



THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY(ACCUG)

NEW
SUBMISSION FORMAT FOR
ACCUG REQUEST FOR
PROPOSAL

DATE: April 7, 2011

TO: Firms for Interactive Learning Centers (Exhibits)

SUBJECT: RFP #00514 Public Utilities History Exhibits

You are invited to submit a proposal to provide services for the development, design, construction, and installation of the new Interactive Learning Centers for the Bobby Snipes Water Resources Center, for the Public Utilities Department. The successful firm must have substantial experience in planning, design, fabrication and installation of creative, interpretive, and interactive exhibits for nature centers, state parks, welcome centers and similar facilities and in particular the interpretation of public utilities. The successful firm will have full capabilities for turn-key story-line development, graphic production, layout and design, fabrication of casework, sound, lighting and installation.

Inquiries regarding proposals should be made to Julie Ann Donahue, CPPB, Purchasing Administrator, or Toro Holt, Senior Buyer, (706) 613-3068, fax: (706) 613-1975 or toro.holt@athensclarkecounty.com. Technical questions may be directed to Keith Sanders, Project Administrator, SPLOST 2005 Program Management, at (706) 613-3025, fax: (706) 613-3944 or email: keith.sanders@athensclarkecounty.com.

A pre-proposal conference to respond to all inquiries with regards to this project will be held at **1:00 P.M. ET, April 14, 2011** in the Lobby of the Bobby Snipes Water Resources Center, located at 780 Barber Street in Athens, Georgia 30601. Potential offerors are strongly encouraged to attend.

The estimated range of this project is between \$20,000 and \$100,000.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Unified Government of Athens-Clarke County.

One (1) CD-Rom copies of the Proposal WITHOUT Pricing, Four (4) paper copy(s) without pricing, and One (1) Separately Sealed paper copy of section V-E Price Proposal Schedule, must be submitted. Proposals are to be sealed, marked with the offeror's name and address and labeled, **"RFP #00514 - Public Utilities History Exhibits"** and delivered to:

The Unified Government of Athens-Clarke County
Finance Department, Purchasing Division
375 Satula Avenue
Athens, Georgia 30601

Not later than **3:00 P.M. ET, Friday April 22, 2011**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

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SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

A complete signed proposal must include the documents listed below:

PROPOSAL FORMAT: Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. *The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the offeror.*

All proposals received will become a part of the official contract file and may be subject to disclosure.

PROPOSAL FORMAT: All proposals should include the information outlined below and **in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Table of Contents:** Including all sections and subsections.
3. **Business Information:** State the full name and address of your organization and the branch office or other subordinate element that will perform the services described in this proposal. Include telephone number, point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.
4. **Qualifications and Experience:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and description of their roles.
 - a. **Current Project Assignments:** Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
 - b. **Understanding of the Project:** Statement of the firm's understanding of the project and proposed approach for providing requested services.
 - c. **Additional Services Required:** Based on the firm's understanding of the project, identify any additional services that might be required for a successful program.
5. **Reference Projects:**
 - a. Provide examples of at least 4 previously constructed exhibits "reference projects" to showcase the quality of work built by the firm.
 - b. Provide examples of at least 4 but no more than 7 reference projects (could be part of the above projects required for #1) that represents project team's approach to developing solutions for projects of similar scale and complexity, including designing to meet budgets; demonstrated ability to work as a team with Owner, Program Manager, Architect, and other design firms

should be highlighted. Of particular interest to the Owner are other projects where the offeror worked in a collaborative effort with Building's Designer to develop the exhibits and exhibit space in tandem. Include client name, current contact, telephone number, brief description of project, and indicate key personnel and their project contribution for each reference.

