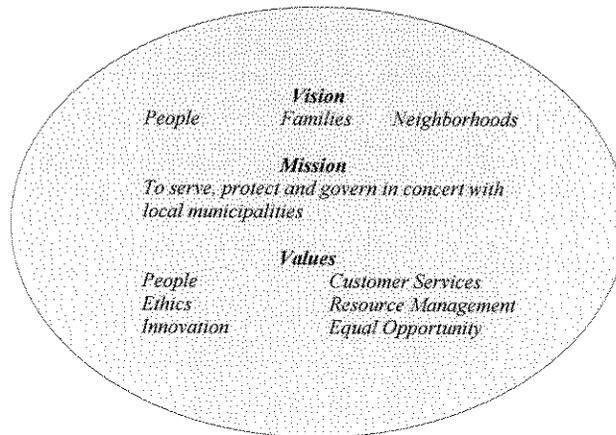


FULTON COUNTY



**PURCHASING DEPARTMENT
REQUEST FOR QUALIFICATIONS (RFQ) NO. 05RFQJAIL-JD**

**Construction & Financing for the Fulton
County Jail Mechanical, Plumbing & Elevator
Maintenance Upgrades
for
General Services Department**

BID DUE DATE AND TIME: Monday, July 18, 2005, 11:00 A.M.
PRE-QUALIFICATION CONFERENCE: Wednesday, June 29, 2005, 9:00 A.M.
PURCHASING CONTACT: Joyce Daniel at (404)-730-5824
E-MAIL: joyce.daniel@co.fulton.ga.us

**LOCATION: FULTON COUNTY PURCHASING DEPARTMENT
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303**

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**SECTION 1
INTRODUCTION**

1.1 OVERVIEW

A. Fulton County, a political subdivision of the State of Georgia, invites interested firms to submit qualifications for the following project and contract. It is anticipated firms deemed qualified shall advance to a second step for Request of Proposals for technical and cost proposals from which Fulton County expects to award one contract the Proposer deemed fully qualified and best suited to successfully perform the work.

B. Through the issuance of this Request for Qualification ("RFQ" and/or "Proposals" and/or "submittals and/or qualifications"), the County is soliciting qualifications from firms for the following:

• Project:	Fulton County Jail Mechanical, Plumbing & Elevator Maintenance Upgrades
• Location:	Fulton County Jail, 901 Rice St., NW, Atlanta 30318
• RFQ No:	05RFQJAIL-JD

C. Qualifications provided in response to this RFQ must comply with the submittal requirements set forth in Section 3 – Submittal requirements, including all forms and certifications. Submittals will be evaluated in accordance with the criteria and procedures described in Section 4 - Evaluation Criteria.

D. Minimum Qualification Expectations:

1. Respondent must be capable to address all submittal requirements as defined under Section 3.
2. Respondent must have experience working within currently, operating jail complexes, and resources and capabilities to finance, bond, insure and construct complex HVAC and plumbing building system projects in an operating jail environment with a construction value between \$40,000,000, to \$60,000,000.
3. Respondent must have the experience and capabilities in carrying out the Work contemplated, and its equipment and personnel available for the Work.
4. Respondent must have the capability to provide and manage comprehensive warranty and maintenance agreements on all material and labor. Warranties shall commence upon Owner certification of completed work.
5. Respondent with a permanent office in unincorporated Fulton County must have a business license issued by Fulton County. This requirement also

applies to any of the Respondent's proposed subcontractors or sub-consultants with a permanent office in unincorporated Fulton County. A Fulton County business license is not required of any Respondent or proposed subcontractor or sub-consultant who does not have a permanent office in unincorporated Fulton County. For more information, contact the Fulton County Tax Commissioner's Office, Alcohol & Business License Division, at (404) 730-7720.

6. The Respondent shall be licensed in the State of Georgia to conduct construction services, if required by state law, at the time the Respondent submits qualifications.
7. Any Respondent that is a foreign (out of state) corporation must file with the Georgia Secretary of State and obtain a Certificate of Authority in order to transact business in the State of Georgia. This requirement shall apply to the Respondent and any of its proposed subcontractors and sub-consultants, which are considered foreign corporations. For more information, contact the Georgia Secretary of State, Corporations Division, at (404) 656-2817.
8. Licensing: Respondents shall comply with all State and local regulations for professional and trade licensing and certification in the performance of the Work. The Respondent must possess, or has a Sub-Contractor within the team possess a Georgia Utility License if exterior site utility work is required.

1.2 DESCRIPTION OF THE PROJECT

- A. Refer to Section 10 – Appendices - General Project Summary for additional information.
- B. Design & Engineering: Design and engineering is under separate contract between Fulton County and Newcomb & Boyd. Construction Documents are expected to be completed during third quarter 2005.
- C. Contract Management: Management of the contract and project for Fulton County shall be through the Fulton County General Services Department (GSD).

1.3 BACKGROUND

- A. Background: Based on building inspections by the GSD the facility requires significant building system and equipment modifications and replacements to eliminate the adverse building environmental condition and control problems.
- B. GSD has identified significant maintenance needs requiring immediate implementation to stop further degradation of the building environmental systems. This results in environmental problems such as mold growth and inefficient and excessive utility usage and consumption.

