

REQUEST FOR PROPOSALS

No. 23-20

ROCKDALE COUNTY, GEORGIA

August 8, 2023

ALARM MONITORING SERVICES FOR ALL EQUIPPED FACILITIES



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for the **Alarm Monitoring Services for All Equipped Facilities**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap, or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Adrienne Brown, at Adrienne.m.brown@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Adrienne Brown
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: adrienne.m.brown@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

PROPOSAL COPIES FOR EVALUATION:Technical Proposal:

Three (3) hard copies, one (1) original hard copy, two (2) photocopies, and one (1) USB Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*). Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

Price Proposal:

One (1) hard copy of the price proposal form is required to be submitted in a separate sealed envelope labeled "Proposal Form". A copy of the Proposal Form must also be included on the USB Flash Drive.

CONTRACT TERM:

The contract term will be twelve (12) months from the date of the Notice to Proceed (NTP) with the option to renew three (3) additional 12-month renewal periods.

Because this contract contains three (3) renewal periods and the price of materials is subject to change from year to year, it is appropriate to allow the Contractor to offer price increases prior to the renewal of the contract for the following year. Therefore, 90 days prior to the end of the contract, the Contractor will advise the County in writing of their desire to renew the contract and will provide the County with an updated price list (this should be the same price list from the original bid with any necessary additions that became evident during the previous year's operations). The County will review the price increases

and if necessary, negotiate with the Contractor to finalize pricing. Once both parties have agreed to the contract extension pricing, the County will prepare an Amendment to the original contract outlining the extension period, the new pricing that has been approved by both parties, and any other changes to the contract that become necessary to improve the operational effectiveness of the Agreement.

DUE DATE:

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, September 7, 2023.** Proposals received after this time will not be accepted.

PRE-PROPOSAL CONFERENCE:

There will be a **MANDATORY** Pre-Proposal Conference held at Rockdale County Administration Building, 958 Milstead Ave., Conyers, GA 30012, **Wednesday, 10:00 a.m., local time, August 23, 2023.** Any questions and/or misunderstandings that may arise from this RFP may be asked and answered at the pre-proposal conference; however, oral responses are not authoritative. Proposers are encouraged to review the RFP before attending the pre-proposal conference. Questions received after the pre-proposal conference must be submitted in writing to adrienne.m.brown@rockdalecountyga.gov or at the above address. *Any contractor who intends to submit a proposal is required to attend this meeting.*

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to Adrienne.m.brown@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, August 31, 2023.** It shall be the proposer's responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.

QUANTITIES

The quantities listed in the Proposers Response Schedule are provided as an estimate for proposal purposes. The County will not be obligated to quantities beyond actual needs.

LOCAL VENDOR PREFERENCE POLICY

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Invitations to Bids and Request for Proposals after May 1, 2013. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Proposal. The Policy will give the local bidder the opportunity to match the price of a non-local vendor's bid price if they are low and within 5% of the low bidder's price on Invitation to Bids. A copy of the Policy may be downloaded from the County website at www.rockdalecountyga.gov Bid Opportunities.

The Local Vendor Preference Policy: will / will not apply to this RFP.

ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at www.rockdalecountyga.gov Bid Opportunities and scrolling down to the bottom of the page.

OPEN RECORDS

The contents of the qualifications will not be made public until after an award and contract has been executed.

QUALIFICATIONS OF OFFERORS:

Proposers must have a current business license from their home-based jurisdiction and provide a copy of that license with the submittal of their proposal response.

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

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

Proposers are to submit at least **three (3) references** from projects with similar experience using the materials and process in this RFP.

DEBRIEFINGS:

In lieu of Post-Award debriefings, Rockdale County's will provide the "Selection Package" at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The "Selection Package" will include the scores of phases for all firms who responded and will typically be provided as a PDF file and e-mailed.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality 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 below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may 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 County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA:

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- **Experience/Performance/Approach** – Knowledge and experience with alarm equipment, installation, and monitoring services similar in size, scope, and complexity to Rockdale County as well as successful installation. Management approach to projects, past performance on projects of similar nature and complexity as the proposed project; overall responsiveness to County's needs. Provider financial capability, qualifications, and experience. Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy, and responsiveness to the required information of the request for proposals. **(30%)**
- **Staffing and Availability** – Evaluation of the list of personnel specifically assigned to the RFP proposed project, including their qualifications, overall experience, and recent experience on projects of similar nature and complexity to the proposed project. Review of personnel qualifications and experience. Organization and Staffing, evaluation of the workload of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County. **(30%)**
- **Cost (30%)**
- **References** - Evaluation of client references including but not limited to references submitted in qualification response. **(10%)**

