes. The owner of the animal is responsible for all fees connected with the use of chip implants. All adopted animals must be implanted with microchips.

3.3.9 PERFORMANCE STANDARDS

The County will assess selected vendor performance primarily in terms of the items listed below.

1. Timely response to requests for service as outlined in RFP item 3.2
2. Number of redemptions by percentage
3. Number of adoptions by percentage
4. Number of dog licenses issued
5. Responsiveness to selected vendor service complaints (*see below)
6. Timeliness and accuracy of required monthly reports
7. Work hours expended (enforcement and non-enforcement hours).
8. Responsiveness to Administration Requests for Information and/or Improved or Modified Services (**see below)

**All complaints submitted in writing to the* selected vendor *by the general public (on a County approved form) or are received by the County regarding* selected vendor *services and are referred back to the* selected vendor *to address and resolve. Regarding these complaints, the* selected vendor *will be required to report in writing to the County within the time period specified in the referral for each complaint.*

*** The Animal Control Contract Administrator may forward to the* selected vendor*, written communication requesting information and/or Improved or Modified Services". These written requests will be related to some provision of animal control. Requested information may require the* selected vendor *to forward an existing record or document, or construct the information to provide response. Improved or modified service requests will be initiated after administrative review, and may require the* selected vendor *change practice or policy to accomplish the request. The* selected vendor *shall comply with these requests; a reasonable due date established by the County for response/implementation will be provided.*

3.310 ANIMAL CONTROL SERVICE UTILIZATION FEES, FEE COLLECTION/ DISPOSITION

In accordance with established County procedures, the selected vendor shall report monthly the collection of all animal control fees authorized by Fulton County Animal Control Ordinances (fee schedule is attached as Exhibit E**),** expenditures and asset purchases. Copies of receipts for operating supplies in excess of $300.00 purchased with County contract funds shall be provided with the monthly report for the month in which such equipment was purchased. Asset purchases are defined as any operating supplies that exceed $300.00. Copies of receipts for operating supplies in excess of $300.00 purchased with County contract funds shall be provided with the monthly report for the month in which such equipment was purchased. Formal procedures and safeguards shall be in place for the collection, separation by type, reconciliation, and deposit of all fee monies. The selected vendor will be required to accept payment by cash, check and credit card. The selected vendor will be responsible to follow up Non Sufficient Fund checks. The selected vendor will be responsible to track and record new and existing accounts with unpaid fees and to pursue collection of outstanding fees.

The monthly report shall reflect all anticipated revenue, expenditures and asset purchases from all proposed animal control activities.

3.3.11 FACILITY, FURNISHINGS, CAPITAL EQUIPMENT & SUPPLIES

3.3.11.1 Facilities

The selected vendor shall perform all required animal services including adoptions at the County owned Animal Control Center located at 860 Marietta Blvd, Atlanta, GA 30318 unless written approval is obtained from the Fulton County Animal Control Contract Administrator.

3.3.11.2 Repairs and Maintenance

While this contract is in effect the County will provide and directly pay for all necessary building repair and physical plant maintenance. The selected vendor is responsible for the cleaning of the facility and grounds including keeping the kennels, in a clean and sanitary condition.

3.3.11.3Use of Existing County Equipment

The County is responsible for the replacement of County-owned equipment. Any requests for equipment replacement must be submitted to the Animal Control Contract Administrator. The selected vendor shall utilize existing County owned capital equipment including vehicles, radios, office furniture and machines, computers,

cages, appliances, lockers, kennel equipment, food dispensing devices, veterinary equipment and euthanasia facilities.

3.3.11.4 Computer Hardware and Software

The County is responsible for the replacement of County-owned hardware and software. Any requests for replacement of hardware and software must be submitted to the Animal Control Contract Administrator. The selected vendor shall utilize existing County owned hardware and software.

3.3.11.5 Operating Supplies

The selected vendor shall be required to purchase all operating supplies with contract funds. These include, but are not limited to: approved forms (with the exception of citations, summonses and complaint forms), educational and promotional materials; paper; toner; computer supplies; medicines; cleaning tools and detergents; disinfectants; uniforms and kennel garments; officer equipment (e.g. brief cases, first aid kits, flashlights); stretchers; approved animal feed; license tags, and cat and dog traps. The selected vendor must provide animal traps as needed for Animal Control Officers to fulfill their duties under the Fulton County Animal Control Ordinance. All supplies purchased with contract funds remain the property of Fulton County, so supplies remaining from the last contract period may be available to the incoming selected vendor, however the County does not guarantee inventory or condition. Selected vendor shall plan to conduct an operating supply inventory and purchase needed supplies at the beginning of the contract period.

3.3.12 VEHICLES

The selected vendor will be required to utilize and maintain the existing thirteen (13) County owned vehicles and one (1) trailer equipped for animal control activities and other replacement vehicles as specified in 3.3.12.1. An inventory of vehicles is attached as Exhibit C. Any requests for vehicle maintenance and/or replacement must be submitted for approval by the Animal Control Contract Administrator. The selected vendor must maintain all of the vehicles to be in a safe, professional condition. Records must be kept on all maintenance, problems, and mileage. The selected vendor must provide proof of automobile liability insurance.

3.3.12.1 Replacement of Vehicles

The County is responsible for the replacement of County owned vehicles. Any requests for vehicle replacement must be submitted to the Animal Control Contract Administrator. The County shall purchase four (4) vehicles to replace vehicles surplused by the County for Animal Control Services. The selected vendor shall not be deemed in violation of this contract for any delays by the County in the purchase of the replacement vehicles.

3.3.12.2 Vehicle Maintenance and Repair

The selected vendor is responsible for all vehicle maintenance and repairs. All vehicle maintenance and repair of County owned vehicles will be provided by the General Services Department, Central Maintenance Facility. All charges for vehicle maintenance and repair will be billed and invoiced monthly to the selected vendor.

3.3.12.3 Fuel

The selected vendor is responsible for all fuel costs. The County will provide selected vendor with fuel cards that can be used at the County's fuel depots. All charges for fuel will be billed and invoiced monthly to the selected vendor.

3.3.13 RADIO EQUIPMENT

The selected vendor must utilize the radio equipment for communication between the field and central dispatch at the Animal Control Center provided the County. The field radios and the control station must be compatible with and operate as part of Fulton County's trunked radio system. This system utilizes Motorola equipment at 800 MHz with Type **II** trunking protocols. The purpose of this requirement is to enable animal control personnel to communicate as necessary with other municipal enforcement agencies and personnel such as Public Works, Code Enforcement, Police Department and Fire Department supervisors. Also, the animal control staff will be able to work with the County Office of Emergency Management for coordination of activities related to care of animals in the event of a community disaster or emergency.

3.3.14 PERSONNEL

The selected vendor shall employ an Animal Control Center Manager to supervise the staff and operations of the center. The manager must have a minimum of five (5) years supervisory experience at an animal control shelter or at a humane society with a physical shelter location which houses more than 4000 animals per year, of which at least two (2) years must have been as the Executive Director or Shelter Director at the animal control or humane society." Formal education may be substituted for up to three (3) years of the non-management experience. The Animal Control Center Manager position is subject to approval by the Animal Control Contract Administrator.

Minimum staffing: The selected vendor must provide the minimum staffing requirements listed in Table 1, Enforcement Staff (Field and Dispatch Personnel) and Table 2, Center Staff (Non-Enforcement) to include the positions, number of full time equivalent (FTE) indicated and the minimum experience

required. The selected vendor may elect to staff at a higher level, or create or establish positions not listed in minimum staffing. Any additional staff does not count toward the minimum required staffing.

Reports of the numbers and characteristics for the items listed below. Monthly reports shall be due to Fulton County by the 30th day after the end of the month and should include the following information:

1. Requests for service
2. Response times by category
3. Location of request for service, including full street address, action taken
4. Calls received delineated by municipality including areas of unincorporated Fulton County
5. Bites
6. Rabies
7. Cruelty investigations
8. Dangerous animals
9. Classified animals handled, by level
10. Animals taken in by category (dog, cat, live, etc.)
11. Licenses issued by category (facility, animal license, duplicates, vendor licenses)
12. Rabies certificates collected, by category (dog, cat, other)
13. Fees by category, refunds of spay/neuter and rabies deposits
14. Patrol miles driven
15. Personnel employed
16. Monthly staffing .numbers by position
17. Work hours performed by position
18. Staff turnover statistics
19. Notices of Violation issued, by code violation
20. Volunteer hours worked and summary of activities
21. Staff training completed
22. Public education statistics, and summary of activities
23. Disposition of animals by category and animal species
24. Returned adoption statistics
25. List all asset purchases
26. A categorical listing by line item of expenditures and income as based on selected vendor 's budget.

3.3.16.3 Property Reports

In a format approved by the Animal Control Contract Administrator, the selected vendor shall provide a monthly inventory report specifying current animal control supplies and equipment. Copies of receipts for equipment purchased with County contract funds shall be provided with the monthly report for the month in which such equipment was purchased. Monthly property reports shall be due to Fulton County by the 30th day after the end of the month.