1.4 COUNTY OBJECTIVES

- A. Objective: The objective of the project is to implement facility improvements and energy conservation measures at the Fulton County Jail. This project is intended to stop continuing degradation of the building mechanical and plumbing systems and equipment, and environmental control systems resulting in significant building environmental condition problems. This will be accommodated by provide new equipment for long term optimal operating building systems and enhancing utility conservation.
- B. The work includes all necessary financing and work for major mechanical plumbing and elevator building systems maintenance and replacement upgrades.

1.5 OBTAINING A COPY OF THE RFQ

- A. This document and supporting documents can be downloaded at the Fulton County Website, <http://www.co.fulton.ga.us/> under "Bid Opportunities".
- B. A copy of the RFQ can be obtained from the Fulton County Department of Purchasing. Forward requests for documents to:

Fulton County Purchasing Department
130 Peachtree Street, N.W., Suit 1168
Atlanta, GA 30303
Phone: (404) 730-5800
Fax (404) 335-5806
Reference RFQ No. 05RFQJAIL-JD

1.6 RFQ PRE-QUALIFICATION CONFERENCE

The County will hold a Pre-Qualification Conference as follows. Attendance at the Pre-Submittal Conference is mandatory for purposes of responding to this RFQ; a tour of the facility will be included. The purpose of the conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by the County through this RFQ.

- | | |
|-------------|--|
| • Location: | Fulton County Jail
901 Rice St., NW,
Atlanta 30318 – Roll Call Room - meet in Jail Lobby |
| • Date: | Wednesday, June 29, 2005 |
| • Time | 9:00 am |

1.7 RFQ DUE DATE

All submittals will be time and date stamped according to the clock at the front desk of the Fulton County Purchasing Department. Any submittals received after this appointed schedule will be considered late and subject to be returned unopened to the Proposer. The due date can be changed only by addendum.

• Location:	Fulton County Purchasing Department 130 Peachtree Street, N.W., Suit 1168 Atlanta, GA 30303
• Date:	Monday, July 18, 2005
• Time	11:00 am Legally Prevailing Time

1.8 DELIVERY REQUIREMENTS

Any submittal 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 the submittal delivered to the Fulton County Purchasing Department and received on or before the above stipulated due date and time. If a submittal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Department.

1.9 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFQ should be submitted in writing to the Purchasing Department contact person:

Attention: Joyce Daniel, Assistant Purchasing Agent
Fulton County Purchasing Department
130 Peachtree Street, N.W., Suit 1168
Atlanta, GA 30303
Phone (404) 730-5824
Fax (404) 335-5806

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 formally and publicly advertised. All technical requirements, unless otherwise specified, must be met, or be capable of being met by the Proposer or their submittal will be disqualified as being non-responsive.

2.2 CONTRACT DEFINITIONS

- A. In addition to any other terms that may be defined in this solicitation, the following terms have the following meaning:
- B. Addendum – Revision to the RFQ documents issued by the County prior to the receipt of submittals.
- C. County – Fulton County Government and its authorized representatives.
- D. Contact Person – Purchasing staff designated by the Fulton County Purchasing Department to receive any questions and suggestions.
- E. Owner – Fulton County Government

2.3 NO CONTACT DURING PROCUREMENT PROCESS

Fulton County states:

- A. 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.
- B. 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.
- C. 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.

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- D. Any violation of this prohibition to initiate or continue verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent declaring the submittal of the person, firm, or entity in violation is "non-responsive" and same shall not be considered for award.

2.4 CLARIFICATION & ADDENDA

- A. Proposers may submit requests for clarifications or interpretations regarding this RFQ. Proposers must prepare such requests in writing for the County's consideration as set forth in the section of this RFQ. While the County has not placed a limitation on the number of requests to be submitted, Proposers are cautioned to request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests) or the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests received after **Wednesday, July 6, 2005 at 5:00 PM**, local prevailing time. Proposers are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation and the County's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFQ.
- B. Requests for clarification or interpretation regarding this RFQ shall only be submitted in writing (letter, fax or email) to:
- Fulton County Purchasing Department
Attention: Joyce Daniel, Assistant Purchasing Agent
130 Peachtree Street, N.W., Suit 1168
Public Safety Building
Atlanta, GA 30303
Phone (404) 730-5824
Fax (404) 335-5806
Email: joyce.daniel@co.fulton.ga.us
RE: 05RFQJAIL-JD - Fulton County Jail Mechanical, Plumbing & Elevator
Maintenance Upgrades
- C. All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFQ to all persons registered with the County as receiving a copy of the RFQ.
- D. No oral interpretation, instruction, or information concerning this RFQ given by any employee or agent of the County shall be binding on the County. Proposers who submit qualifications relying on any such oral information risk having their response deemed non-responsive by the County. Only written responses issued by addendum to this RFQ should be considered by the Proposers.

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- E. During the period provided for the preparation of a submittals, the County may issue addenda to this RFQ. These addenda will be numbered consecutively and will be distributed to those who have been issued a copy of this RFQ. Additionally, the addenda will be posted on the Fulton County website, www.co.fulton.ga.us. These addenda will be issued by, or on behalf of, the County and will constitute a part of this RFQ. Each Proposer is required to acknowledge by submitting an executed acknowledgment form included as Technical Proposal Form 2. This acknowledgment shall include all addenda distributed prior to the submission date. All responses to this RFQ shall be prepared with full consideration of the addenda issued prior to the submission date.