INTERVIEWS

Interviews may be scheduled. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

INSURANCE:

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:Limits of Liability:

Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Professional Liability/General Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012

FIDELITY BOND COVERAGE:

Precedent to the execution of the Contract and before the starting of any work, the Contractor shall furnish to the County a Certificate of Insurance covering its Fidelity Bond in at least the total amount of this Contract. Surety Company shall be acceptable to the County and licensed to do business in the State of Georgia.

PERMITS:

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. **The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.**

PIGGYBACKING

Rockdale County encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF PROPOSAL:

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a proposal, the proposer 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, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

INTEREST OF:

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale 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.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFP No. **23-20** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the Proposal Form must be submitted in a separate sealed envelope labeled "Proposal Form".
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Emailed or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
 - i. Federal I.D. #58-6000882
 - ii. Sales Tax Exempt #308750008
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors and include an explanation of the service or product that they may provide.

SCOPE

Rockdale County is seeking proposals from vendors to provide 24 hours/day alarm monitoring and dispatching services for thirty-seven (37) county facilities and/or parks, and price lists for future alarm equipment purchases and ongoing repairs as needed.

The intent of this RFP is to obtain proposals from qualified vendors to provide services for furnishing and the installation of new, non-proprietary security alarm equipment and/or replacement of existing equipment as needed and to obtain competitive proposals for monitoring services for the security systems. However, new or replacement alarm and security equipment must be programmable to the extent it could be monitored by other means (such as in-house 911 monitoring) should the county choose that option at some point in the future.

The selected Contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, Rockdale County will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Warranty information must be provided with the submittal of the proposal. The contractor must state the length of the manufacturer's warranty for the security alarms. If any of the work is found defective or not in accordance with applicable codes and standards, the Contractor shall correct warranted work promptly, at no cost to the County, after receipt of a written notice from the County to do so. Contractor shall provide the County Representative copies of the standard manufacturer's warranties for any new equipment and parts purchased and installed by the Contractor. The Contractor shall provide this warranty information with its service whenever applicable.

Contractor must be licensed appropriately for this type of work. License number or copy of license must be included with the proposal.

Installation shall be completed in accordance with all applicable NBC (National Electrical Code), and EMA (National Electrical Manufacturers Association) standards and the International Mechanical Codes – 2016 Edition and all Georgia Department of Community Affairs Amendments.

Contractor shall comply with the following:

1. Remove old equipment and dispose.
2. Install new equipment.
3. Startup equipment to ensure efficient and proper operation of each alarm system.
4. Contractor must have low voltage license registered with SOS office.
5. Contractor to provide alarm notification in all areas currently un-served or under-served.
6. Provide alarms/strobes/horns in accordance with current alarm code (IBC 2009) subject to Fire Marshal review.
7. Provide relays for new alarms to "trip" old system (and vice versa) so that any alarm will notify entire facility.
8. Test all existing horns/strobes/alarms during initial construction and provide price to repair.

9. Contractor must provide emergency response/recovery plan and key personnel responsible for responding to and recovering from a catastrophic failure with minimal loss of capability.
10. Repair and or maintenance will require a cost estimate and prior approval before any service is performed.
11. Respond to on call maintenance requests within 24 hours for security alarms, fire alarm systems, key entry, keypad entry, panic buttons and any other security systems and components. This work may include but not limited to, updating existing security alarm/fire alarm control panels, communicators and associated control equipment, power supplies and standby batteries and chargers, security alarm/fire alarm keypads, motion detectors, audible devices, strobes, door alarms.
12. Perform annual required testing of the fire alarm panels and equipment.
13. Provide open/close reports, number of people to contact, alarm reports, alarm verification and others as to be determined. Maintain a call down list for each facility and perform call downs on receipt of the security/fire alarm. Provide dispatching special instructions as required.

A vendor responsive to this RFP should have a minimum of 5 years' experience in the area of alarm monitoring similar in size, scope, and complexity requested in this RFP and must be current on all facets of the latest digital technology.