Table 1: Enforcement Staff Field and Dispatch Personnel

Position	***Full-Time Equivalent (FTE)***	***Minimum Experience***
Enforcement Supervisor	3	Two (2) years code or law enforcement experience and two (2) years supervisory experience.
Animal Control Officer	15	Six (6) months experience in code or law enforcement. One (1) year formal education in a related field maybe substituted for six (6) months experience.
Dispatcher	2	One (1) year as full time dispatcher or one (1) year experience in customer service.
Sub-Total Enforcement	***20***	

Table 2: Center Staff (Non-Enforcement) to provide for animal care, disposition, animal licensing and customer service.

Position	***Full-Time Equivalent (FTE)***	***Minimum Experience***
Animal Control Center Manager	1	Minimum of five (5) years supervisory experience at an animal control shelter or at a humane society with a physical shelter location which houses more than 4000 animals per year, of which at least two (2) years must have been as the Executive.
Kennel Manager	2	Minimum of two (2) years paid experience in animal care in animal control facility, humane society, and/or a veterinary clinic. One (1) year of supervisory experience.
Veterinarian	1	Minimum three (3) months animal care experience, either paid or volunteer.
Customer Service Representative	4	Minimum one (1) year experience in customer service.
Other non-enforcement staff (animal care, animal licensing, public education, volunteer coordination)	11	
Sub-Total Other Staff	19	
TOTAL	***39***	

3.3.14.1. Minimum Salaries for Enforcement Personnel

Animal control enforcement personnel in the positions of Enforcement Supervisor, Animal Control Officers, and Dispatcher will be paid at a minimum rate of $10.00 per hour.

13.14.2 Training

Fulton County emphasizes the need for training of staff and volunteers at the time of hire and on a regular continuing basis. A planned effective training program can enhance communication and accountability and have a positive impact on service to customers, complainants and animal owners.

The vendor should provide a fully developed staff training plan including training organizations and a schedule showing course descriptions/topics and hours of training to be provided for each position. Emphasis should be given to customer services for purposes of consistent, prompt, courteous and complete response to all field and center service requests. Because of the importance of effective customer service training, the selected vendor will be required to have an ongoing system of obtaining feedback about, assessing and improving quality of services provided by staff, this system should be addressed in the response.

The selected vendor shall be responsible for providing fully trained personnel in all aspects of contract performance including proper enforcement procedures and techniques.

Prior to the start of the contract, the selected vendor shall provide to all staff a professional training course in conflict resolution. Any new staff hired will also be provided similar training in conflict resolution prior to starting work. Thereafter, professional conflict resolution training will be provided to all staff on a regular annual basis.

The selected vendor shall provide 20 hours of enforcement training conducted by the National Animal Control Association (NACA) Training Academy or other professional enforcement organization. Training should include but not be limited to: animal behavior and capture techniques; investigation techniques interviewing, evidence collection, and report writing; and laws. This training shall be provided to the Enforcement Supervisor, all Animal Control Officers, and Dispatchers. These staff will have completed the training within three months of hire and prior to performing field duties on their own.* It is acceptable for new hires to assist other Officers in the field prior to completing the professional enforcement training. In the event a new hire

has completed the NAGA Level I or H training or other professional animal control training within the last two years, and their training attendance and completion is confirmed in writing by the vendor to the contract administrator, the selected vendor may waive this requirement for that individual. Additionally, the selected vendor shall provide to all enforcement staff a minimum of 20 hours NACA-sponsored or other relevant enforcement training sponsored by a professional organization on an annual basis. This training does not include the regular ongoing training provided by the selected vendor.

(*The County can waive the requirement of enforcement staff having NACA Level I or II training or other approved 40 hour enforcement training courses within three months of hire and prior to performing field duties on their own within one (1) year of being hired to allow the selected vendor to arrange for this staff training.)

The selected vendor is also required to provide a minimum of 40 hours relevant training per year per full time equivalent staff position for all other non-enforcement staff. These 40 hours of training are over and above the conflict resolution training. A minimum of 8 of the 40 training hours shall be completed in the first quarter of employment for each non-enforcement staff. The required 40 hours per year training will be provided by professional resources, and does not include the regular ongoing training provided by the selected vendor.

All training curriculum and courses must be submitted and approved in advance by the Animal Control Contract Administrator.

Staff hours worked by individuals not meeting the training requirements do not count toward minimum staffing hours. Penalties will be assessed if minimum staffing hours and training requirements are not met. The County will waive the requirement of enforcement staff having NACA Level I or II training or other approved 40 hour enforcement training courses within three months of hire and prior to performing field duties on their own within one (1) year of being hired to allow the selected vendor to arrange for this staff training.

3.3.15 VOLUNTEER PROGRAM

The selected vendor shall have an active volunteer program to support the center and related activities. The County encourages the use of volunteer support in all aspects of the program except field enforcement. The volunteer program will be guided by a manual containing policies and procedures similar to those for employees. Contents of the manual

should include, but not be limited to, the application form and process, job descriptions, selection and supervision, orientation and training, performance reviews, and a process for dismissal.

Activities for which use of volunteers should be considered include: contacting rescue groups and individuals; distributing information about services and animals to the community; contacting owners of impounded animals; and surveying customers about quality of service provided. Volunteers shall be utilized for the following activities: cleaning cages and pens; feeding and watering; animal walking/exercising; grooming; and assisting potential adopters with animal selection and familiarization. The selected vendor is required to carry insurance on volunteers including coverage for volunteer interaction of animals.

3.316 RECORDS & REPORTS

3.3.16.1 Year-to-Date Records

On forms and computer media approved by the Animal Control Contract Administrator, the selected vendor shall keep complete year-to-date records and files of the following:

1. Requests for service and responses specifically identified by municipality or unincorporated area
2. Written dispatch logs
3. Investigation reports
4. Animal bite cases
5. Dangerous dogs
6. Rabies calls and cases
7. Cruelty investigations
8. Animal intake and history at the Center
9. Dispositions of all animals, including adoption, redemption, euthanasia
10. Spay and neuter documentation
11. Medical treatment administered
12. Rabies vaccination certificates
13. Licenses issued, expired licenses
14. Fees collected and deposited
15. Unpaid citations and collections documentation
16. Correspondence with the Department of Health and Human Services
17. Personnel records which includes applications, performance reports, training certificates/records and qualifications/experience

18. Notices of Violation written, issued, outstanding and closed
19. Hearings/Court decisions/records
20. Complaints
21. Records and documentation of volunteer activities
22. Refund Requests
23. Officer Logs
24. Staff pay and hours worked by individual/job title
25. Veterinarian hours/days worked
26. Facility room use schedule and signed agreements
27. Inventory including equipment and supplies
28. Purchasing

3.3.16.2 Monthly Reports.

In accordance with the format approved by the Animal Control Contract Administrator, the selected vendor shall provide monthly, including year-to-date, reports of the numbers and characteristics for the items listed below. Monthly reports shall be due to Fulton County by the 30th day after the end of the month and should include the following information:

1. Requests for service
2. Response times by category
3. Location of request for service, including full street address, action taken
4. Calls received delineated by municipality including areas of unincorporated Fulton County
5. Bites
6. Rabies
7. Cruelty investigations
8. Dangerous animals
9. Classified animals handled, by level
10. Animals taken in by category (dog, cat, live, etc.)
11. Licenses issued by category (facility, animal license, duplicates, vendor licenses)
12. Rabies certificates collected, by category (dog, cat, other)
13. Fees by category, refunds of spay/neuter and rabies deposits
14. Patrol miles driven
15. Personnel employed
16. Monthly staffing .numbers by position
17. Work hours performed by position
18. Staff turnover statistics
19. Notices of Violation issued, by code violation
20. Volunteer hours worked and summary of activities
21. Staff training completed

22. Public education statistics, and summary of activities
23. Disposition of animals by category and animal species
24. Returned adoption statistics
25. List all asset purchases
26. A categorical listing by line item of expenditures and income as based on selected vendor's budget.

3.3.16.3 Property Reports

In a format approved by the Animal Control Contract Administrator, the selected vendor shall provide a monthly inventory report specifying current animal control supplies and equipment. Copies of receipts for equipment purchased with County contract funds shall be provided with the monthly report for the month in which such equipment was purchased. Monthly property reports shall be due to Fulton County by the 30th day after the end of the month.

3.3.16.4 Policies and Procedures

Within 60 days of commencement of this contract, the selected vendor must establish and implement written protocols, policies and procedures that comply with all standards and requirements of the contract and comply with the State of Georgia and Fulton County animal control ordinances and entitled "Standard Operating Procedures". The selected vendor shall deliver six (6) copies of the Standard Operating Procedures to the Animal Control Contract Administrator (ACCA) for approval. The selected vendor will maintain a system of control over revisions to such policies and procedures, will obtain ACCA approval prior to distribution, and will distribute any and all approved revisions to the County within 5 working days. Until comprehensive policies and procedures are approved, the selected vendor shall operate in compliance with previously approved policies and procedures. All animal control policies and procedures developed by the selected vendor shall be the property of Fulton County.

A copy of the Fulton County Animal Control Ordinance is attached as Exhibit D.

3.3.17 PAYMENT

Funding for the initial base period of the contract will be contingent upon approval of an appropriation for this contract in the appropriate Fulton

County operating budget. The selected vendor will be reimbursed in equal monthly payments for the base period of the contract.