2.5 REQUIRED SUBMITTALS

Refer to Section 3 – Proposal Requirements for detailed submittal requirements.

2.6 QUALIFICATIONS EVALUATION

All submittals will be evaluated using the criteria specified in Section 4 - Evaluation Criteria of this RFQ.

2.7 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all submittals, 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 submittals with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the submittals and whether the resulting agreements are in its best interest. 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.

2.8 APPLICABLE LAWS

- A. 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.
- B. Any formal protest made by an aggrieved Respondent concerning the RFQ solicitation or the evaluation of the qualification submittals must be submitted to:

Fulton County Purchasing Department
Attention: Jerome Nobel, Director of Purchasing
130 Peachtree Street, N.W., Suit 1168
Atlanta, GA 30303

- C. Any formal protest must be submitted within ten (10) days after such Respondent knows or should have known of the facts giving rise, thereto. The protest shall include a clear and detailed statement of the basis upon which it is filed. The failure of the Respondent to file any protest within the time limits prescribed herein shall be deemed a material prejudice to the interests of Fulton County and shall constitute an absolute waiver of the protest and the right to thereafter prosecute same.

**2.9 MINIMUM PARTICIPATION REQUIREMENTS
FOR PRIME CONTRACTORS - NOT USED**

2.10 ACCURACY OF RFQ AND RELATED DOCUMENTS

- A. The County assumes no responsibility that the specified technical and background information presented in this RFQ, 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 Submittal documents other than those given in writing as an addendum to this RFQ.
- B. Should a recipient of this RFQ find discrepancies in or omissions from this RFQ and related documents, the recipient of this RFQ shall immediately notify the Purchasing Contact Person identified in Section 1.10 in writing at the following address: Fulton County Purchasing Department, Public Safety Bldg, 130 Peachtree Street S.E., Suite 1168 Atlanta, GA 30303. A written addendum, if necessary, then will be made available to each recipient of this RFQ.

2.11 RESPONSIBILITY OF PROPOSER

- A. Each Proposer is encouraged to conduct all necessary investigations and review the complete RFQ and any addend prior to the submittal of its qualifications.
- B. Proposers are reminded of Fulton County's "No Contact During Procurement" policy and may only contact the person designated by the RFQ.

2.12 CONFIDENTIAL INFORMATION

- A. If any Submittal contains technical, financial, or other confidential information 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.

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- B. 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 RFQ, Proposers waive any challenge to the County's decisions in this regard. Marking all or substantially all of a Submittal as confidential may result in the Proposer being deemed non-responsive to this RFQ.
 - C. 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.

2.13 COUNTY RIGHTS AND OPTIONS

- A. This RFQ constitutes an invitation to submit qualifications to the County. Without limitation or penalty, the County reserves and holds at its sole discretion, the following rights and options:
 - 1. This RFQ does not obligate the County to select, procure or contract for any services whatsoever
 - 2. 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 qualifications, agrees to be bound by any modifications made by the County
 - 3. All costs incurred by a Proposer in connection with responding to this RFQ, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the County will be borne by the Proposer.
 - 4. The County reserves the right to reject all submittals and components thereof to eliminate all Proposers responding to this RFQ from further consideration for this procurement, and to notify such Proposers of the County's determination.
 - 5. The County may cancel this RFQ without the substitution of another RFQ and terminate this procurement at any time without any liability whatsoever.
 - 6. The County reserves the right to waive any technicalities or irregularities in the submittals.
 - 7. The County reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFQ.
 - 8. The County may request Proposers to send representatives to the County for

interviews and presentations.

9. To the extent deemed appropriate by the County, the County may select and enter into discussion and negotiations with the Proposer(s) submitting qualifications, which are found to be reasonably susceptible for award.
 10. The County reserves the right to discontinue negotiations with any selected Proposer.
 11. The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ.
 12. All submittals (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 submittals without further cost to the County
 13. The County may add to or delete from the Project Scope of Work set forth in this RFQ.
 14. Any and all submittals not received by the submission date shall be rejected and returned unopened.
 15. 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 RFQ.
 16. The County, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any submittal and to observe and investigate the operations of such facilities.
 17. The County reserves the right to conduct investigations of the Proposers and their responses to this RFQ and to request additional evidence to support the information included in any such response.
- B. By responding to this RFQ, Proposers acknowledge and consent to the rights and conditions set forth in this RFQ.

2.14 COST OF SUBMITTAL PREPARATION AND SELECTION PROCESS

- A. Each submittal, including preparation of all information required to be included in a submittal pursuant to this RFQ, 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 submittal.

- B. 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 Submittal or other information required by this RFQ or procurement process or in connection with the selection process or any negotiations.

2.15 LOCAL PREFERENCE POLICY:

- A. Fulton County has a policy of local preference for vendors that desire to do business with Fulton County. This policy is considered in the weighted evaluation scoring of Request for Proposals. Receiving local preference points is based upon a proposing firm having an office in Fulton County.

- B. Only those firms with an office in Fulton County will receive ten (10) points in the RFP evaluation. Points will only be awarded for the Prime Respondent's location; points will not be awarded for sub-consultants or sub-contractors except under a joint venture arrangement.