PROPOSAL FORM

Instructions: Complete all THREE parts of this bid form.

PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

Please provide a quote based on the following information.

<u>Location</u>	<u>Address</u>	<u>Burglar</u>	<u>Fire</u>	<u>Panic</u>	<u>Price per Site</u>
BOC	962 Milstead Ave	X			
Animal Control	1506 Rockbridge Road	X	X		
Record Storage Building - 3 suites below	1400 Parker Road				
Suite A	1400 Parker Road	X			
Suite B	1400 Parker Road	X			
Suite C	1400 Parker Road	X	X		
Magistrate/Probate Court	874 Main St	X	X		
Fleet	2570 Old Covington Hwy	X			
Johnson Park	1781 Ebenezer Road	X	X		
General Services	1329 Portman Drive Suite J	X			
RWR Engineering	1329 Portman Drive Suite G	X			
Environmental Health	1329 Portman Drive Suite DE	X			
JP Carr Gym	986 Hardin Street	X			
ERC	2570 Old Covington Hwy	X			
Veterans Affairs	983 Taylor Street	X			
Tennis Center	1370 Parker Road	X			
Health Dept.	985 Taylor Street	X	X		
Public Meeting Room	901 Main St.	X			
Administration Bldg. - areas below at this site. 4 sec, 1 fire	958 Milstead Ave		X		
RWR 1 st floor office	958 Milstead Ave	X			
Finance - 3rd floor	958 Milstead Ave	X			
TM - rm 120	958 Milstead Ave	X			
TA Customer Service - 1st floor	958 Milstead Ave	X			
Tax Assessors/HR	981 Milstead Ave	X			
Courthouse	922 Court Street		X		
Tax Commissioner	969 Pine Street	X		x	
Senior Center	1240 Dogwood Drive	X	X	x	
Earl O'Neal Maintenance	2730 Old Covington Road	X			
Haralson Mill Bridge	4279 Haralson Mill Road		X		
RDOT Transportation/Code	2570 Old Covington Hwy	X			

Black Shoals Retreat House	3001 Black Shoals Road	X			
Black Shoals Guard House	3001 Black Shoals Road			X	
Water Tatum	2420 Tatum Road	X	X		
Tech Services	1329 Portman Dr Suites A, B, C	X			
Juvenile Justice	977 Taylor Street	X			
CE Steele Community Center	1040 Oakland Ave	X			
UGA Extensions	1121 West Ave	X			
Board Of Elections	1115 West Ave	X			
Stormwater/P&D	1117 West Ave	X			
DUI Accountability	1147 West Ave	X			
Coroner at RCSO	911 Chambers Dr	X			
DA/Public Defender	882 Main st	X			
RWR Customer Service Center	940 S. Main ST	X	X		
Costley Mill Event Hall	2597 Salem Church Rd.	X	X		
Costley Mill Welcome	2455 Costley Mill Rd.	X			
Costley Mill Guest House 1	2455 Costley Mill Rd.	X			
Costley Mill Guest House 2	2455 Costley Mill Rd.	X			
Legion Shop	1260 S Main St.	X			
Lorraine Trail Shop	3446 Hwy 138	X			
Recycling Center	1200 Sigman Rd.	X			
Fire Station 2	778 Bell Rd.SE		X		
Fire Station 3	2450 Old Salem Rd.		X		
Fire Station 9	2009 Walker Rd.		X		
RJC building	2800 Hwy 138	X	X		
New EMA/911 building	3500 E Fairview Rd		X		
Guaranteed Response Time from Alarm to Dispatch					Min/Hr

Price List	
Basic Security Panel	
Keypad w/Spec.	
Transformer	
Battery	
General Motion Detector	
Door Contact	
Glass Break Detector	
Sounder	
Basic Fire Panel	
Keypad	
Transformer	
Battery	
Manual Pull Station	
Smoke Detector w/Thermal	
Horn Strobe	
24/7 Monthly Cost for monitoring of all existing systems	
Business Hours Hourly Service Rate	
After Hours Hourly Service Rate	

PROPOSAL FORM

PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART III: Vendor Information:

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 202__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC
My Commission Expires: _____

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC
My Commission Expires:

Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors hereby attest that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires: _____

Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ 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 Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

*

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 202__.