3.3.18 OTHER REVENUES

The selected vendor shall use all fees and revenue collected in connection with Fulton County Animal Service, including but not limited to (a) proceeds of this Agreement, (b) the fees set forth in Exhibit E, (c) private donations, and (d) grants, exclusively for animal control services to fulfill its duties under this Agreement. The only fees which may be charged to the public are those authorized by County ordinance. All fees collected from the public in connection with Fulton County Animal Services will be accounted for and a report sent to the designated Fulton County Animal Control Services Contract Administrator.

Proposers must describe in detail their strategy for documenting revenue hours.

3.4 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.

The Technical Proposal shall be arranged and include content as described below:

Section 1 - Executive Summary

The executive summary shall include the following information:

- Provide the legal name of the entity responding to this proposal.
- Provide the business type of the entity responding to this proposal (i.e. Joint Venture, Partnership, etc).
- Provide a description of the company structure.
- 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.

Section 2 – Detailed Work Plan

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

2. The Detailed Work Plan must address the management approach in completing the work identified in Section 3.3 Scope of Work. The plan must identify the organization's management methodologies including best practices and strategies to address/maintain an acceptable level of service including adequate administrative oversight. Divide the response into the following sections:
   - General Standards
   - Driver Requirements
   - Staff Training
   - Vehicle Requirements
   - Vehicle Mileage and Age Standards
   - Vehicle Maintenance/Repair
   - Vehicle/Personnel Back-up Plans
   - Reporting
   - Billing

3. The Detailed Work Plan must address the utilization of other existing County owned capital equipment, including radios, office furniture and machines, computers, cages, appliances, lockers, kennel equipment, food dispensing devices, veterinary equipment and euthanasia facilities.
4. The Proposer must address all sub-points in each section of the Scope of Work.

Section 3 – Project Team Qualifications/ Qualifications of Key Personnel

1. Provide resumes for each of the key personnel proposed for the following positions (with specific emphasis on the Animal Control Center Manager):

   - Animal Control Center Manager
   - Veterinarian
   - Enforcement Supervisor

Each resume should be limited to no more than three (3) pages per person.

2. All proposed key personnel must meet the minimum qualifications listed in the chart under Table 2.

3. Provide an organizational chart that includes all key personnel.

4. Provide job descriptions for each position identified in the organizational chart.

Section 4 – Relevant Project Experience

Identify three (3) projects where the Proposer has performed animal control services and sheltering services within the past five (5) years. Include the following:

- 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 and phone number. This reference should be the owner's staff member who was in charge of the project for the owner.

Section 5 – 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:

(1) Provide audited financial statements for the last three (3) years, including income statements, balance sheets, and any changes in financial position.
(2) The latest quarterly financial report and a description of any material changes in financial position since the last audited financial statement.
(3) Proposer's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report.
(4) Identify any evidence of access to a line or letter of credit.

Section 6 - Availability of Key Personnel

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

Section 7- 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 ten (10) 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 8 – 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 are owned and controlled by one or more individuals who are a least thirty percent (30%) disabled as a result of military service who have been honorably discharged, designated as such by the United States Department of Veterans Affairs, and is located within the geographic boundaries of Fulton County. The Service Disabled Veteran Business Enterprise ("SDVBE") must be certified as such by the County's Office of Contract Compliance.

In order to receive the SDVBE Preference points of five (5) points the Proposer must submit a copy of their certification letter from the Office of Contract Compliance and certify under oath that it is eligible to receive the SDVBE preference points by signing and submitting Form I, Service Disabled Veterans Preference Affidavit located in Section 5 of this RFP.

Section 9 – 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. The Disclosure Form and Questionnaire is provided in Section 5, Proposal Forms, Form D.

Section 10 – Cost

The hourly rates of each respondent will be totaled and divided by the number of classifications requested to determine the respondents' average hourly rate. The respondent with the lowest average hourly rate will receive the full 10 points. For respondents with the second, third, fourth, etc., their average hourly rates will be divided into the lowest average hourly rate and multiplied by 10, the total points allowed for cost.

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

<u>Lowest cost submitted</u>

Each successive cost X Points allocated for cost in RFP = Cost proposal score

3.5 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 selected Vendor shall be required to provide all personnel, vehicles, equipment and related supplies relative to the operation of animal control services. This includes but is not limited to, kennel supplies, veterinary supplies, maintenance supplies, signage, all utilities, traps, salaries, benefits, insurance, training, licenses, and permits. Provide a twelve-month budget listing, by account, anticipated costs for providing all of the animal control services as required by this RFP, including enforcement, personnel cost, animal care and disposition, licensing, public relations, customer service and training. Accompanying the budget should be a narrative describing cost by account, a worksheet listing all positions with pay ranges and the projected number of staff hours and an outline of benefits provided.

COST PROPOSAL FORM

Task No.	Task Description	Unit	Unit Cost
1	Income	Lump Sum	$_____
2	Expenses	Lump Sum	$_____
3	Hourly wages for all employees	Lump Sum	$_____
4	Net Income	Lump Sum	$_____

Animal services (Tasks 1, 2, 3, 4) total price (all inclusive) Total Price

$_____
(Dollar Amount in Numbers)

_____
(Dollar Amount in Words)

The basis of the award shall be the cumulative low bidder. There shall be no reimbursable direct cost to the Proposer. The fee (above) shall include appropriate salary costs plus fringe benefits, general and administrative overhead, profit, and all direct expenses required for the scope of services.

SECTION 4
EVALUATION CRITERIA

4.1 PROPOSAL EVALUATION – SELECTION CRITERIA

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

Evaluation Criteria	Weight
Detailed Work Plan	25%
Qualifications of Key Personnel	20%
Relevant Project Experience/ Past performance on previous contracts	10%
Financial Responsibility	5%
Availability of Key Personnel	5%
Service Disabled Veteran Preference	5%
Disclosure Form and Questionnaire	5%
Local Preference	10%
Cost Proposal	15%
TOTAL POINTS	**100%**

SECTION 5
PROPOSAL FORMS

SECTION 5
PROPOSAL FORMS

5.1 INTRODUCTION

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: Certification Regarding Debarment

Form B: Non-Collusion Affidavit of Bidder/Offeror

Form C: Certificate of Acceptance of Request for Proposal Requirements

Form D: Disclosure Form and Questionnaire

Form E: Georgia Security and Immigration Contractor Affidavit/Agreement

Form F: Georgia Security and Immigration Subcontractor Affidavit

Form G: Professional License

Form H: Local Preference Affidavit of Bidder/Offeror

Form I: Service Disabled Veteran Preference Affidavit of Bidder/Offeror

5.2 PROPOSAL FORMS DESCRIPTION

Certification Regarding Debarment

Proposer shall complete and submit **Form A**, which certifies that neither it nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency.

Non-Collusion Affidavit of Bidder/Offeror

Proposer shall complete and submit **Form B**, executed by an authorized officer of the corporation. Proposals developed by a joint venture shall be similarly executed by all joint venture participants.

Certificate of Acceptance of Request for Proposal Requirements

Proposer shall complete and submit **Form C**, which certifies that Proposer has read the solicitation including all addenda, exhibits, attachments and appendices.

Disclosure Form and Questionnaire

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

Georgia Security and Immigration Contractor Affidavit and Agreement

Proposer shall complete and submit **Form E**, 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.

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 F**, Subcontractor Affidavit.

Professional License

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

Local Preference Affidavit of Bidder/Offeror

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

Service Disabled Veteran Preference Affidavit of Bidder/Offeror

Proposer shall completer and submit **Form I,** which certifies that the Proposer is certified as Service Disabled Veteran Business Enterprise (“SVDBE”) by the County’s Office of Contract Compliance.

FORM A: CERTIFICATION REGARDING DEBARMENT

(1) The 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 Fulton County Government.

(2) If the Offeror is unable to certify to any of the statements in this certification, such Offeror or subcontractor shall attach an explanation to this bid or proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Offeror is providing the certification set out below:

(1) The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.

(2) The prospective Offeror shall provide immediate written notice to the Purchasing Agent if at anytime the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(3) Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Offeror certification regarding debarment is affected.

DEBARMENT ORDINANCE

The following Section 2-322 of Fulton County Code of Laws establishes the procedure for the debarment of contractors.

(a) ***Authority to suspend***.

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, the County Manager and the County Attorney shall have the authority to suspend an entity for cause from consideration for award of county contracts. As used in this section, the term entity means any business entity, individual, firm, contractor, subcontractor or business corporation, partnership, limited liability corporation, firm, contractor, subcontractor or business structured; provided, further, that any such entity shall also be subject to suspension under this section if any of its constituents, members, subcontractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period not to exceed three (3) years unless cause is based on a felony conviction for an offense related or associated with fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

(b) ***Causes for Suspension.*** **The causes for suspension include:**

1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;

2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor.

3) Conviction of state or federal anti-trust statues arising out of the solicitation and submission of bids and proposals;

4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:

    a. Failure to perform in accordance with the specifications within a time limit provided in a county contract;

    b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension;

    c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or

    d. Falsification of any documents.

i. For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.

ii. Knowing misrepresentation to the county, of the use which a majority owned contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the County) as a subcontractor or a joint venture partner, in performing work under contract with the County.