**SECTION 3
PROPOSAL REQUIREMENTS**

3.1 SUBMISSION REQUIREMENTS

- A. The required content of the submittal is further specified in this section of the RFQ.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

- A. Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFQ. Proposals should be clearly organized and structured in a manner allowing materials included in the document to be located easily.
- B. Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFQ. 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.
- C. Submittals will be evaluated according to percentage weights, totaling to 100 points, assigned to the following criteria, listed in order of relative importance.

3.3 NUMBER OF COPIES

Number of Copies: Respondents shall submit one (1) original and eight (8) copies of qualifications. All submittals must include the Project Title and RFQ number clearly marked on the outside of the envelope or box. Submittals must include the following information in the format outlined below.

3.4 QUALIFICATIONS SUBMITTAL FORMAT AND CONTENT

Section 1 - Executive Summary

- A. **Cover Letter:** Provide a cover letter. The cover letter shall be prepared on the letterhead of the prime firm within the Respondent Team and signed by a representative who is empowered to enter into contract with Fulton County on the Respondent's behalf. The cover letter is intended to introduce the Respondent.

(Pass/Fail for Responsiveness)

It should contain at least the following information:

- a. Designation of the business/venture that will contract with Fulton County.
- b. Identification of the firms that comprise the Respondent's team.
- c. An unqualified statement confirming by signature that the Respondent meets the financial criteria under Financial Capability.
- d. A statement that the Respondent team prime firm has provided a copy of this RFQ and related documentation issued by Fulton County to each team member and that each team member is aware of the requirements of this RFQ process.

- B. **Table of Contents:** Provide a table of contents. A table of contents shall be included at the front of each binder, conforming to the organization of information listed below, and all binder sections shall be tabbed with clearly labeled or numbered tabs directly correlating to the table of contents. Submittals shall be bound, and the cover shall clearly indicate the project, RFQ number, prime Respondents name, and submittal date.

(Pass/Fail for Responsiveness)

- C. **Executive Summary:** The purpose of the Executive Summary is to provide an overview of the Respondent's qualifications to accomplish the project and demonstrate an understanding of the goals and objectives. At a minimum, the Executive Summary shall contain the following information:

(Pass/Fail for Responsiveness)

1. Name and corporate headquarter location of prime Respondent firm.
2. Description of Respondent's team
3. Description of legal structure (corporation, LLC, joint venture, sub-contractor, sub-consultant, etc.)
4. The Respondent team's ability to commit necessary resources to successfully complete the project.
5. The general and specific capabilities and experience of the Respondent team that the Respondent believes will benefit Fulton County

Section 2 – Qualifications and Experience

This section of the Proposal must present information about the Proposer. The Proposal shall include details about the type of firm or organization such as, corporation, partnership, Limited Liability Company, joint venture or design or construction prime that will execute and deliver the D/B Project, including ownership and management structure. The use of the term Proposer refers to all members of the proposing entity. This does not include sub-contractors unless the D/B arrangement is structured with either the design or construction firm as the prime and the other as a sub-contractor. In this case the qualifications for the design or construction sub-contractor are significant and should be included.

A. Corporate Profile, Firm Experience, References, Organization, and Experience of Proposed Team Personnel & Availability: Note: Do not submit information that is not directly related to this contract type.
(40 points max):

1. Corporate Profile & Recent Project Type Experience for Proposing Firm and Sub-Consultants and Sub-Contractors: *(Two pages max for each firm)*: Provide information exhibiting the corporate profile and services of each firm on Respondent's proposed team. Include the following:
(Five pages max. for each firm)
 - a. General History: Include a brief history of the Proposer's business activities, including ownership, markets, organization, and background organized by individual company.
 - b. Business Location: Include the location and address of corporate and regional offices of all members of the proposing team.
 - c. Project Type Experience: Describe jail or correction/detention facility type projects where the Respondent and team members were contracted for projects in existing operating jail complexes.
 - d. Recent Experience: Provide a summary of the most recent correction/detention facility projects similar to this project in which the Respondent's (submitting office location) and Sub-Contractors participated during the last six (6) years, including:
 - 1) Name and location of project
 - 2) A photo of the interior and/or exterior of the facility (if available)
 - 3) Initial contract cost/completed contract cost after change orders
 - 4) Type of procurement (Request for Qualification, Request for Proposal, Invitation to Bid, etc))
 - 5) Type of contract (GMP, CM at Risk, Design/Build, Cost Plus, etc.)
 - 6) Number of change orders and total amount of change orders

-
- 7) Year contract started/year completed
 - 8) Specific services the proposing firm or team members rendered

2. Client References for Proposing Firm: *(One page max. per team member)*

Provide name, title, address, phone number of clients) minimum of four (4) clients other than Fulton County where similar services have been provided.