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 registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: _____

I. INSTRUCTIONS

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor's proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

II. GENERAL BACKGROUND

- A. Current address of contractor: _____

- B. Previous Name or address of contractor: _____

- C. Current president or CEO and years in position: _____
- D. Number of permanent employees: _____
- E. Name and address of affiliated companies: _____

III. FINANCIAL STATUS

- A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____
- C. Overhead & Admin (Gross) _____
- D. Profit (Gross) _____

2. YEAR PRIOR TO "1" ABOVE:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____
- C. Overhead & Admin (Gross) _____
- D. Profit (Gross) _____

3. YEAR PRIOR TO "2" ABOVE:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____
- C. Overhead & Admin (Gross) _____
- D. Profit (Gross) _____

B. BANKRUPTCIES

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

C. BONDING

1. What is the Contractor's current bonding capacity? _____

2. What is the value of the Contractor's work currently under contract? _____

IV. COMPANY EXPERIENCE – SIMILAR PROJECTS

A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

Project #1:

Name and Address: _____

Date of Project: _____

Type of Project: _____

Contract Price: _____

Owner contact info: _____

Architect/Engineer contact info:
(if applicable) _____

Project #2:

Name and Address: _____

Date of Project: _____

Type of Project: _____

Contract Price: _____

Owner contact info: _____

Architect/Engineer contact info:
(if applicable) _____

Project #3:

Name and Address: _____

Date of Project: _____

Type of Project: _____

Contract Price: _____

Owner contact info: _____

Architect/Engineer contact info: _____
(if applicable) _____

V ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS

Has your company been involved in any construction arbitration demands filed by, or against, you in the last five years? _____

Has your company been involved in any construction-related lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years? _____

Has your company be involved in any lawsuits, proceedings, or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years? _____

Have any criminal proceedings or investigations been brought against the Contractor in the last ten years? _____

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

VI COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

I certify to the Owner that the information and responses provided on this Questionnaire are true,

accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

Signature

Date

Title

Sworn to and subscribed before me
This _____ day of _____

Signature

Notary Public

My Commission Expires:

REFERENCES

Instructions: Type or clearly print all information.

Reference #1

Name of Project Owner: _____

Project Description and Location: _____

Contracted Dollar Amount:

Completed Dollar Amount:

Scheduled Completion Date: _____

Actual Completion Date: _____

Contact Person's Name: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail:

Reference #2

Name of Project Owner: _____

Project Description and Location: _____

Contracted Dollar Amount:

Completed Dollar Amount:

Scheduled Completion Date: _____

Actual Completion Date: _____

Contact Person's Name: _____

Contact Phone: _____

Contact Fax: _____

Contact _____ E-mail: _____

Reference #3

Name of Project Owner: _____

Project Description and Location: _____

Contracted _____ Dollar _____ Amount: _____

Completed _____ Dollar _____ Amount: _____

Scheduled Completion Date: _____

Actual Completion Date: _____

Contact Person's Name: _____

Contact Phone: _____

Contact Fax: _____

Contact _____ E-mail: _____

Representative's Signature: _____ Date: _____

SAMPLE

The County reserves the right to revise this contract.

ALARM MONITORING AGREEMENT

This Agreement is made as of the _____ day of _____, 2023, between _____, a _____ corporation, ("Contractor"), whose address is _____, and Rockdale County, Georgia, a political subdivision of the State of Georgia, whose address is 962 Milstead Avenue, Conyers, Georgia 30012 ("County").

1. Sale and Purchase

Contractor hereby agrees to provide the County, and the County hereby agrees to procure from the Contractor, alarm monitoring services for the county-owned designated properties listed in Attachment "A", attached hereto and made a part hereof, ("locations").

2. Term and Termination

- 2.1 This Agreement shall be effective as of the date first set forth above. The term of this Agreement shall be for twelve (12) months ("Term"), from the date of this Agreement, unless and until terminated as provided below. This agreement has an option to renew three (3) additional 12-month terms.
- 2.2 Either party may terminate this Agreement with respect to each Product by giving no less than fifteen (15) days prior written to the other party.

3. Specifications

All alarm monitoring services provided by the Contractor shall conform to the specifications set forth in the County's Request for Proposals (RFP) No.23-20 incorporated herein by reference, (hereinafter called "Services"), and Contractor's Revised Proposal Form, attached hereto and made a part hereof, (hereinafter called "Proposal").