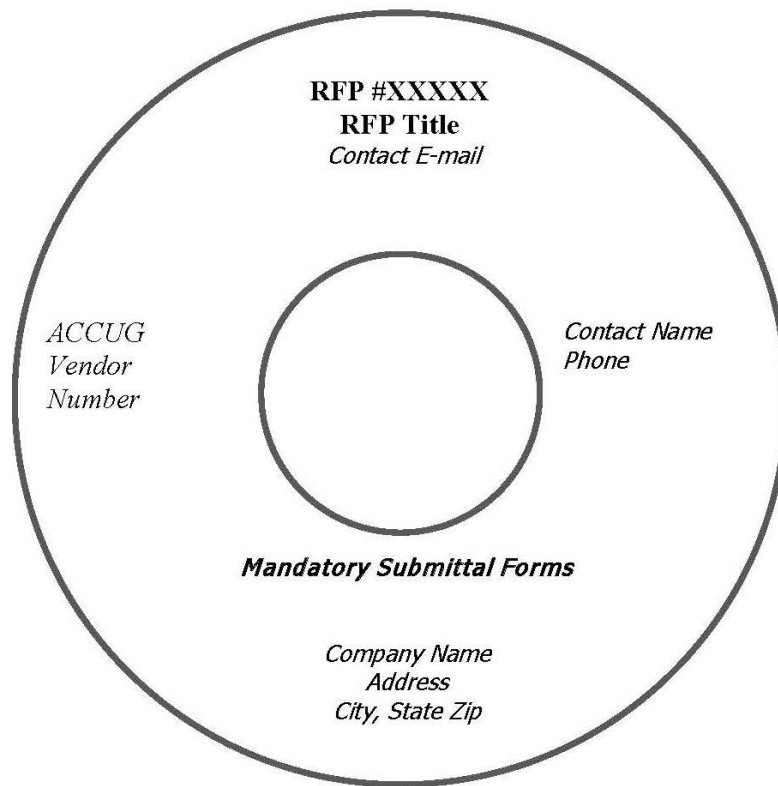
- c. Contractor shall have prior experience with planning, design, construction and installation of public Interactive Learning Center projects. At least four (4) of the above referenced projects shall be previous public projects completed in the past five years. All reference projects must have been completed in the last ten years.
 - d. In addition to the above required projects provide information on any other exhibits, designed and/or constructed by the firm or proposed subconsultants that were included in LEED™ Certified building projects.
 - e. Provide examples of reference projects where Contractor has been required to work with Building Design Professionals in a collaborative effort to design exhibits and the building to work together as a cohesive unit.
 - f. Previous Work for Unified Government of Athens-Clarke County (ACCUG): Included in the Proposal package should be a list of all projects which have been worked on by the firm or any member of the proposed team for ACCUG indicating the Department for which the consultant has worked and the name of the ACCUG Project Manager.
6. **Time/Cost Procedures:** A statement discussing your firm's procedures for controlling project time and cost during the design and construction phase.
7. **Other Relevant Information:** Include any other relevant information concerning the project in this section.

SUBMITTAL FORMAT: ALL proposal copies must be submitted in a sealed envelope or container with the **OUTER MOST** container stating the company name, address, telephone number, the RFP number and **TITLE (RFP #00514 Public Utilities History Exhibits)**. If you have an ACCUG Vendor Number please include it on the sealed envelope or container. If you do not know your vendor number, please call **706-613-3088** or email: accpurchasing@athensclarkecounty.com If you do not have a vendor number, please fill out a bid list application found at [Bid List Application \(http://www.athensclarkecounty.com/DocumentView.aspx?DID=256\)](http://www.athensclarkecounty.com/DocumentView.aspx?DID=256) so one may be issued to your company. **The ACCUG Vendor Number is not required to submit a Bid but we encourage companies to apply.**

- ☐ **One (1) CD-Rom copies of the signed proposal WITHOUT price**
- ☐ **Four (4) paper copies of the signed proposal WITHOUT price**
- ☐ **One (1) Separately Sealed paper copy of section V-E Price Proposal Schedule**
(Must be submitted in a separately sealed envelope)

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or Improper address. **Proposals via facsimile will NOT be considered.**

**ALL DOCUMENTS SUBMITTED ON CD-ROM MUST
BE IN A SINGLE PDF FILE**



**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
REQUEST FOR PROPOSAL (RFP)
PUBLIC UTILITIES HISTORY EXHIBITS
PUBLIC UTILITIES DEPARTMENT
ATHENS, GEORGIA**

SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. INTRODUCTION

PURPOSE

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to provide Design and Construction services for the development, design, construction/fabrication, and installation of the new Interactive Learning Centers, as described in Section II, for the Bobby Snipes Water Reclamation Facility history of Public Utilities in Clarke County, in Athens, Georgia.

The Contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

B. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents Available..... **Thursday April 7, 2011**
Pre-Proposal Conference **1:00 P.M. ET - Thursday April 14, 2011**
Site Visit..... **1:30 P.M. ET - Thursday April 14, 2011**
Deadline for submission of questions..... **5:00 P.M. ET - Friday April 15, 2011**
Deadline for receipt of proposal **3:00 P.M. ET, Friday April 22, 2011**
Evaluation/Selection Process:..... **30 days following receipt of proposals**
Proposals Valid Until:..... *60 days from date of receipt of proposals*

C. CONTACT PERSON

The contact person for this RFP is Julie Ann Donahue, CPPB, Purchasing Administrator or Toro Holt, Sr. Buyer. Explanation(s) desired by offeror(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing via facsimile at (706) 613- 1975 or Toro.Holt@athensclarkecounty.com. Technical questions may be directed to Keith Sanders, SPLOST Project Administrator, at 706-613-3025, fax: 706-613-3944 or email: Keith.Sanders@athensclarkecounty.com.