Failure to fully and truthfully provide the information required, may result in the disqualification of your bid/proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this certification 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)

STATE OF GEORGIA

COUNTY OF FULTON

Form B: **NON-COLLUSION AFFIDAVIT OF BIDDER/OFFEROR**

I, _____ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

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

_____
(COMPANY NAME)

_____
(PRESIDENT/VICE PRESIDENT)

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

_____
(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

FORM C: **CERTIFICATE OF ACCEPTANCE OF REQUEST FOR PROPOSAL REQUIREMENTS**

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages #_____ to #_____ inclusive, including any addenda # _____ to #_____ exhibit(s) #_____ to #_____, attachment(s) #_____ to #_____, and/or appendices #_____ to #, 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, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

This is also to certify that the offeror has reviewed the form Fulton County contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. 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 the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company:_____

Signature:_____

Name: _____

Title:_____ Date: _____

(Affix Corporate Seal)

Form D: 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?

Circle One: YES NO

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.

[SIGNATURES ON NEXT PAGE]

Under penalty or 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 E: 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 E: 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* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services 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: _____

NOTE:

*** As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).**

FORM F: 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 F: 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 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* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

_____
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: _____

NOTE:

*** As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).**

FORM G: 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 H: **Local Preference AFFIDAVIT OF BIDDER/OFFEROR**

I hereby certify that pursuant to Fulton County Code Section 102-358(f), 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 102-358(f), 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 I: **SERVICE DISABLED VETERAN Preference AFFIDAVIT OF BIDDER/OFFEROR**

I hereby certify that pursuant to Fulton County Code Section 102-361, 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 owned and controlled by one or more individuals who are at least thirty percent (30%) disabled as a result of military service who has been honorably discharged, designated as such by the United States Department of Veterans Affairs, and that the businesses is located within the geographic boundaries of Fulton County.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-361(e), 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

6.1 NON-DISCRIMINATION IN CONTRACTING AND PROCUREMENTS

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. 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.

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 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. (Ex: subcontracting, joint venturing, etc.)

2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in *this solicitation*. (Ex: media solicitation directed to M/FBEs, contacting Fulton County certified M/FBEs listed in the M/FBE Directory, etc.)

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

Prompt Payment: The prime contractor **must** certify in writing and **must** document on the Exhibit G Form (Prime Contractor/Subcontractor Utilization Report) 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 forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

6.2 REQUIRED FORMS AND EBO PLAN

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the proposal being deemed non-responsive.

- Exhibit A – Promise of Non-Discrimination
- Exhibit B – Employment Report
- Exhibit C – Schedule of Intended Subcontractor Utilization
- Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Services
- Exhibit E – Declaration Regarding Subcontractors Practices
- Exhibit F – Joint Venture Disclosure Affidavit
- Equal Business Opportunity Plan (EBO Plan). This document is not a form rather a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.
- Exhibit H – First Source Jobs Program Information, Form 1

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

- Exhibit G – Prime Contractor's Subcontractor Utilization Report
- Exhibit H – First Source Jobs Program Agreement, Form 2

All Contract Compliance documents (Exhibits A – H and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked "Contract Compliance". The EBO Plan must be submitted on company letterhead. These documents are considered part of and should 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 Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE:_____

ADDRESS:_____

_____

TELEPHONE NUMBER:_____

EXHIBIT B – EMPLOYMENT REPORT

The demographic employment make-up for the bidder/proposer **must** be identified and submitted with this bid/proposal. In addition, if subcontractors will be utilized by the bidder/proposer to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid.

EMPLOYEES

CATEGORY	NATIVE AMERICAN		AFRICAN AMERICAN		ASIAN AMERICAN		HISPANIC AMERICAN		CAUCASIAN AMERICAN		OTHER	
Male/Female	M	F	M	F	M	F	M	F	M	F	M	F
Mgmt/Official												
Professional												
Supervisors												
Office/ Clerical												
Craftsmen												
Laborers												
Other (specify)												
TOTALS												

FIRM'S NAME:_____

ADDRESS:_____

_____

TELEPHONE NUMBER:_____

This completed form is for (Check one) _____Bidder/Proposer _____ Subcontractor

Submitted by: _____ Date Completed:_____

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** include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

Prime Bidder/Proposer:_____

ITB/RFP Number:_____

Project Name or Description of Work/Service(s):_____

_____

_____

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is_____is not____a minority or female owned and controlled business enterprise. (Please indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly):

   _____

   _____

2. If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

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

SUBCONTRACTOR NAME:_____
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.**

SUBCONTRACTOR NAME:_____
ADDRESS:_____
_____
PHONE:_____
CONTACT PERSON:_____
ETHNIC GROUP*:_____COUNTY CERTIFIED**_____
WORK TO BE PERFORMED:_____
_____
DOLLAR VALUE OF WORK: $_____ PERCENTAGE VALUE:_____%

SUBCONTRACTOR NAME:_____
ADDRESS:_____
_____
PHONE:_____
CONTACT PERSON:_____
ETHNIC GROUP*:_____COUNTY CERTIFIED**_____
WORK TO BE PERFORMED:_____
_____
DOLLAR VALUE OF WORK: $_____ PERCENTAGE VALUE:_____%

SUBCONTRACTOR NAME:_____
ADDRESS:_____
_____
PHONE:_____
CONTACT PERSON:_____
ETHNIC GROUP*:_____COUNTY CERTIFIED**_____
WORK TO BE PERFORMED:_____
_____
DOLLAR VALUE OF WORK: $_____ PERCENTAGE VALUE:_____%

SUBCONTRACTOR NAME:_____
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: ($)

Total Percentage Value: (%)

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**:_____

Firm 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 subcontractor and submitted with the bid/proposal. The Prime Contractor **must** submit Letters of Intent for **ALL** known subcontractors at time of bid submission.

To:_____
(Name of Prime Contractor Firm)

From:_____
(Name of Subcontractor 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):

Description of Work	Project Commence Date	Project Completion Date	Estimated Dollar Amount

_____	_____
(Prime Bidder)	**(Subcontractor)**
Signature_____	**Signature**_____
Title_____	**Title**_____
Date_____	**Date**_____

EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES

If the bidder/proposer **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid/proposal.

_____hereby declares that it is my/our intent to
(Bidder)

perform 100% of the work required for_____
(ITB/RFP Number)

_____
(Description of Work)

In making this declaration, the bidder/proposer states the following:

1. That the bidder/proposer does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;

2. If it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a decision made by the bidder/proposer to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;

3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

AUTHORIZED COMPANY REPRESENTATIVE

Name:_____ **Title:**_____ **Date:**_____

Signature:_____

Firm:_____

Address:_____

Phone Number:_____

Fax Number:_____

Email Address:_____

EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT

ITB/RFP No._____

Project Name_____

This form must be completed and submitted with the bid/proposal if a joint venture approach is to be undertaken.

In order to evaluate the extent of small, minority and female business involvement being proposed by a Bidder/Proposer, certain relevant information must be provided prior to contract award. The information requested below is to clearly identify and explain the extent of small business participation in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

1. Firms:

1) **Name of Business:_____**
Street Address:_____
Telephone No.:_____
Nature of Business:_____

2) Name of Business:_____
Street Address:_____
Telephone No.:_____
Nature of Business:_____

3) Name of Business:_____
Street Address:_____
Telephone No.:_____
Nature of Business:_____

NAME OF JOINT VENTURE (If applicable):_____

ADDRESS:_____

_____

PRINCIPAL OFFICE:_____

OFFICE PHONE:_____

Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof.

2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?

3. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.

4. Describe the estimated contract cash flow for each joint venturer.

5. To what extent and by whom will the on-site work be supervised?

6. To what extent and by whom will the administrative office be supervised?

7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?

8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?

9. Describe the experience and business qualifications of each joint venturer.

10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.

11. Percent of Minority/Female Business Enterprises ownership by each joint venture in terms of profit and loss sharing:_____

12. The authority of each joint venturer to commit or obligate the other:_____

13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the Minority/Female Business Enterprises enterprise, the majority firm or the joint venture: _____

14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

Name	Race	Sex	Financial Decisions	Supervision Field Operation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Contract Compliance, and Finance, under the direction of the County Manger's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.

FOR_____
(Company)

Date:_____ **_____**
(Signature of Affiant)

_____
(Printed Name)

_____
(Company)

Date:_____ **_____**
(Signature of Affiant)

_____
(Printed Name)

State of_____:

County of_____:

On this _____ day of _____, 20___, before me, appeared _____, the undersigned officer, personally appeared _____ known to me to be the person described in the foregoing Affidavit and acknowledges that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

EXHIBIT – G 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.

REPORTING PERIOD		**PROJECT NAME:**	
FROM:		**PROJECT NUMBER:**	
TO:		**PROJECT LOCATION:**	

PRIME CONTRACTOR		**Contract Award Date**	**Contract Award Amount**	**Change Order Amount**	**Contract Period**	**% Complete to Date**
Name:						
Address:						
Telephone #:						

AMOUNT OF REQUISITION THIS PERIOD: $_____
TOTAL AMOUNT REQUISITION TO DATE: $_____
TOTAL AMOUNT REQUISITION TO DATE: $_____

SUBCONTRACTOR UTILIZATION (add additional rows as necessary)

Name of Sub-Contractor	**Description of Work**	**Contract Amount**	**Amount Paid To Date**	**Amount Requisition This Period**	**Contract Period Starting Date**	**Ending Date**
TOTALS						

Executed By: _____ _____
(Signature) ***(Printed Name)***
Nortary: _____ **Date:** _____

My Commission Expires: _____

Should you have questions regarding any of the documents contained in Section 6, please feel free to contact the Office of Contract Compliance at (404) 612-6300, for further assistance.