4. Services

- 4.1 Alarm monitoring services shall be provided to the County in accordance with the "locations", Attachment A attached hereto and made a part hereof ("Services").

5. Price and Charges for Service(s)

- 5.1 All pricing is fixed through the term of this Agreement and shall be set forth in the Contractor's Revised Proposal Form, attached hereto and made a part hereof. Fire Alarm Panel inspection will be \$_____ per building annually.

6. Invoicing and Payment

Contractor shall invoice the County for the alarm monitoring services provided under this Agreement. All payments due Contractor hereunder shall be made to Contractor at the location indicated on the invoice. All invoices shall be payable net thirty (30) days.

7. Warranty

Contractor warrants that the service shall conform to the specifications and express warranties set forth in the Attachment(s) and the time of delivery, Contractor shall have good title and right to transfer the same and that the same shall be delivered free of encumbrances. THE FOREGOING WARRANTY IS THE SOLE WARRANT AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, IN FACT OR BY LAW, INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY WARRANTY OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE.

8. Indemnity

In addition to its agreement to obtain and maintain insurance as set forth herein, the Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees, from any and all claims against the County, its officers, agents and employees, which arise out of any act or

omission of the Contractor or any of the Contractor's officers, agents and/or employees, and any and all claims which result from any condition created or maintained by the Contractor or anyone employed by the Contractor or any of their officers, agents or employees, which condition does not specify to be created or maintained by this Contract.

9. Notice.

Any notice or other communication required or permitted to be given under this Agreement must be in writing and must be mailed by overnight delivery or certified mail, postage prepaid, so that the notifying party can prove delivery of notice and the date thereof, and addressed as follows:

To the County:

To the Contractor:

Rockdale County, Georgia

Finance Department/Purchasing Division

Attn: Tina Malone

P. O. Box 289

Conyers, Georgia 30012

Email: tina.malone@rockdalecountyga.gov

Phone: 770-278-7552

Attn: _____

Email: _____

Phone: _____

The addresses stated in this paragraph may be changed by the respective parties upon a documented notice delivered in advance, pursuant to this paragraph.

10. **Limitation of Liability**

- 10.1 County acknowledges that there can be hazards associated with the use of alarm monitoring services, that it understand such hazards, and that it is the responsibility of the Contractor to warn and protect County employees and others exposed to such hazard.
- 10.2 No claim of any kind with respect to non-delivery of services shall be greater than the Unit Price payable hereunder for the service in respect to which such claim is made and County's sole and exclusive remedy (except for the remedy of cancellation for material default) for delivery of nonconforming service shall be replacement by Contractor of a like quantity of conforming service at no additional cost to County.
- 10.3 County shall not be liable in contract or tort (including negligence and strict liability) for any other direct, or any direct, special, incidental or consequential damages arising out of Contractor's performance or non-performance hereunder.

11. **Force Majeure**

- 11.1 Neither party hereto shall be considered in default in the performance of its obligations hereunder (other than its obligation to make any payment of money hereunder), or be liable in damages or otherwise for any failure or delay or delay in performance which is due to strike, lockout, concerted act of workers or other industrial disturbance, fire, explosion, flood or other natural catastrophe, civil disturbance, riot or armed conflict whether declared or undeclared, curtailment, shortage, rationing or allocation or normal sources of supply of labor, materials, transportation, energy, or utilities, accident, act of God, delay of subcontractors or vendors, sufferance of or voluntary compliance with act of government and government regulations (whether or not valid), embargo, machinery or equipment breakdown, or any other cause whether similar or dissimilar to any of the causes or categories of cause describe above and which is beyond the reasonable control of the party claiming excuse hereunder.
- 11.2 Either party affected by an event described in Paragraph 11.1, shall, promptly upon learning of such event and ascertaining that it has or will affect its performance hereunder, give notice to the other party, stating the nature of the event, its anticipated duration and any actions being taken to avoid or minimize it effect.

- 11.3 If any event within Paragraph 11.1 shall only partially reduce Contractor's ability to produce or deliver Service, then Contractor may prorate its available service among County's and Contractor's other customers in a fair and equitable manner.