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of 60 days from the date specified for receipt of proposals.

E. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the offeror's name, address, phone number, and fax number, and email address. Faxes will be accepted at (706) 613-3944.

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements

Offerors who obtain this Request for Proposal from [Georgia Procurement Registry](#) or [Athens Clarke County/Purchasing](#) (<http://www.athensclarkecounty.com/index.aspx>) or from other than the Purchasing Division are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The Unified Government of Athens-Clarke County assumes no responsibility for Offerors' failure to acknowledge any addenda issued

F. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Bids shall not be modified, withdrawn, or cancelled by the Bidder for a period of **sixty (60) days** following the time and date designated for the receipt of bids, and each Bidder so agrees in submitting his bid. Negligence on the part of the Bidder in preparation of his bid shall not be grounds for the modification or withdrawal of a bid after the time set for bid opening. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

G. PROPOSAL OPENING

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from [Georgia Procurement Registry](#) or [Athens Clarke County Bids](#) or via email request to E-Mail: Toro.Holt@athensclarkecounty.com after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

H. NON-COLLUSION AFFIDAVIT

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

I. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting a proposal and executing the attached Affidavits, the offeror verifies its compliance with O.C.G.A. §13-10-91. The offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

J. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. MINORITY BUSINESS ENTERPRISE POLICY STATEMENT

It is the policy of the Unified Government of Athens Clarke County to provide fair and reasonable opportunities for participation by Minority Business Enterprises (MBE). The Unified Government encourages these firms to compete and encourages non-minority firms to provide for the participation of MBE firms through partnerships, joint ventures, subcontracts, and other contractual opportunities. All offerors are encouraged to indicate how such businesses shall be utilized in the performance of this contract by including on a separate sheet the company name, address, telephone number and point of contact for each proposed minority business participant.

Offerors are required to complete the attached Minority Business Enterprise Program Identification Form self-identification. Proposals without this form may be rejected.

L. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

M. SITE VISIT:

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

N. AWARD OF CONTRACT

This is a past performance/technical/price trade-off source selection in which competing offeror's past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Unified Government of Athens-Clarke County may reject any or all proposals if such action is in the Unified Government's interest.

O. PLACE OF PERFORMANCE

The Unified Government of Athens-Clarke County will not contemplate traveling outside the City of Athens to the contractor's facility for custom fitting or alterations. The offeror shall insert in the spaces provided in the price schedule the address of the plants or facilities location(s) that he intends to use.

P. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Unified Government that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license, if they are physically located in Athens-Clarke County or, if they perform a service in Athens-Clarke County.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due the Unified Government will not be accepted.

Q. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

SECTION III - SCOPE OF SERVICES

The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for the scope of services outlined in this Request for Proposal.

A. INTRODUCTION AND PURPOSE

The Unified Government of Athens-Clarke County (ACCUG) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCUG serves an area population of approximately 100,000 with annual growth projected at 1% per year. ACCUG provides a multitude of local and state funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCUG employs approximately 1,700 people.

Currently visitation to the Water Resources Center is a mix of unfacilitated groups (mostly adults with some coming from the University) and school-based groups (mostly children between the 1st and 6th grades though some high-school students visit during related chemistry units). Pre-school and younger groups have also been accommodated but require more chaperones for closer supervision. Public events (usually related to water resources) are occasionally held in the space during the year.

The largest remaining portion of visitors to the site consists of people that are using the meeting facilities. This diverse group includes various civic organizations and county government personnel from other departments. Although their visits are not necessarily related to water quality, colorful and engaging exhibits placed throughout the lobby would still help increase awareness of issues related to the resource.

The architecture of the corridor smartly anticipates exhibits with a series of six alcoves down its length and a large end wall stretching its full width. The alcoves have been prewired for data and power allowing great flexibility in planning each space. Track lighting between the colonnade and alcoves will make it easy to light displays dramatically.

B. GENERAL REQUIREMENTS

1. Physical Security: The contractor shall safeguard all Unified Government of Athens-Clarke County property provided for contractor use. At the close of each work period, vehicles, facilities, support equipment, and materials shall be secured.