EXHIBIT H

FULTON COUNTY FIRST SOURCE JOBS PROGRAM

STATEMENT OF POLICY:

It is the policy of Fulton County Government to provide employment opportunities to the citizens of Fulton County. This policy will apply to all contracts procured through the Department of Purchasing & Contract Compliance valued in excess of $200,000. The Prime Contractor is expected to utilize the First Source Jobs Program to fill 50% of the entry level jobs which arise as a result of any project funded in whole or in part with County funds with residents of Fulton County.

PURPOSE:

The purpose of this policy is to create a pool of employable persons who are residents of Fulton County to be called upon as a source to fill jobs created as a result of any eligible project funded in whole or in part with County funds in order to provide stable economic opportunities for families throughout the County. The First Source Jobs Program will be implemented by the Department of Purchasing & Contract Compliance and the Office of Workforce Development.

MONITORING POLICY:

Upon execution of a contract with Fulton County Government, the First Source Jobs Agreement (FSJ Form 2) will become a part of the contract between the bidder/proposer and Fulton County Government. The First Source Jobs Program will be monitored during routine site visits by the Office of Contract Compliance along with the Office of Workforce Development.

FORM 1

FULTON COUNTY

First Source Jobs Program Information

Company Name: _____

Project Number: _____

Project Name: _____

The following entry-level positions will become available as a result of the above referenced contract with Fulton County.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Include a job description and all required qualifications for each position listed above.

Identify a company representative and contact phone number who will be responsible for coordinating with the First Source Jobs Program:

Company Representative: _____

Phone Number: _____

Email Address: _____

FORM 2

FULTON COUNTY
First Source Jobs Program Agreement

Awarded Contractor's Name: _____

Formal Contract Name: _____

RFP/ITB Number: _____

Contact Person: _____

Contact Phone: _____

The contractor listed above agrees to the following:

1. The contractor shall make a good faith effort to fill 50% of the entry level position(s) created by this project using the Fulton County First Source Jobs Program.

2. The contractor shall provide the applicable details of every entry level job in writing within the required form.

3. The contractor shall be expected to present documentation that confirms employment terms to both the employee and Fulton County.

The Office of Contract Compliance will assist with monitoring the participation of First Source Jobs Program employees during routine site visits and report findings to the Office of Workforce Development for confirmation and follow-up. The Office of Workforce Development shall notify the Director of Human Services and the Purchasing Agent of any determination of non-compliance with the requirements of this policy and recommend a resolution or action to be taken.

Upon a determination by the Purchasing Agent and the Director of Human Services that a contractor has failed to comply with any portion of this policy, the County may impose the following:

1. Ten percent (10%) of all future payments under the involved eligible project shall be entitled to be withheld from a contractor that has violated this policy until the contractor complies with the provisions of this policy.

The undersigned agrees to the terms and conditions set forth in this agreement.

Contractor's Official Title: _____ Date: _____

Contractor's Name: _____

Contractor's Signature: _____

SECTION 7
INSURANCE AND RISK MANAGEMENT PROVISIONS

SAMPLE CONTRACT

Insurance and Risk Management Provisions
Planning and Community Services – Animal Control Services

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 Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name and Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be received by Fulton County Government prior to the start of any activities/services as described in the bid. 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.

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)**

SAMPLE CONTRACT

Bodily Injury and Property Damage Liability Each Occurrence $1,000,000
(Other than Products/Completed Operations) General Aggregate - $2,000,000
Products\Completed Operation Aggregate Limit - $1,000,000
Personal and Advertising Injury Limits - $1,000,000
Fire Damage Limits - $100,000
**GL not to have any exclusion for Molestation and Assault and Battery

3. **BUSINESS AUTOMOBILE INSURANCE**
Liability – Combined Single Limits Each Occurrence - $1,000,000
(Including operation of non-owned, owned, and hired automobiles).
Uninsured / Underinsured Motorist Limits - $1,000,000

4. **UMBRELLA LIABILITY**
(In excess of above noted coverage's) Each Occurrence - $2,000,000

Certificates:

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

The Contractor agrees to name the County as an Additional Insured on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation in favor of Fulton County provided to the Additional Insured.

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.

SAMPLE CONTRACT

Such certificates should be sent to Fulton County Government and must identify the "Certificate Holder" as follows:

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

Important:
It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

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.

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 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 t protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of

SAMPLE CONTRACT

the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor further agrees to protect, defend, 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 employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____

SIGNATURE: _____ DATE: _____

NAME: _____ TITLE: _____

SAMPLE CONTRACT

SECTION 8
PROFESSIONAL SERVICES SAMPLE CONTRACT

SAMPLE CONTRACT

FULTON COUNTY

Vision

People *Families* *Neighborhoods*

Mission

To serve, protect and govern in concert with local municipalities

Values

People *Customer Services*
Ethics *Resource Management*
Innovation *Equal Opportunity*

CONTRACT DOCUMENTS FOR

PROJECT NUMBER

PROJECT TITLE

For

DEPARTMENT NAME

SAMPLE CONTRACT

Index of Articles

ARTICLE 1. CONTRACT DOCUMENTS
ARTICLE 2. SEVERABILITY
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ARTICLE 6. SERVICES PROVIDED BY COUNTY
ARTICLE 7. MODIFICATIONS/CHANGE ORDERS
ARTICLE 8. SCHEDULE OF WORK
ARTICLE 9. CONTRACT TERM
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ARTICLE 11. PERSONNEL AND EQUIPMENT
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Exhibits

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EXHIBIT B: **SPECIAL CONDITIONS**
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EXHIBIT D: **PROJECT DELIVERABLES**
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APPENDICES

APPENDIX 1: **POLICY 800-6, PROCEDURES FOR HANDLING CHANGE ORDERS**
APPENDIX 2: **VEHICLE INVENTORY**
APPENDIX 3: **EXAMPLE OF MONTHLY REPORT**
APPENDIX 4: **COST PROPOSAL FORM**

SAMPLE CONTRACT

CONTRACT AGREEMENT

Consultant: ***[Insert Consultant Name]***

Contract No.: ***[Insert Project Number and Title]***

Address: ***[Insert Consultant Address]***
City, State

Telephone: ***[Insert Consultant telephone #]***

Email: ***[Insert Consultant Email]***

Contact: ***[Insert Consultant Contact Name]***
[Insert Consultant Contact Title

This Agreement made and entered into effective the _____ day of _____, 20 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];

SAMPLE CONTRACT

V. Exhibit C: Scope of Work
VI. Exhibit D: Project Deliverables;
VII. Exhibit E: Compensation;
VIII. Exhibit F: Purchasing Forms
IX. Exhibit G: Office of Contract Compliance Forms;
X. Exhibit H: Insurance and Risk Management Forms
XI. Appendix 1: Policy 800-6, Procedure for Handling Change Orders

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 Policy and Procedure 800-6 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,

SAMPLE CONTRACT

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 Policy 800-6, specified in Appendix 1.

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.

SAMPLE CONTRACT

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.

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]***, which is full payment for a complete scope of work/services.

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;

SAMPLE CONTRACT

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 **[insert user department name]**. 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 **[department]** 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 there of, 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

SAMPLE CONTRACT

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.

SAMPLE CONTRACT

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

SAMPLE CONTRACT

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**

Consultant hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, sub-consultants, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Consultant, its directors, officers, employees, sub-consultants, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Consultant obligation to protect, defend, 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 further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, sub-consultants, 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 employees of Consultant. These indemnities shall not be limited by reason of the listing of any insurance coverage.

These indemnity provisions are for the protection of the County indemnities only and shall not establish, of themselves, any liability to third parties. The provisions of this article shall survive termination of this Agreement.

SAMPLE CONTRACT

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 County and be delivered to the **[insert user department name]**.

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

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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 G, 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.

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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.

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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:
Attention: ***[Insert Consultant Representative for project]***

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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.

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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: Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not

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be paid until the last day of the following month. The County shall make payments to Consultant by U.S. mail approximately 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: Consultant shall submit all invoices in original and one (1) copy to:

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

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

Optional: [A narrative of one (1) page only, listing the scope of work/ services billed for shall accompany each invoice.]

County's Right to Withhold Payments: The County may withhold payments 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. The County shall promptly pay any undisputed items contained in such invoices.

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

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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

SAMPLE CONTRACT

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.