12. Other Supply Source

- 12.1 If Contractor is unable to supply any of County's requirement for alarm monitoring services, County may, with Contractor's approval (which approval shall not be unreasonably withheld), purchase such requirements from other qualified vendors during such period of Contractor's inability.

13. General Provisions

- 13.1 This Agreement is subject to acceptance by a duly authorized representative of Contractor.
- 13.2 This instrument together with any terms and conditions of Contractor's Attachments(s) hereto constitutes the entire agreement between the parties. No terms and conditions in any form of purchase order, order acknowledgment or other acceptance forms of County's issued with respect to this transaction shall alter the terms hereof any objection is hereby made to all such additional or different terms. Acceptance is expressly limited to the terms offered herein. No modification or waiver of this Agreement shall bind Contractor unless in writing and signed and accepted by a duly authorized representative of Contractor.
- 13.3 Any dispute between the parties relating to this Agreement which cannot be resolved with reasonable promptness shall be referred to the Contractor's senior manager and the County's Procurement Officer in an effort to obtain prompt resolution. Neither party shall commence any action against the other until the expiration of 60 days from the date of referral to such parties referenced above; provided however, this shall not preclude a party from instituting an action seeking injunctive relief to prevent irreparable damage to such party.
- 13.4 If any provision of this Agreement is held invalid by any law and /or regulation, all other provisions hereof shall continue in full force and effect.
- 13.5 This Agreement shall be governed by and construed according to the laws of the State of Georgia without giving effect to its conflicts of laws provisions.
- 13.6 In the event of conflict between the terms of this Agreement and any of its Attachments, the various documents comprising the Agreement shall govern in the following order of precedence: Agreement, Change Orders or modifications issued after execution of the Agreement; the provisions of the County's RFP; and the Contractor's Response thereto.

14. Entire Agreement.

- 14.1 This Agreement, its attachments and essential documents (as provided in paragraph 3 above) represent the entire understanding of the parties with regard to the subject matter of this Agreement. There are no oral agreements, understandings, or representations made by any party to this Agreement that are outside of this Agreement and are not expressly stated in it. No supplement, modification, or amendment of this Agreement will be binding unless executed in writing by all parties.
- 14.2 By signing this Agreement, the parties acknowledge that they have read each and every page of this Agreement before signing same and that they understand and assent to all the terms thereof. In addition, by signing this Agreement, the parties acknowledge that they are entering into this Agreement freely and voluntarily and under no compulsion or duress. For purposes of executing this Agreement and any Change Orders, electronic/scanned/photocopied signatures shall be as valid as the original.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

ROCKDALE COUNTY, GEORGIA

Vendor's Name Here

By: _____

By: _____
Osborn Nesbitt, Sr., Chairman

Name & Title (Printed or Typed)

Federal Tax I.D. Number

Attest:

Attest:

Corporate Secretary or Assistant
Corporate Secretary

Jennifer Rutledge, Executive Director/
County Clerk

Approved As to Form:

M. Qader A. Baig, County Attorney

SUBCONTRACTORS

Instructions: Type or clearly print all information.

NAME, ADDRESS, & PHONE NUMBER OF SUBCONTRACTOR	SUBCONTRACT WORK ITEM	DOLLAR VALUE OF SUBCONTRACT WORK
1.		
2.		
3.		
4.		
5.		
6.		

Representative's Signature: _____ Date: _____

PROPOSAL CHECKLIST

_____ **THREE (3) HARDCOPIES (one (1) original, two (2) photocopies), and ONE FLASH DRIVE (containing a copy of the Proposal and the Price Proposal in Adobe PDF format) of the following documents: all documents shall be fully completed, signed, and dated:**

- _____ **Proposal Form (See Page 16)**
- _____ **Proposal Item Table (See Page 13-15)**
- _____ **References -OR- Contractor's Qualifications Statement & Questionnaire (See Pages 21-27)**
- _____ **Subcontractors (See Page 32)**
- _____ **All Applicable Affidavit Forms (See Pages 17-20)**
- _____ **Proof of Business License**
- _____ **Proof of Georgia General Contractor or Utility Contractor License**
- _____ **Proof of GDOT Prequalification**

The purpose of this checklist is to remind proposers of the documents generally required for the proposal submittal. It is the proposer's responsibility to include additional documents requested in the proposal that may not be shown on the checklist.