3. Project Team & Local Resources Organization: *(Six pages max.)*

- a. Organization Chart: Provide an organization chart for your team including Proposing Firm financing company and Sub-Contractors. Your team must include each discipline or sub-contractor required for the Work. Clearly indicate each discipline, the company name, address phone, principal-in-charge and project manager(s) assigned for each discipline. Provide a team directory and include the following information:
- b. Team member List: Provide a listing of all members or partners of the proposing entity. Indicate the following in the list:
 - 1) Company Names: Identify each firm on Respondent team
 - 2) Company Type: Indicate status of general or limited partner. If the Proposer or joint venture is a subsidiary of a parent company, provide information about when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is or will be created for the purposes of responding to this RFQ, the reasons for this action must be fully disclosed.
 - 3) M/FBE Status: Identify if team members are minority, female or small business enterprises. If a firm is a minority, female or small business enterprise, indicate whether the firm is certified in Fulton County with the Fulton County Department of Contract Compliance.
 - 4) Parent Companies (if any): Identify parent company, if any, and executives, affiliates and subsidiaries that Respondent firms may directly or indirectly utilized to supply goods, materials, labor, services, financial guarantees, or other resources in connection with this RFQ.
 - 5) Ownership: Indicate ownership of each firm showing the names of individuals with direct and indirect interest in the firm or, in the case of a public company, those individuals or entities who beneficially own or control, directly or indirectly, at least ten (10) percent of the shares of voting stock.
- c. Business Structure Organizational Chart: Submit a second organizational chart of the business structure of the proposing team.
(One page max.)

d. Assigned Staff - Resumes of Personnel Assigned to the Project:
(One page max. each)

- 1) Enclose brief resumes indicating staff responsibility, previous and current experience, educational and professional history, certifications and length of time employed by their current firm as a full time employee.
 - a. Principle in Charge
 - b. Lead Project Manager
 - c. Safety Coordinator
 - d. Lead Superintendent
 - e. All other personnel to be assigned to this project

2) Availability of Personnel & Other Commitments: (Two pages max.)

Provide information on the availability of all personnel proposed for this project. Include other commitments by all the team member firms, and estimated completion dates and current status by project.

B. Quality Assurance/Quality Control:
(20 points max)

1. Contract & Project Management Approach: (Two pages max.)

- a. Describe the contract and project management approach and controls that will be implemented for the project
- b. Describe other management procedures and controls related to working in existing operating jail complexes.
- c. Sub-Contractors & Sub-Consultant Management: Describe how the Respondent team will coordinate, oversee and provide quality control for work performed by sub-contractors and sub-consultants required for the project.

2. Project Schedule & Cost Management & Control: (Two pages max.)

- a. Schedule Management: Describe the schedule control you will provide in completing the services on schedule.
- b. Cost Management: Describe the cost control you will provide to demonstrate cost control. Show special cost control milestones and events through each phase of the Work.

3. Project Safety Management & Control: (Two pages max.)

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- a. Describe your safety management program and implementation plan for all team member levels.
 - b. Indicate the Respondent's team members performance with respect to accidents, injuries, lost-time-on-job, worker's compensation claims (overall number of claims and number of claims paid) and safety awards.

Section 3 – Proposer Financial Information

The Proposer Financial Information section shall include the following:
(30 points max)

A. Financing Capability

1. Bank/Financial Institution Firm Profile: *(Five pages max.)*
 - a. Cover letter from bank or financial institution on official letterhead indicating commitment to provide financing for the Respondent.
 - b. Information about the corporation
 - c. Whether privately or publicly owned
 - d. Overall financial capability
 - e. Audited financial statement from last two (3) years (2002, 2003 and 2004)
 - f. Identify three (3) projects minimum where financing for similar projects has been provided and a brief summary of the financial structure.
2. Financial Structure Options: Suggested financial structure for a lease purchase agreement including pay back options for this project. Pay back options must include the interest rate and a payoff schedule by year.
3. Bank/Institutional Lender References: Provide references from at least two (2) bank or other institutional lenders for each of the Respondent's team members. Indicate number of times and amounts the lender has each of which has extended credit to the firm over the last three (3) years.
4. Signed Statement: Provide a signed statement from bank or institutional lender on official letterhead committing to the financial capability and to financing the project to accommodate a total cost between amounts of \$40,000,000 to \$60,000,000.
(One page max.)

B. Proposing Firms Financial Capability: *(Six pages max.)*

1. Signed Statement: Provide a signed statement from bank or institutional lender on official letterhead committing to the financial capability and to financing the project to accommodate a total cost between an amount of \$40,000,000 to \$60,000,000.
2. Letter of Authorization: Provide a single letter of authorization to the Respondent team member banks or to a joint venture contractor's banks, authorizing Fulton County Finance Department to ask for and receive written account history and activity information; provide a copy to each bank to facilitate communication. Such information shall be held strictly confidential by Fulton County and will be used only for the purposes related to this RFQ.
3. Bankruptcy: Submit a certified statement indicating whether any Respondent team members during the past 10 years and the current year have ever filed for bankruptcy, sought protection of bankruptcy or insolvency laws, or had projects repossessed or foreclosed upon. Provide a brief summary and result for each instance.
4. Litigation & Claims: Submit a certified statement indicating whether any Respondent team members during the past 10 years and the current year have had a claim in excess of \$250,000 made against it, had a claim or injunctive relief filed against it, or itself filed for injunctive relief.
5. Proposing Firm's Financial References:
 - a. Provide name, title, address, phone number of four (4) financial references where similar financial services have been provided. *(One page max.)*
 - b. Latest Dun and Bradstreet Report.