SAMPLE CONTRACT

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

John H. Eaves, Commission Chair
Board of Commissioners

ATTEST:

Mark Massey
Clerk to the Commission (Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

[Insert Department Head Name]
[Insert Department Head Title]

CONSULTANT:

[Insert Consultant COMPANY NAME]

[Insert Name & Title of person authorized to sign contract]

ATTEST:

Secretary/
Assistant Secretary

(Affix Corporate Seal)

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ADDENDA

SAMPLE CONTRACT

EXHIBIT A

GENERAL CONDITIONS

SAMPLE CONTRACT

EXHIBIT B

SPECIAL CONDITIONS

SAMPLE CONTRACT

EXHIBIT C

SCOPE OF WORK

SAMPLE CONTRACT

EXHIBIT D

PROJECT DELIVERABLES

SAMPLE CONTRACT

EXHIBIT E

COMPENSATION

SAMPLE CONTRACT

EXHIBIT F

PURCHASING FORMS

SAMPLE CONTRACT

EXHIBIT G

OFFICE OF CONTRACT COMPLIANCE FORMS

SAMPLE CONTRACT

EXHIBIT H

INSURANCE AND RISK MANAGEMENT FORMS

SAMPLE CONTRACT

APPENDIX 1

POLICY 800-6, PROCEDURES FOR HANDLING CHANGE ORDERS

SAMPLE CONTRACT

POLICY AND PROCEDURE SUBJECT: Procedures for Handling Change Orders	
DATE: September 19,	800-6

A. STATEMENT OF POLICY:

Fulton County is committed to a policy of open, non-discriminatory and competitive purchasing. When circumstances arise after award of a contract, requiring modification of that contract, such modification will be accomplished in accordance with this Change Order Policy and Procedure, to achieve the following goals:

(1) Ensure that Fulton County does not pay more than is necessary to complete the contract;

(2) Preclude a contractor from tendering the lowest bid and then increasing the cost of the contract through the change order process;

(3) Ensure that the terms and conditions upon which the contract was awarded are met throughout the term of the contract, including any and all change orders;

(4) Ensure that the change order procedure is not used to bypass the competitive bidding process; and

(5) Ensure that change orders are not used for work that is independent of and outside the scope of the original contract.

B. BACKGROUND:

A change order is a written order from Fulton County to a contractor, directing a change within the scope of the contract and necessary for completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract. A change is within the scope of a contract if it concerns the work required by the original contract documents and any subsequent change orders approved to accomplish the intent of the project as described in the solicitation documents.

A contractor is any person or entity, whether designated as a contractor, vendor, consultant or by any other title, having a contractual relationship with Fulton County. In Fulton County, except as otherwise provided in this Policy and Procedure, change orders shall be effected only through a written, bilateral agreement (Modification) between the County, acting through its Board of Commissioners, and the contractor. The Modification modifies the contract and will specify all changes to the contract and the costs thereof.

C. JUSTIFICATION FOR CHANGE ORDERS:

Change orders are authorized only for the following reasons:

(1) Situations creating an immediate need to protect the public health, safety or welfare;

(2) Corrections of deficiencies in design or construction documents provided by architects or engineers other than the contractor;

(3) Changes in applicable laws or regulations, or changes that result from public participation when such participation is mandated by laws or regulations;

(4) Concealed conditions, differing site conditions or abnormal inclement weather;

(5) Owner requested changes within the scope of the original contract. Such changes may include: deductive change orders and accommodation of value engineering and administrative matters such as closeout change orders for unit price contracts, deductions for approved material substitutions and administrative no-cost change orders.

D. CHANGE ORDER AUTHORITY: Except as otherwise provided in this procedure, change orders may be approved only by the Board of Commissioners of Fulton County. Such approval shall be demonstrated by a formal vote on the Contract Modification.

E. CHANGE ORDER PROCEDURE: The ordinary sequence of a change order is as follows:

(1) Need for contract change is identified.

(2) Contractor is requested to propose price for change and if necessary, schedule changes.

(3) Contractor and County negotiate price and scope of change.

(4) Agreement between County and contractor for change is clearly defined in a written Modification.

(5) Contractor signs Modification and returns it to County.

(6) Modification is submitted to Board of Commissioners for approval and signature.

Circumstances may alter this general description of change order procedure. The administrative actions necessary to accomplish a change order are described in Section "F" of this Policy and Procedure.

F. <u>ADMINISTRATIVE ACTIONS</u>: Department heads have primary responsibility for completion of the administrative steps necessary to complete a change order. Such responsibility may be exercised through designees and in consultation with other interested departments. Except for change orders falling under Section G, the following regular administrative procedures will govern all change orders:

(1) The department head will confirm the necessity for and the appropriateness of a change order under this procedure.

(2) The department head will submit to the contractor a written description of the proposed change and request that the contractor submit a cost proposal. The written description must provide sufficient details of the change to permit the contractor to submit a realistic price.

(3) The department head, in conjunction with the Purchasing Agent, shall review the cost proposal for general reasonableness and compliance with applicable County purchasing policies.

(4) If appropriate and necessary, the department head may negotiate the cost and scope of the proposed change with the contractor.

(5) If agreement is reached with the contractor, the terms of the agreement shall be reduced to a written Contract Modification suitable for execution by the contractor and Fulton County. The Modification shall clearly describe the changes to the contract, including any changes to the schedule and the obligations of the parties. The Modification also shall clearly describe all elements of the cost of the changes, all previous change orders and the total change to the contract cost.

(6) The department head shall submit the proposed Modification to the County Attorney for preliminary review, and to the Purchasing Agent,

the Director of Finance and the Director of Contract Compliance for their review. The department head shall attach to the Modification, the documents listed in Attachment 1 to this Procedure. When change order packages are submitted to the County Attorney's Office for review, the original contract and all previous change orders must be attached.

(7) Upon completion of the reviews, the department head shall make such changes to the proposed Modification and related documents as necessary and then shall submit five copies of the Modification to the contractor for execution.

(8) The Modification, as executed by the contractor, the explanatory memorandum and the Uniform Contract/Purchasing Sign-Off Sheet (Sign-Off Sheet) shall be submitted to the County Attorney's Office for final review, to include review of the formalities of execution by the contractor.

(9) The Modification and accompanying documentation shall be submitted to the County Manager for approval and placement on the Board of Commissioners' agenda. The County Manager shall ensure that all required reviews have been completed and that all necessary documents are attached to the Modification. However, the County Manager may disapprove a change order and return it to the department head to have the work procured through the competitive process.

(10) Following approval by the Board of Commissioners and receipt of the approval letter from the County Manager, the user department shall forward the originals (with a copy of the approval letter and the routing sheet) to the County Manager for execution. The County Manager shall forward the documents to the Chairman's Office for his/her signature. The Chairman's Office shall forward the documents to the Clerk to the Commission for his/her signature. The Clerk's Office shall retain one original for the file designated by the Board of Commissioners for filing contracts and making them available for public inspection, and shall forward one original to Purchasing and the remainder of the documents to the user department.

(11) The user department shall distribute copies of the approved and signed Modifications as set out in Section H. The Purchasing Agent shall issue any necessary purchase order modifications to the contractor and the department concerned, and the department head shall issue to the contractor any necessary notices to proceed.

G. <u>COUNTY MANAGER'S AUTHORITY</u>: In the following described situations, the County Manager is authorized to approve change orders and

authorize the commencement of work pursuant to such change orders, subject to ratification by the Board of Commissioners. The Board of Commissioners will not withhold ratification unless there is credible evidence showing that the contractor induced or procured the change order by fraud.

(1) Change orders less than 10% of original contract amount:

(a) The County Manager is authorized to approve change orders having a total cost that is less than 10% of the original contract cost. A change order may be approved under this procedure if its cost, when combined with that of all previous change orders to the same contract, is an amount less than 10% of the original contract cost. The County Manager may decline to exercise this authority and return change orders for processing through the regular change order procedure, or may direct that the work be procured through the competitive process.

(b) Change orders submitted under this authority shall be processed according to the regular administrative procedure described in the preceding Section F, up through Step (8).

The procedure thereafter shall be as follows, substituting the numbered steps below:

(9) The Modification and required documentation shall be submitted to the County Manager for approval. The County Manager shall review the documents for compliance with this Policy and Procedure and the completion of all required reviews. The County Manager may decline to exercise the authority to approve the change order and may either submit it to the Board of Commissioners under the regular administrative procedure or return it to the department head to procure the work through the competitive process.

(10) The County Manager shall document approval of the change order by signature on the Sign-Off Sheet and shall notify the user department and the Purchasing Agent of such approval. The department head and the Purchasing Agent shall issue any necessary notices to proceed and purchase order amendments. Work may proceed upon approval by the County Manager.

(11) Not more than sixty (60) days following approval of a change order under this authority, the County Manager shall have it spread on the minutes by placing it on the consent agenda and

subsequently obtaining the signature of the Chairman of the Board of Commissioners on the Modification. The user department shall distribute copies of the executed Modification as stipulated under the regular procedure.

(2) Extraordinary Circumstances:

(a) The County Manager is authorized to approve change orders regardless of the amount when due to extraordinary circumstances, work must be implemented before the Board of Commissioners can act. The County Manager may decline to exercise the authority granted hereunder and may require that the change order be submitted under the regular procedure, or he/she may direct that the work be procured through the competitive process.

(b) The authority granted in this section may be exercised when immediate action must be taken to protect the County's interests, and only under the following circumstances (in addition to meeting the requirements of Section C):

(i) Threat to public health, welfare or safety; or

(ii) Threat of litigation when it appears likely that litigation will be commenced and that Fulton County's legal position may be compromised by delay in implementing the change order. Change orders citing this circumstance must be approved by the Office of the County Attorney; or

(iii) Loss of substantial resources due to delay, including delay to critical path schedule.