2. Access Control: Contractor will have access to the site to perform work Monday thru Friday 8:30 AM thru 4:30 PM EST.
3. Contract Performance Period: Contract performance period shall be from date of award for 6 months unless terminated by either party giving to the other written notice of termination in writing thirty (30) days prior to the proposed date of termination. Termination by the Unified Government of Athens-Clarke County can be immediate upon contractor failure to comply with any of the terms.
4. Hours of Operation: Monday thru Friday 8:30 AM thru 4:30 PM EST.
5. Ordering and Payment: Performance will be ordered by issuance of a purchase order for the period of performance. Payment for work performed shall be paid monthly upon receiving invoicing with an attached copy of each certificate of receipt of service for that month signed by Project Administrator. The contractor shall insure that all invoices clearly reflect the purchase order number. All original invoices must be mailed or hand delivered to Athens-Clarke County Accounts Payable, P.O. Box 1748, Athens, GA 30603 or Athens-Clarke County Accounts Payable, 375 Satula Avenue, Room 175, Athens, GA 30601. A duplicate invoice may be submitted to the department. Failure to comply with this provision may result in delayed payments for services rendered.
6. Contractor's Invoice:
 - a. The Contractor shall prepare and submit invoices to the Finance Office address specified on individual orders. If the invoice does not comply with these requirements, the Finance Office will return it with the reasons why it is not a proper invoice. A proper invoice must include the items listed below.
 - (i) Name and address of the Contractor.
 - (ii) Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)
 - (iii) Purchase order number for supplies delivered or services performed.
 - (iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
 - (v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
 - (vi) Name and address to whom payment is to be sent.
 - (vii) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
 - (viii) Any other information or documentation required by the contract (e.g., evidence of shipment).
 - b. In the event orders are made via monthly or period purchase orders, contractor may provide a summary invoice for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:
 - (i) Name of supplier
 - (ii) Purchase Order number
 - (iii) Ship to Department and Address
 - (iv) Description, Quantity, unit price, and extension of each item.
 - (v) Date of delivery or shipment.

C. ADDITIONAL REQUIREMENTS

1. TERMINATION FOR CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the successful vendor at least ten (10) days before the effective date of termination. The successful vendor will not be relieved of any outstanding responsibilities or unfinished obligations under this contract.
2. CONTRACT RENEWAL TERMS: - N/A
3. TERMINATION WITHOUT CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the contract at any time without cause, in whole or in part, by providing a written notice to the other party at least ten (10) days before the effective date of termination. The other party will not be relieved of any outstanding responsibilities or unfinished obligations under this contract that were incurred prior to termination.
4. REPORTING DISPUTES: The contractor shall report any contract disputes and/or problems to the Purchasing Administrator, both verbally and in writing, within 48 hours of their occurrence.
5. INDEPENDENT CONTRACTOR: The contractor shall not be an employee of the Unified Government of Athens-Clarke County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind the Unified Government or to otherwise act on behalf of the Unified Government, except as the Unified Government may expressly authorize in writing.
6. SAFETY: The contractor shall take every precaution at all times for the protection of persons and property, including the Unified Government of Athens-Clarke County's employees and property and its own. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work under this contract.

The contractor shall maintain an adequate safety program to insure the safety of contractor employees, subcontractor employees, and all other individuals working under this contract. In addition, the contractor must also provide the Unified Government of Athens-Clarke County with a written safety program that he intends to follow in pursuing work under this contract. No work under this contract will be permitted until the Unified Government is assured that the contractor has an adequate safety program in effect.
7. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the Unified Government of Athens-Clarke County Purchasing Division. If a portion of the work is approved for subcontracting, the contractor shall remain fully liable and responsible for the work to be done by the subcontractor(s) and shall assure compliance with all requirements of this contract.
8. ESTIMATED QUANTITIES: The quantities of items specified in the Proposal Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Unified Government of Athens-Clarke County requirements do not result in orders in the quantities described as "estimated", that fact shall not constitute the basis for an equitable price adjustment. Delivery shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order clause or elsewhere in this contract, the Contractor shall furnish to the Unified Government all items specified in the Proposal Schedule and called for by orders issued in accordance with the Ordering clause

9. CHANGES: Changes in the terms and conditions of this contract may be made only by written agreement of the parties.
10. INSURANCE.
- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.
 - b. Before commencing work under the contract, the Contractor shall provide to Athens Clarke County, Attn: Purchasing Administrator, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:
 - i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
 - ii. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
 - iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
 - iv. Excess Liability - \$1,000,000 on a per occurrence basis
 - v. Performance & Payment Bond - Contractor shall provide a performance and payment bond in the amount of 100% of the contract value. Bonds must be provided on the forms provided by the Owner. No deviation from the Owner's bond language will be accepted. These documents must be filled out completely and notarized with the appropriate power of attorney form attached. The bonding company must appear on the Federal register of approved companies. All Bonds shall be in the form prescribed by the Contract Documents except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 by the Audit Staff, Bureau of Government Financial Operations, U.S. Department of the Treasury. The surety shall have an underwriting limitation in Circular 570 in excess of the Contract Amount. All Bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act. If the surety on any Bond furnished by the Contractor is declared a bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located, Contractor shall promptly notify Owner and Engineer and shall, within twenty days after the event giving rise to such notification, provide another bond and surety, both of which shall comply with the requirements of this Paragraph.
 - c. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting The Unified Government of Athens Clarke County's interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Purchasing Administrator.