C. Bonding & Insurance Capability:

1. Bonding Commitment: Submit signed statement from bonding company stating capability and commitment to bond project and method of accommodating Payment & Performance Bond for the project such as General Contractor bonding the entire project or each contractor bonding their own work.
(Two pages max.)
 - a. Bonding Profile: Provide a statement indicating the Respondent's current bonding profile, including:
 - 1) current bonding capacity
 - 2) unencumbered bonding capacity.*(Three pages max.)*

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- b. Bonding Capability: Provide information demonstrating the capability to bond projects between \$40,000,000 to \$60,000,000.
(Two page max.)
 - c. Paid Claims: Indicate whether Payment & Performance Bond claims have been paid in the past three (3) years and current year. Indicate the claim, name of company making claim and the resolution of the claim and a brief summary of the claim.
(Pages as required.)
 - d. Surety Companies Directory: For each company used by the Respondent (or joint venture, if applicable) identify the following:
(Two page max.)
 - 1) Company name, address, contact name, contact phone number
 - 2) The A.M. Best rating for the named surety
2. Insurance Coverage Capability: *(Four pages max.)*
- a. Evidence of Insurance: Submit evidence on insurance company letterhead indicating capability to insure for each firm showing Professional and General Liability coverage or commitment to insure for coverage as required under Section 7.
 - a. Owner Controlled Insurance Program (OCIP): It is the County's intent to consider use of the Fulton County Government OCIP for this project.
 - c. Indicate whether the Proposer has participated in any Owner Controlled Insurance Program (OCIP). If so, provide a summary of the project(s) enrolled in the OCIP.

**SECTION 4
EVALUATION CRITERIA**

4.1 QUALIFICATIONS EVALUATION – SELECTION CRITERIA

A. The following criteria will be used to evaluate the proposals submitted in response to this RFQ. Evaluation will include an analysis of proposals by a selection committee composed of three or five voting members from the following departments. Technical advisors from the Fulton County Finance Department will also participate in the evaluation process. The committee may request oral interviews and/or site visits.

- 1 member - Purchasing Department
- 1 or 2 members - General Services Department
- 1 or 2 members - Sheriffs Department

B. Weighted Evaluation Criteria

1 Experience, Organization and Experience of Proposed Team	
A. Corporate Profile & Experience	10
B. Client References for Proposing Firm	20
C. Project Team & Local Resources	20
D. TOTAL	50
2 Quality Assurance/Quality Control	
A. Contract & Project Management Approach	10
B. Schedule & Cost Management & Control	5
C. Safety Management & Control	5
D. TOTAL	20
3 Financial Responsibility	
A. Financing Capability	10
B. Proposing Firms Financial Capability	10
C. Bonding & Insurance Capability	10
D. TOTAL	30
4 TOTAL POINTS	100

C. The RFQ submittals will be evaluated on a “pass/fail” basis.

- a. Respondents scoring seventy-five (75) points or above are considered passing.
- b. Respondents scoring less than seventy-five (75) points are considered failing.

D. Only those Respondents that are deemed passing will be participate in the RFP process for the Construction & Financing for the Fulton County Jail Mechanical, Plumbing & Elevator Maintenance Upgrades project.

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- E. Investigating Respondent references and other submittal content may continue after the Respondent has been invited to participate and, where findings are inconsistent with or absent from the representations made in the original submittal may be considered grounds for disqualification from the process at the sole discretion of the Fulton County Purchasing Department. Similarly, adverse material changes in Respondent's financial or other status from those at the time of submittal may also be considered grounds for disqualification at the sole discretion of the Fulton County Purchasing Department.
 - F. The Respondent will be required to establish to the satisfaction of the County, the reliability and responsibility of all persons or entities proposed to furnish and perform the Work described in the RFQ.
 - G. After receiving the qualifications, the Fulton County Purchasing Department will evaluate the responses, including the Respondent's references, financial statements, experience and other data relating to the Respondent's qualifications. If requested by the Purchasing Department, Respondents may be required to submit additional or supplemental information to determine whether the Respondent meets all of the qualification requirements.
 - H. The Purchasing Department will determine the Respondents responsive to the material terms and conditions of this RFQ and then determine the Respondents technically, financially and otherwise capable to perform the project satisfactorily and who meet all other requirements of the project. The Respondents deemed by the Fulton County RFQ evaluation as qualified will be notified in writing by the Fulton County Purchasing Department.
 - I. Any submittal may be rejected if determined by the Fulton County Purchasing Department to be non-responsive. Fulton County reserves the right to waive any irregularities or technicalities when determined in its sole discretion, to be minor in nature and in the best interest of Fulton County. Furthermore, any submittal may be rejected if determined by the Fulton County Purchasing Department, in its sole description, the Respondent is not capable of executing the proposed project satisfactorily or fails to provide information relating to such determination.

SECTION 5
CONTRACT COMPLIANCE REQUIREMENTS

5.1 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): As a part of the qualifying process, each vendor **must** submit an Equal Business Opportunity Plan (EBO Plan) with their Request for Qualifications (RFQ). The EBO Plan is designed to identify the utilization of vendors that make up the diverse business community regardless of racial, gender, religious or ethnic origin within 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 RFQ*.

The EBO Plan **must** identify and include:

1. Potential opportunities within the scope of work that will allow for participation of racial, gender or ethnic groups.
2. Efforts that will be made by the bidder/proposers/qualifiers to encourage and solicit minority and female business utilization in *this solicitation*.

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.