(c) Department heads proceeding under this authority must comply with as much of the procedure set out in Section G (1) as the situation will permit.

(d) At a minimum, the following procedures must be observed:

(i) The contractor shall execute a written contract Modification that clearly describes the work to be done and its cost. If costs cannot be fully detailed due to the exigencies of the situation, the Modification must set out a maximum cost and state that the cost will be definitized in a final change order.

(ii) The department head shall obtain the approval of the Purchasing Agent, prior to submitting the change order to the County Manager.

(iii) The work may proceed upon approval by the County Manager. The department head shall prepare all other documentation normally required for a change order, including completion of the Sign-0ff Sheet.

(iv) Not later than sixty (60) days following approval of the change order, the County Manager shall place the change order on the consent agenda.

(v) In cases of change orders without definitized costs under Subsection (i) above, the department head shall commence processing a final change order as soon as circumstances permit.

SECTION 9
EXHIBITS

EXHIBIT 1

Required Proposal Submittal Check List for Request to Proposal (RFP)

The following submittals shall be completed and submitted with each proposal (see table below "Required Proposal Submittal Check List."). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original proposal and five (5) CD's as required in Section 3.1.2 of the RFP.

Item #	Required Proposal Submittal Check List	Check (√)
1	One (1) Proposal marked **"Original"**, five (5) CD's	
2	*Form E: Georgia Security and Immigration Contractor Affidavit(s) and Agreements *Note: If prime contractor is a joint venture, partnership, LLC, each member of the entity must submit an affidavit*	
3	*Form F: Georgia Security and Immigration Subcontractor Affidavit (s)	
4	Technical Proposal	
5	Cost Proposal (submitted in a separate sealed envelope)	
6	Financial Information (submitted in a separate sealed envelope)	
7	Acknowledgement of each Addendum	
8	Executive Summary Detailed Work Plan Project Team Qualifications/ Qualifications of Key Personnel Relevant Project Experience Proposer Financial Information Availability of Key Personnel Disclosure Form and Questionnaire	
9	Purchasing Forms Form A: Certificate Regarding Debarment Form B: Non-Collusion Affidavit of Bidder/Offer or Form C: Certificate of Acceptance of Request Proposal requirements Form D: Disclosure Form & Questionnaire Form G: Professional License Form H: Local Preference Affidavit of Bidder/Proposer	
10	Office of Contract Compliance Requirements (separate envelope) Exhibit A: Promise of Non-Discrimination Exhibit B: Employment Record Exhibit C: Schedule of Intended Subcontractor Utilization Exhibit D: Letter of Intent to Perform as Subcontractor Exhibit E: Declaration Regarding Subcontractor Practices Exhibit F: Joint Venture Disclosure Affidavit	

	Exhibit G: Prime Contractor/Subcontractor Utilization Report Equal Business Opportunity Plan (EBO Plan) Exhibit H – First Source Jobs Program Information Form 1 Exhibit H – First Source Jobs Program Agreement Form 2	
11	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 this project	

SECTION 10
APPENDICES

Appendix 2 – Vehicle Inventory

VEHICLE NUMBER	MAKE	YEAR	CARD NUMBER	NEW LICENSE TAG	COUNTY ID NUMBER
1GCGG25R821204202	CHEVY VAN 8079AGE	2002	71350	GV20327	270907
1GCGG25R921201387	CHEVY VAN 8070AGE	2002	82017	GV20326	270920
11WDH1025JW151143	TRAILER TRAIL BOSS	1988		GV20335	270922
1GTGG25U841166834	GMC VAN	2004	71351	GV15590	270923
1GTGG25VB41214759	GMC VAN	2004	71350	GV15589	270924
1FTNF20L44ED21218	FORD SUPER DUTY	2004	71543	GV18298	270925
1FTNF20224ED21217	FORD SUPER DUTY	2004	71542	GV18286	270926
1FTNF20536EA60443	FORD SUPER DUTY	2006	79561	GV19151	270927
1FTNF20516EA60442	FORD SUPER DUTY	2006	75318	GV19150	270928
1FDNF20567EA54536	FORD SUPER DUTY	2007	75966	GV20072	270929
1FDNF20587EA54537	FORD SUPER DUTY	2007	74810	GV20073	270930
1GCGG25V77129934	CHEVY VAN	2007	75221	GV08391	270931
1GCGG25V471129289	CHEVY VAN	2007	74932	GV08390	270932
1GTHC24K87E536614	GMC SIERRA C2500	2007	75525	GV11006	270933
1FTNF20579EA59266	FORD SUPER DUTY	2009	76794	GV14302	270934
1FTNF20539EA59264	FORD SUPER DUTY	2009	76795	GV14301	270935
1FTNF20599EA59267	FORD SUPER DUTY	2009	76859	GV14315	270936
1FTNF20559EA59265	FORD SUPER DUTY	2009	76860	GV14314	270937

Appendix 3 – Example of Monthly Report

Fulton County Animal Services
April 2011 Monthly Report

1. Service Requests from Public:

Alpharetta	42	Hapeville	04
Atlanta	1347	Johns Creek	60
Chattahoochee Hills	05	Milton	19
College Park	03	Mountain Park	01
East Point	170	Palmetto	15
Fairburn	49	Roswell 56	
Fulton County	362	Sandy Springs	84
Other	00	Union City	61
Total:	**2278**		

Response Completion Times: See end of report and response

2. Total number of human bite investigations:

Dogs: 31
Cats: 01
Other: 0
Total: 32

2.a Animals that had contact with a rabies suspect animal

No animals this month

3. Animals Handled (Intakes):

Stray animals:	634
Owner Surrenders	168
Confiscated	48
Born in shelter:	4
Returns:	08
Rabies suspect:	01
Total intakes:	**863**

4. Animals Taken In by Category:

Dogs:	446
Puppies	202
Cats:	89
Kittens:	89
Other:	37
Total	**863**

5. Animals deemed dangerous stats:

a) Received thru intake: 25

Current Status:

All dogs deemed dangerous were humanely euthanized which the majority were owner surrender's due to dog bites

b) Citation issued for court appearance: N/A

6. Licenses Issued:

For vaccination certificates processed in April 2011

Dogs: 3632
Cats: 1408
Ferrets: 4
Total: 5044

For licenses sold in April 2011
Dogs: 3421
Cats: 1023
Ferrets: 5
Total: 4449

7. Fees Collected by Category:

Kennel service fees:	$ 11,818.00
License tags / special permits:	$ 50,982.53
Adoption Fees Breakdown:	
Adopt-Dog 85 @ $85.00	$ 7,225.00
Adopt-Cat 23 @ $65.00	$ 1,495.00
Special Discounts:	$ 755.00

No fee Adoptions: (1) dog – hard luck case would have been PTS, (1) Goat, (2) Lizards
2 for 1 cat adoption 6 @ $65.00
Senior Citizen Adoption 2 dogs @ $50.00
Rescue Adoptions 4 dogs @ $50.00 & 1 @ $65.00

Government contract fee:	$ 175,000.00
Individual/business contributions:	$ 5,639.47
Minus Refunds:	**$ (255.00)**
Total Revenue:	**$ 252,660.00**

8. Patrol Miles Driven: 23,638

8. Department of Finance Payables Status

Date of receipt, description of charges, and status of payment detail: 3 invoices received on 4/22/11 for March 2011. Issued ck #3962 for $8,657.41 which covers total CMF, Fuel, and AT&T for February 2011. Balance as of 4/30/11 $17,258.43 paid 5/6/11.

10. Personnel Employed:

A. Monthly staffing numbers by position:
Animal Control Field Officer 16

Dispatcher	2.5
Kennel Assistant	13
Management/Supervisors	7
Office Assistant/Clerical	5
Adoption Counselor	3
Cruelty Investigator	1
Accounting/HR	2
Veterinary	3
Total:	53

B. Work hours performed by position

Animal Control Field Officer	2560.00
Kennel Assistant	2,396.00
Management/Supervisors	843.00
Office Assistant/Clerical	837.00
Accounting/Hr	98.00
Adoption Counselor	445.00
Veterinary	469.00
Volunteer/Outreach	174.00
Cruelty Investigator	171.00
Dispatch:	498.00
Total:	8491.00

C. Staff Turnover Statistics

Turnover rate was 1.7 %

11. Notices of Violations Issued:

Alpharetta	02	Hapeville	2
Atlanta	101	Johns Creek	8
Chattahoochee Hills	0	Milton	1
College Park	0	Mountain Park	0
East Point	9	Palmetto	1
Fairburn	8	Roswell	3
Fulton County	27	Sandy Springs	3
Other	0	Union City	2

Total citations: 167 **Total warnings: 102**

12. Volunteer hours worked: 5 Volunteers worked for a total of 179 hours. Duties included cleaning kennels and cages, walking dogs, cuddling cats, socializing animals, bathing and grooming animals.