- d. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.
- e. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on The Unified Government of Athens-Clarke County property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Purchasing Administrator upon request."

D. TECHNICAL REQUIREMENTS - SCOPE OF WORK

Section 1 - Tasks and Estimated Timing

1.1 Design Phase

A. Start-Up Meeting Conference Call

1. Contractor will hold an on-site Start-Up Meeting with Owner. The intent of this meeting will be for Contractor and the Owner team to more specifically define and discuss exhibit topics and ideas. Meeting agenda includes;
 - Review work to date
 - Discuss goals, objectives, and existing themes
 - Review potential exhibit materials
 - Prioritize exhibit topics
 - Review content reference materials
 - Brainstorm exhibit approaches and ideas
 - Discuss interactives
 - Review budget
2. Contractor exhibit designer and developer will attend. This meeting will be held as a face-to-face meeting. Start-Up Meeting within 1 week of contract award Contractor provides meeting notes/exhibit content outline within one week following the meeting.

B. Concept Design Presentation

1. Within 2 weeks of the startup meeting, Contractor shall prepare and submits a full concept design, including:
 - Floor plans
 - Concept sketches of major exhibit elements
 - Written content outline and preliminary list of objects
 - Text Graphics and Artifact content format sample and instructions
 - Graphic approach (fonts, colors)
 - Budget
 - Updated schedule
2. This will be presented in person by Contractor's designer (*or as a conference call if the start up meeting is in person*). Owner will provide written comments one week after submittal and the presentation. Conference call to discuss comments if needed within 3 days of comments. Depending on the number of comments and amount of changes the Concept shall be re-submitted within two weeks of receiving the Owner's comments.

C. Final (95%) Design Presentation

1. Based on the Owner approved Concept Design, images and text provided by the Owner, Contractor shall prepare and submit the final design plan, including:
 - Floor plan
 - Elevation drawings to scale
 - Colors and materials
 - Graphic layouts
2. This will be presented in person by Contractor's designer or via FedEx and conference call. Owner will provide written comments one week after submittal and the presentation. Conference call to discuss comments if needed

within 3 days of comments. Depending on the number of comments and amount of changes the design shall be re-submitted within two weeks of receiving the Owner's comments. The presentation and review will include at a minimum the following:

- Design Review;
- Deviation from approved concept, if any, and why;
- Budget analysis adjusted to current design
- Updated schedule if needed
- Coordination with Owner on exhibit needs for power and data, if applicable. Materials shall be submitted at least 2 full working days in advance of the presentation for preview and preparation.

3. Owner provides written comments two weeks after submittal and Conference call to discuss comments within 3 days of comments receipt.
4. Corrections and resubmittal for final approval within 1 week. If needed, Owner provides final image files and sends artifacts to Contractor for mount preparation.

1.2 Fabrication and Installation Phase – One Month

A. Fabrication

1. Contractor shall correct graphic layouts and provide final layouts and shop drawings for casework for approval prior to output production.
2. Fabricate graphics and casework.

B. Installation

1. Contractor shall deliver, install, and make all exhibits fully operational.
2. Correct any punchlist items
3. Provide training for cleaning and maintenance to Owner personnel
4. Provide maintenance manual and closeout materials
5. Provide one-year warranty

Section 2 - General Interactive Learning Center Requirements

2.1 Scope of Work

- A. Theme:** One of the most important ideas visitors should leave the center with is a sense of stewardship towards Athens' finite water resource. Athens Clarke County shares in this stewardship which is symbolized by its commitment to water reclamation and should be a unifying theme through all the exhibits.
- B. Concept** of the journey of water lends itself to that goal. As a narrative framework its inherently flexible, allowing us to move in for specific topics and back out for overarching concepts. It also lets us emphasize that we're always at the mid-point of that journey; water comes to us from somewhere else and eventually continues on to still another place. And that idea - that we care about water downstream in the hope that someone upstream will too - is the basis for stewardship.
- C. Other** potential topics for interpretation include:
 1. The process of water treatment and reclamation (also works as a primer for tours of the plant);
 2. The history and changing technology of water treatment in Athens
 3. The Oconee river water shed and the water cycle
 4. Athens water stewardship successes and continuing challenges
 5. The Water Resources Center building's water-saving landscape features/ LEED Features
 6. The collection of old equipment, dials, gauges and meters available for display lends itself to a comparison of water treatment over time, especially in combination with some of the anecdotes and notes from original log books found at the University.
 7. Some level of interactivity is also desired which, given the diverse audience, could help make complex ideas more approachable while making the overall installation even more engaging.