Each Vendor is also required to submit an Exhibit "C" along with the EBO Plan.

SECTION 6
INSURANCE AND RISK MANAGEMENT PROVISIONS

6.1 INSURANCE AND RISK MANAGEMENT PROVISIONS

- A. For RFQ submittal requirements refer to Section 3 – Proposal Requirement.
- B. **General:** 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:
1. 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.
 2. A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Description must appear on the Certificate of Insurance).
- C. **Duration:** Upon award of a contract, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. 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.
- D. **Insurance Limits:** Accordingly the Respondent shall provide a certificate evidencing the following:
1. **WORKERS COMPENSATION – 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	BY ACCIDENT	- EACH ACCIDENT	- \$500,000
INSURANCE	BY DISEASE	- POLICY LIMIT	- \$500,000.
(Aggregate)	BY DISEASE	- EACH EMPLOYEE	- \$500,000
 2. **COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

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
 3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE Combined Single Limits**

Each Occurrence	- \$1,000,000
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(Including operation of non-owned, owned, and hired automobiles).
 4. **ELECTRONIC DATA PROCESSING LIABILITY (Required if computer contractor)**

Limits	- \$1,000,000
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 5. **UMBRELLA LIABILITY (In excess of above noted coverage’s)**

Each Occurrence	- \$2,000,000
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**SECTION 7
GENERAL PROJECT SUMMARY**

7.1 GENERAL PROJECT SUMMARY

1. General:

- A. The work includes all necessary financing and work for major mechanical electrical, plumbing and elevator building systems upgrades to stop further degradation of the building mechanical systems and equipment and environmental control systems that have resulted in significant building environmental condition problems causing liability to Fulton County and to provide new equipment for long term optimal operating building systems and enhance utility conservation.
- B. Background: Based on building inspections and assessments by the General Services Department (GSD), the facility requires significant building system and equipment modifications and replacements to eliminate the adverse building environmental condition and control problems. GSD has identified several maintenance issues requiring immediate action to stop further degradation of the building environmental systems and mitigate other environmental problems, such as mold growth. This can be achieved by replacing major building systems and equipment which have been exceeded beyond their capacity and useful life.
- C. Objective: The project provides equipment replacements and upgrades modernizing the HVAC systems, environmental control systems, housing zone plumbing systems and the housing zone elevator system and controls. Upgrades and replacements for these building systems are priority to resolve specific Federal District Court facility issues as well as improving respective systems operational program efficiencies, reducing utility and systems repair cost and improving environmental conditions at the facility.
- 1) Construct major upgrades to stop further degradation of the building mechanical systems and equipment and environmental control systems
 - 2) Eliminate upfront capital cost to the County for equipment replacement
 - 3) Reduce utility usage and provide cost recovery of approximately \$500,000 annual savings based on 2004 power and water utility rates
 - 4) Provide managed warranty and maintenance coverage
 - 5) Install new, state-of-the-art building system components to replace old and inefficient equipment that has been extended beyond capacity and useful life
 - 6) Provide improved building environmental controls regulating temperature and humidity levels
 - 7) Eliminate adverse environmental conditions that causing and promoting mold growth
 - 8) Modify fixtures and water delivery controls and devices to correspond to operations
 - 9) Maximize water flow control to minimize/eliminate flooding at cell fixture point sources
 - 10) Conservation: Enhance water conservation by controlling water flow and usage
 - 11) Eliminate flooding inmate zones by replacing old plumbing fixtures

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- 12) Provide code compliant elevator systems and controls and improve elevator response times
 - 13) Reduce County incurred maintenance and operational costs

D. Owner: Board of Commissioners, Fulton County, GA

E. Engineer: Newcomb & Boyd, Atlanta, GA. Completed Construction Documents shall be provided to Respondents invited to submit proposals. A fee will be charged for each set of documents.

2. Summary of the Work to be Performed:

- A. General: The project includes a major refurbishing of the HVAC system, reworking selected plumbing fixtures and installing elevator upgrades at the Fulton County Jail Complex.
- B. The jail is divided into a low-rise area largely housing the facility's administrative functions and two tower section housing the majority of the inmate population. An existing chilled water system serves both areas with its associated air distribution networks and controls.
- C. Mechanical Work:
 - 1) General: The mechanical project replaces the majority of the ductwork and terminal units throughout the complex. All of the air-handling units (AHU) will be replaced throughout the building with new support structures added.
 - 2) Air Handling Units (AHU's): Each of the two towers will have six (6) new AHU's located on the ground level outside the building. Each of these units utilize 100% outside air and distributes air to each tower via exterior ductwork and penetrations at each floor level. This exterior ductwork is concealed with a secured, protective covering extending to the top of the structure.
 - 3) Central Plant: Within the facility's central plant, both of the existing chillers are replaced along with a large number of the systems mechanical components.
 - 4) Chilled and Hot Water Distribution Network: Significant rework of the sites existing chilled and hot water distribution network is required to accommodate the new components.
 - 5) Controls: The overall equipment monitoring and management requirements or the new HVAC system is through a central control station. This station provides a single interface with equipment and monitoring points Newcomb and Boyd has identified as appropriate for maximizing operation of the new system.