13. Staff training completed: Training is ongoing for new kennel attendants, animal control officers, and office staff.

14. Community Affairs

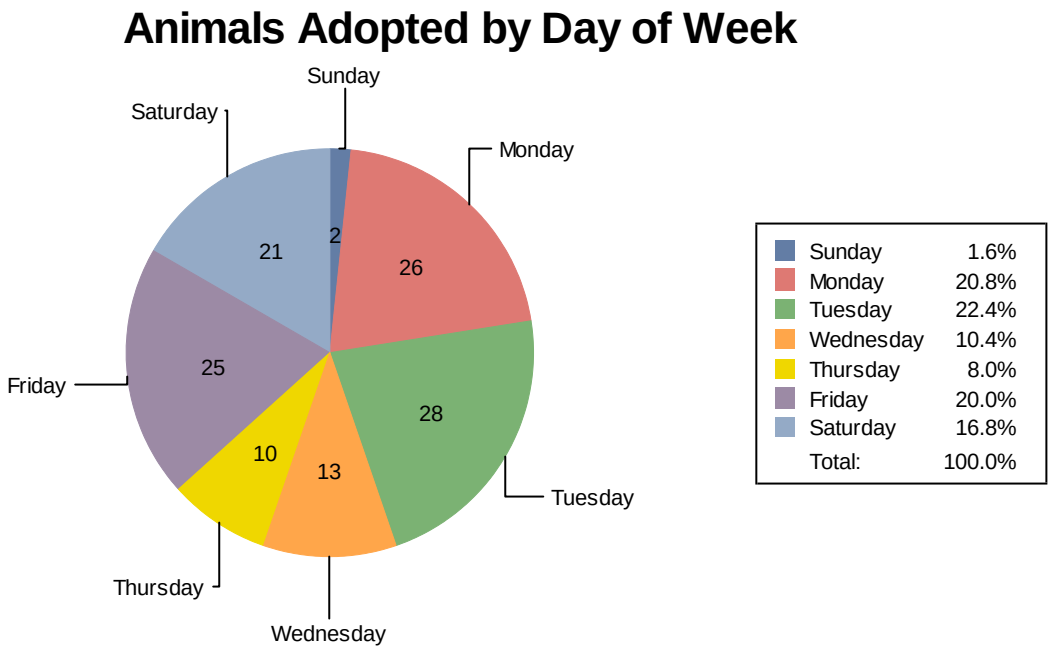
The following is a listing of events that FCAS staff attended for April 2011:

April 2011 Events attended

Date	Event	Location	Notes
Earth Day Saturday April 9,2011	10 am to 2 pm	**Bolton/Old Gordon** Center Hill Health Center 3201 Atlanta Industrial Parkway Atlanta, GA 30318	Participation in Commissioner Darnels earth day event distribute literature, advise residents of Animal Services available
April 16,2011	Trinity Presbyterian	Animal shelter	Trinity Presbyterian Church provided group volunteer services to the shelter for its annual Trinity serves day on April 16,2011 Dogs were walked groomed and bathed,
Earth Day Saturday April 16,2011	10 am to 2 pm	**English Avenue/ Vine City** Neighborhood Union Health Center 186 Sunset Avenue Atlanta, GA 30314	Participation in Commissioner Darnels earth day event distribute literature, advise residents of Animal Services available
April 23,2011	11:00 am to 1:00 pm	Carrington Pointe subdivision	Meeting with residents about animal problems in the Carrington Pointe Subdivision South Fulton County
Earth Day Saturday April 23,2011	12 P.M. to 4 P.M.	**Riverside** Dogwood Library at 1838 D.L. Hollowell Parkway, Atlanta, GA 30318. from 12 P.M. to 4 P.M.	Participation in Commissioner Darnels earth day event distribute literature, advise residents of Animal Services available
April 30,2011	11:00 am to 3:00 pm	Wellness Event @ Wolfcreek Amphitheatre	pet adoptions and distribution of literature
April 30,2011	10: 00 am to 5:00 pm	Fulton County Animal Services	National Pet Adoptathon we had (17) pet adoptions

Animal Services Vaccination /License Tag Clinic Results

Earth Day Event April 23, 2011	Rabies Vaccination / License Tags clinic results
Dogs	**56**
Cats	**2**
Total	**58**



Total 125 Adoptions for April 2011

Drug Court Volunteers Tony Bryant and Shelton Robinson have been assigned to handle the orientation of all drug court volunteer. This is a continuing program for the month of April, 2011 we have (6) new volunteers, organizing this presentation to present to all volunteers includes working with the other management team members, implementing procedures for processing, developing and reviewing informational signup sheets, and identifying skills and capabilities of each individual volunteer and coordinating work areas that are assigned to perform work duties.

Anti Tethering poster/flyers Distribution: Distribution of posters and flyers to promote the anti-tethering ordinance in the City of Atlanta/ and throughout Fulton County working with Parks and Recreation Division, Libraries, community centers and multi purpose centers.

15. Disposition of Animals:

Adopted:	108
Discounted Adoptions:	17
Adoption Total:	**125** (15%)
Transferred to rescue :	141 (17%)
Transferred to wildlife rehab:	6
Released to the wild:	12
Other	12
Returned to owner:	87 (10%)
Euthanized:	456 (54%)
Total Outcomes:	**839**

16. Returned Adoptions: 0

17. Number of microchip implants performed: 141

18. Number of implants found: 27

Number of tags found 12

19. Cruelty complaints from the public:

Alpharetta	0	Hapeville	0
Atlanta	19	Johns Creek	0
Chattahoochee Hills	0	Milton	0
College Park	0	Mountain Park	0
East Point	1	Palmetto	0
Fairburn	0	Roswell 4	
Fulton County	2	Sandy Springs	4
		Union City	1

Total: 31
Warnings Issued: 05
Citations Issued 33

Investigation resulting in no cruelty violation found: 15

20. Transfers to Rescue

Transfers to rescue group	141
Animals in foster*	34
Transfers to wildlife	6
Total	181

*Animals in Foster Care Program calculated in inventory but not included on Kennel Statistics Report, which is used to create Disposition of Animals. Status will change from Foster to Adoptable. At that time the Foster Care Program count will appear on Disposition of Animals.

21. April 2011 Surgery Numbers

SNAP program	29
surgery spay/neuters for adoptions/rescue	147
Total	176

21. All stray, lost, bite, and owner release animals: Accepted unless outside County.

22. Complaints received: 0

23. Expenditures by Category: (see attached detailed report)

Response Times April 2011
***Note: Activities without complete data are not figured in response times or goals**

Priority	Calls	Ave R/T	Max R/T	Min R/T
ADMIN	20	15:51	3D 2:19	00:30
ATETH	70	06:47	1D 16:46	00:06
AWCHC	57	04:12	1D 04:25	00:23
BITE	49	04:23	23:44	00:00
CONF	173	03:50	1D 08:44	00:06
CRUEL	18	2D 11:58	35D 20:27	00:09
IN-SK	120	01:41	17:17	00:01
PD/FD	45	00:47	02:41	00:03
Q-VIO	1	00:39	00:39	00:39
STRAY	861	05:08	3D 01:00	00:00

Comments for Reponses Times beyond one business day

Administration (3) day response time: This is a commissioner request call managed and reviewed for multiple days by administration.

Anti Tethering Ordinance: (1) day response time due to the repeat visits to make contact with the owner.

Animal Welfare Check: (1) day response time due to the repeat visits to make contact with the owner

Confined: (1) day response time due to the repeat visits to make contact with the caller to impound animal.

Cruelty: **(2)** day response time due to the repeat visits to make contact with the caller and animal owner to finalize call.

Stray, (3) day response time: This occurs from calls that are defined as a stray loose dog however, due to a call overload for certain officers, that officer does not have time to handle that call on that shift. Also bad addresses to locate the correct location of the stray animal. That call is then passed on to the officer the next day, which causes the delayed response time.

APPENDIX 4 – COST PROPOSAL WORKSHEET

POSITIONS WITH PAY RANGES

POSITION	FTE	WEEKLY DUTY HOURS	PAY SCALE $
Director of Animal Services	1	40+ hours	
Field Operations Manager	1	40 hours	
Kennel Operations Manager	1	40 hours	
Field Operation Supervisor	2	40 hours	
Kennel Supervisor	2	40 hours	
Animal Control Officer	18	40 hours	
Dispatcher	2	40 hours	
Kennel Attendants	8	40 hours	
Adoptions	3	40 hours	
Volunteer/Offsite Coordinator	1	40 hours	
Office Manager	1	40 hours	
Customer Service Agents	4	40 hours	
Adoption Center Manager	1	40 hours	
Kennel/Adoption agents	3	40 hours	
Veterinarian	1	40 hours	
Veterinary Technicians	2	40 hours	
Human Resource Coordinator	1	40 hours	
Accountant	1	40 hours	
TOTAL COST			

COST PROPOSAL FORM

Task No.	Task Description	Unit	Unit Cost
1	Income	Lump Sum	$_____
2	Expenses	Lump Sum	$_____
3	Hourly wages for all employees	Lump Sum	$_____
4	Net Income	Lump Sum	$_____

Animal services (Tasks 1, 2, 3, 4) total price (all inclusive) Total Price

$_____
(Dollar Amount in Numbers)

_____
(Dollar Amount in Words)

The basis of the award shall be the cumulative low bidder. There shall be no reimbursable direct cost to the Proposer. The fee (above) shall include appropriate salary costs plus fringe benefits, general and administrative overhead, profit, and all direct expenses required for the scope of services.