8. To manage the added costs of creating that level of interactivity, Athens Clarke County Water Resources Center will research the possibility of using existing programs such as the computer interactive that Gwinnett County Developed for promoting water conservation.
9. Contractor shall assume that the Owner will be able to leverage some combination of these strategies to provide interactive media, and Contractor will provide needed casework for hardware, in order to extend the budget as far as possible.
10. During the design process Contractor and Owner will work together with the Water Resource Center staff and their consultant to figure out how to match these possible approaches with the budget for the project.

D. Expectations of the Owner, based on previous exhibit work, is that the design and fabrication will be no less than:

1. At least 5-6 large wall-hung interpretive panels;
2. Exhibit casework elements such as 2 kiosk structures designed and fabricated to house hardware and software for A/V equipment, provided by Owner;
3. At least 2 large vitrine-type cases for displaying historical objects artifacts or perhaps open top cases to house artifacts that can be left open to the public;
4. Any AV hardware and software will provided by Owner;
5. Several low-tech interactive elements such as lift flaps or spinners.

2.2 General Project Requirements:

- A.** Owner will provide under separate contract all A/V Equipment, Software, and Videos.
- B.** For the purposes of this project the term exhibit and Interactive Learning Center are used interchangeably and carry the same meaning.
- C.** The Owner will work closely with the Contractor to produce design for the exhibits that appeal to the general public without wordy text or that appear static or too complicated.
- D.** The total exhibit space will be approximately 900 square feet of building.
- E.** Artifact procurement and/or custom illustrations shall be included in the exhibit pricing with the exceptions of those specifically mentioned in the individual ILC descriptions are to be provided by Owner.
- F.** Securing Use of Intellectual Property: Contractor is responsible for locating, obtaining, and securing the permission for the use of intellectual property not owned by the Owner.
- G.** Model Release Forms: Model release forms acceptable to the Owner shall be provided for any recognizable person depicted in any of the photographs supplied by Contractor. The Owner may waive this requirement for certain historical photographs as approved by the Owner's Representative.
- H.** Research References: Contractor shall provide written documentation which cites research references and interviews used in developing exhibits.
- I.** Electronic Files: Two (2) sets CDs or DVDs, which can be read by both Apple and Windows operating systems, of each final interpretive panel, exhibit and sign design in Adobe Illustrator format, with all layers intact (not flattened) and fonts NOT outlined or embedded are required. Said CDs/DVDs shall also contain all font files used in panels, exhibits and signs and all images or illustrations used in the project. If the panel's background image is created in a program other than Adobe Illustrator (such as Adobe Photoshop or Adobe In-Design), that image shall also have all its layers intact (not flattened).
- J.** Layout and Design Drawings: Drawings and pdf format electronic files must be created to communicate project elements prior to their approval by the Owner. This includes but is not limited to fabrication, layout, floor plans, assembly, and material drawings. Scaled drawings will clearly identify all characteristics that affect the functionality, safety, accessibility, durability, and visitor experience of the item illustrated. When appropriate multiple views, clearly called out dimensions, a bill of materials, and fabrication detail will be included. Design Drawings shall be provided to the Owner in both Adobe pdf format and a format compatible with AutoCad Release 2000 – 2008.

- K. Energy-Efficiency: Energy-efficient and environmentally responsible materials, techniques, and equipment will be used wherever practical. Contractor shall to use product, materials, techniques, equipment that do not produce excess heat generation within the building space and that conform with the low VOC requirements.

2.2 General ILC Requirements:

- A. Exhibits must have interchangeable components, with a combination of hands-on-activities, education information and graphic illustrations commonly associated with interactive learning centers.
- B. All Exhibits will be permanently fixed but it is preferred to have options within the ILCs that will allow some parts to be interchangeable or upgradeable over time or changed seasonally.
- C. Exhibits shall be ADA Compliant.
- D. ILCs shall be appropriate for the full age range and abilities' of facility users.
- E. Wherever possible, use all available space within the exhibits for secure storage.
- F. Exhibits will be constructed of durable materials and be sturdy enough for heavy visitor usage, wet areas, food storage, insect control and surfaces that may need to be cleaned and disinfected on a regular basis. Wiring, electrical cords, and cabling will be rodent damage resistant installations. Museum exhibits shall be designed to last at least 10 years.