D. Plumbing:

- 1) General: The project replaces most of the existing plumbing fixtures and valves associated with both towers housing the inmates to include: replace toilets with correctional system models; replace lavatories with correctional system models; shower fixtures to remain, but modify and repair for safety and durability and replace piping connections and metering devices at all fixture types.
- 2) Fixtures: All fixtures shall be installed and secured in wall systems to prevent inmate removal with existing shower fixtures to be remounted in kind
- 3) Zone Control (Housing Units): Domestic water supply to each housing zone shall be controlled off and on by electronic solenoid valves currently operated from the control tower
- 4) Cell/Fixture Control: Individual fixtures shall have shutoff valves located in respective pipe chases for supply connections of hot and cold water
- 5) Overflow Prevention: Toilets shall have vacuum overflow preventer which prevent overflow automatically
- 6) Clog Prevention & Cleanout: Sanitary lines at toilets shall have cleanout hooks to provide for easy cleanout
- 7) Backflow Prevention: System shall provide for backflow preventers
- 8) Water Conservation: Toilets shall be low flow for water saving economy
- 9) Toilet Metering & Operation: Concealed flush valves shall operate with pneumatic pushbutton for low water consumption (1.6 gal/flush)
- 10) Lavatory Metering & Operation: Metering devices at lavatories shall be dual temperature pneumatic valves with set flow rate of 0.05 gpm regardless of water pressure and adjustable duration between 5 – 90 seconds.
- 11) Controls: Single, conventional temperature pneumatic metering valves for shower fixtures with pressure balancing for scald protection per code
 - a) water temperature shall be adjustable at the mixing valve in the pipe chase
 - b) water flow rate shall be set at 2.5 gpm regardless of water pressure
 - c) duration of water flow shall be adjustable between 5 – 90 seconds at the metering unit in the pipe chase with 30 seconds between run times
 - d) fixtures and water delivery controls and devices with conventional water control at three points
 - a) Local Fixture: Manually adjustable valves within chase
 - b) Zonal: Electronic control water supply valves from control tower – 13 housing zones

c) Central Override: Electronic valve control from Central Control – entire housing unit

- e) Water temperature manually adjustable at the mixing valve within chases at each shower
- f) Water flow rate per a set gpm regardless of water pressure
- g) Duration of water flow manually adjustable at the metering unit within chases
- h) Toilet overflow prevention enabled by vacuum break configuration integral to fixture and valve, once the toilet bowl is backed up the valve shuts off until the valve is manually reset

E. Elevators: Selected modifications to the elevator control and equipment system throughout the complex will be implemented to comply with the appropriate building codes.

F. Access:

- 1) The Work shall be conducted in an operating jail.
- 2) The main cell block units and zones shall be vacated for the Work in phases per the Master Schedule

G. Quality Assurance/Quality Control:

- 1) Weekly construction progress meetings shall be conducted
- 2) A full time Superintendent shall be provided.
- 3) The Respondent shall implement a safety program and provide a safety coordinator with at least an OSHA 100 certification.

3. Test & Balance:

A. The Test and Balance Services (TABS) Contractor will be under separate contract with the County. Their Scope of Work includes but is not limited to, testing and balancing respective systems air and water flows; minimum calibration of systems controls; and, all in coordination with Acceptance Phase Commissioning.

B. The respective contract amount for test and balance will be part of the Proposer's Financing Package.

4. Building Security:

A. Work Place Security:

- 1) Responsibility: During construction or until areas turned over to owner, the Proposer is responsible for project security and provides security personnel acceptable to Fulton County Sheriff's Department - Jail Management.
- 2) Securing Building and Work Space: The Proposer shall take measures to lock and secure project work areas each night. The Proposer shall cooperate to with the Sheriff and separate contractors entering the project areas when requested.
- 3) Limits of Work Security: At the time of project mobilization, Proposer shall provide office space for security officer accessible 24 hours a day, 7 days a week as required. Space shall be allotted for until Customer accepts all work.
- 4) Key Log: The Proposer shall maintain an accurate Record Key Log identifying who has keys to the project. The Record Key Log shall be available to County at any time.
- 5) Tool Control: The Proposer shall develop a tool control program and shall submit to the Sheriffs Department for approval.

B. Background Checks

- 1) All of the Proposers workers must submit a Background Check Form as provided by the Fulton County Sheriffs Department with photograph, social security number and signature for review and approval prior to accessing the Fulton County Jail Site.
- 2) Turn-around for background checks is a minimum of 48 hours for review and approval of the Background Check Forms by the Fulton County Sheriff's Department.
- 3) Background Check Forms shall, at a minimum, include the following:
 - a. Jail Bureau – Consultant/Contract and Volunteer Personnel Agreement
 - b. Jail Bureau – Security Division Memorandum Consent Forms
 - c. Jail Identification Renewal Application 2004 (if applicable)
- 4) Work Hours:
 - a. Standard Contract Time: The standard contract work time shall be scheduled between the daytime hours of 7:00 am to 7:00 pm Monday through Friday.

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- b. Other Work Hours: Any other work hour requirements must be authorized per a written request by Respondent. This request shall be approved with a signature by the Sheriff's Department Security Staff. Weekend work may also be approved as needed and approved by Sheriff's Department Security Staff during these same day time hours.
 - c. A 24 to 48 hour notice is needed for approval. All coordination of work with the Sheriff's Department shall be through Customer Representative and the Sheriff's Department Security Division.

END