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

PROPOSAL EVALUATION AND CONTRACT AWARD

The Unified Government of Athens-Clarke County intends to evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Unified Government reserves the right to conduct discussions if the Unified Government later determines them to be necessary.

EVALUATION CRITERIA

*Evaluation criteria to be used in determining the selected firm **in order of importance** are:*

1. FIRM EXPERIENCE in providing services to public sector organizations. Past Performance on similar work and/or other work with the Unified Government of Athens-Clarke County.
2. QUALIFICATIONS of staff assigned to the contracts.
3. UNDERSTANDING OF THE REQUIREMENT and the ability to perform the work within the time limits specified in the Technical Requirements.
4. REFERENCES including applicable past work with the Unified Government of Athens-Clarke County.
5. CONTRACT PRICE Completed Schedule of Services/Prices/Proposal Sheet submitted as a SEPARATELY SEALED ENVELOPE.

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

A: PROPOSAL FORM

Proposal of _____

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

_____, *doing business as* _____*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP #00514 - Public Utilities History Exhibits** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed above.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V, C.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

Authorized Representative/Title
(print or type)

Authorized Representative
(Signature)

Date

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

B: MINORITY BUSINESS ENTERPRISE IDENTIFICATION FORM

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY - MINORITY BUSINESS ENTERPRISE IDENTIFICATION FORM

IS THIS BUSINESS 51% OWNED, OPERATED AND CONTROLLED ON A DAILY BASIS BY ONE OR MORE MINORITIES AS OUTLINED IN THE UNIFIED GOVERNMENT'S MINORITY BUSINESS ENTERPRISE POLICY?

☐ YES ☐ NO

ARE YOU CURRENTLY CERTIFIED WITH THE UNIFIED GOVERNMENT AS A MINORITY BUSINESS ENTERPRISE FIRM?

☐ YES ☐ NO

The Unified Government of Athens-Clarke County adopted a Minority Business Enterprise Policy on November 1, 1994. The Policy seeks to identify, certify, and encourage Minority Business Enterprise firms to participate in every aspect of the Unified Government's procurement of goods and services. The policy was implemented on July 1, 1995. Firms interested in participating in the program should contact the Minority Business Enterprise Coordinator in the Department of Finance, Purchasing Division.

The Minority Business Enterprise Policy defines a Minority Business Enterprise as "a business which is 51% owned, controlled, and operated on a daily basis by one or more persons who are part of one of the following groups: 1. "Black American" includes persons having origins in any of the Black racial groups of Africa; 2. "Hispanic American" includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race; 3. "Native American" includes persons who are American Indian, Eskimos, Aleuts or Native Hawaiian; 4. "Asian Pacific American" includes persons whose origins are from Japan, China, Taiwan, Korea, Viet Nam, Laos, Cambodia, the Philippines, Samoa, Guam, and the U.S. Trust Territories of the Northern Marianas; and 5. "Asian Indian American" which includes persons whose origins are from India, Pakistan, and Bangladesh.

If your firm partners or subcontracts with a minority firm(s), please provide these contacts on a separate sheet and include with your proposal.

Authorized Representative/Title
(print or type)

Authorized Representative
(Signature)

Date

SECTION V – PROPOSAL FORMS**C: ADDENDA ACKNOWLEDGEMENT**

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
					<i>Initial</i>

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

D: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

- (1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and
- (2) To submit such subcontractor affidavit(s) to the County when the subcontractor(s) is retained, but in any event, prior to the commencement of work by the subcontractor(s).

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

SEE AFFIDAVITS ON FOLLOWING PAGES

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

D-1: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT CONTRACTOR AFFIDAVIT & AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is contracting with Unified Government of Athens-Clarke County, has registered and is participating in a federal work authorization program* [an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. 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 provisions established in O.C.G.A. § 13-10-91, as amended.

The undersigned further agrees that should it employ any new employees or contract with any subcontractor(s) for the physical performance of services pursuant to the contract with Unified Government of Athens-Clarke County, the Contractor will secure from the subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91, as amended, on the attached Subcontractor Affidavit. The undersigned contractor further agrees to use the federal work authorization program throughout the contract period and to maintain records of such compliance and to provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

EEV / Basic Pilot Program* User
Identification Number
(<https://e-verify.uscis.gov/enroll/>)

Date of Authorization for Program

BY: Authorized Officer or Agent
[Contractor Name]

Date of execution of Affidavit

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

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

Notary Public
My Commission Expires:

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 (USCIS) of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SECTION V – PROPOSAL FORMS

**D-2: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT
SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is contracting with Unified Government of Athens-Clarke County, has registered and is participating in a federal work authorization program* [an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. 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 provisions established in O.C.G.A. § 13-10-91, as amended.

EEV / Basic Pilot Program*
User Identification Number
(<https://e-verify.uscis.gov/enroll/>)

Date of Authorization for Program

BY: _____
Authorized Officer or Agent
[Subcontractor Name]

Date of execution of Affidavit

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

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

Notary Public
My Commission Expires:

**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 (USCIS) of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

SECTION V – PROPOSAL FORMS

E: SCHEDULE OF SUPPLIES/SERVICES OR PRICE/PROPOSAL SCHEDULE

Scope Item:		
- Exhibit Design & Content Direction	\$	Lump Sum
- Fabrication	\$	Lump Sum
- Delivery & Installation including all travel and reimburseables	\$	Lump Sum
- Cost of Performance & Payment Bonds	\$	Lump Sum
Total Not-to-Exceed Proposal:	\$	

F. AFFIDAVIT VERIFYING RESIDENCY STATUS OF AN APPLICANT (SAVE)

Unified Government of Athens-Clarke County, Georgia
Affidavit Verifying Residency Status of an Applicant as Required by the
Georgia Security and Immigration Compliance Act

By executing this affidavit under oath, as an applicant for a contract or other public benefit administered through the Unified Government of Athens-Clarke County, Georgia, as referenced in the Georgia Security and Immigration Compliance Act (O.C.G.A. § 50-36-1, as amended), I am stating the following with respect to my application for such contract or other public benefit.

_____ **I am a United States citizen**

_____ *OR*

_____ **I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.***

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

Signature of Applicant

Date

Printed Name

*Alien registration number for non-citizens

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

Notary Public

My Commission Expires: _____

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number

 PLEASE INDICATE THE DOCUMENT VERIFYING YOUR RESIDENCY STATUS AND ATTACH A COPY OF THE
 DOCUMENT (front and back)

- | | |
|---|--|
| <input type="checkbox"/> I-327 (Reentry Permit) | <input type="checkbox"/> Machine Readable Immigrant Visa |
| <input type="checkbox"/> I-551 (Permanent Resident Card) | <input type="checkbox"/> Temporary I-551 Stamp (on passport or I-94) |
| <input type="checkbox"/> I-571 (Refugee Travel Document) | <input type="checkbox"/> I-94 (Arrival/Departure Record) |
| <input type="checkbox"/> I-688 (Temporary Resident Card) | <input type="checkbox"/> Unexpired Foreign Passport |
| <input type="checkbox"/> I-688A (Employment Authorization Card) | <input type="checkbox"/> I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) |
| <input type="checkbox"/> I-688B (Employment Authorization Document) | <input type="checkbox"/> DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status) |
| <input type="checkbox"/> I-766 (Employment Authorization Card) | <input type="checkbox"/> Other (Use Document Description) |
| <input type="checkbox"/> Certificate of Citizenship | |
| <input type="checkbox"/> Naturalization Certificate | |

Entity for which Applicant has applied

December 2009

SECTION VI – OPTIONAL FORMS

G. BID LIST APPLICATION

We would like for this form to be turned in a minimum of four (4) days prior to bid

If you have an **ACCUG Vendor Number** please include it on the sealed envelope or container.

If you do not know your **ACCUG Vendor Number**, please call **706-613-3088** or email:
accpurchasing@athensclarkecounty.com

If you DO NOT HAVE an **ACCUG Vendor Number**, please fill out the bidder's list application attached below.

SECTION VII DOCUMENTS CHECK LIST:

PROPOSAL DOCUMENTS CHECKLIST:

- ☐ 1. Cover Letter
- ☐ 2. Table of Contents
- ☐ 3. Business Information
- ☐ 4. Qualifications and Experience
- ☐ 5. References/Reference Projects
- ☐ 6. Financial Information and Documentation
- ☐ 7. Time/Cost Procedures
- ☐ 8. Other Relevant Information

MANDATORY PROPOSAL FORMS (SECTION V) Offeror must complete, execute and include with the proposal the following mandatory documents:

- ☐ A. Proposal form
- ☐ B. Minority Business Enterprise Identification Form
- ☐ C. Acknowledgement of Addenda
- ☐ D. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- ☐ E. Schedule of Services/Supplies and Price Proposal **(Must be submitted separately in a sealed envelope)**
- ☐ F. Affidavit Verifying Residency Status of an Applicant (SAVE).

OPTIONAL FORMS (SECTION VI)

- ☐ G. Bidder's List Application