



THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY(ACCUG)

DATE: January 10, 2017

TO: Video Conferencing System Providers

SUBJECT: RFP #00828 JAIL/COURTHOUSE VIDEO CONFERENCING AND INFORMATION DISPLAY SYSTEMS

You are invited to submit a proposal to provide video conferencing and information display systems, for the Athens-Clarke County Jail and Courthouse.

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 accbids@athensclarkecounty.com. Technical questions may be directed to Chief Tommy York, Clarke County Sheriff's Office at (706) 613-3270, fax: (706) 613-3453 or email: Tommy.York@athensclarkecounty.com.

A pre-proposal conference to respond to all inquiries with regards to this project will be held at **2:00 PM ET, Thursday, January 19, 2017** in the Grand Jury Room, located at the Athens-Clarke County Courthouse, 325 East Washington Street, 5th Floor, Athens, Georgia 30601. Potential offerors are strongly encouraged to attend.

The estimated range of this project is between \$120,000 and \$420,000.

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 The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department.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) USB Flash drive with a copy of the Proposal 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 #00828 JAIL/COURTHOUSE VIDEO CONFERENCING AND INFORMATION DISPLAY SYSTEMS"** 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, THURSDAY, FEBRUARY 9, 2017**

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. **References:** Include a minimum of three references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact and description of the contract for each reference. Examples of no more than three "reference projects" which represent the

design teams approach to design solutions for projects of similar scale and complexity, and the information on these projects must indicate the contributions of proposed key personnel in the design and development of the "referenced projects" cited in the submittal.

6. **Financial Information and Documentation:** Provide relevant information regarding organizational stability and strength. Documentation may include:
 - a. A statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of directors joint venture partners, etc.), a listing of financial references.
 - b. Failure to Complete Prior Projects - disclose whether the Offeror (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.
 - c. Disclose information and provide explanation regarding any contracts involving the offeror or joint venture firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.
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 #00828 JAIL/COURTHOUSE VIDEO CONFERENCING AND INFORMATION DISPLAY SYSTEMS)**. 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) USB Flash drive with a copy of the Proposal WITHOUT Pricing**
- One (1) Separately Sealed paper copy of section V- D Price Proposal Schedule**
(Must be submitted separately in a 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 USB FLASH DRIVE MUST BE IN A SINGLE PDF FILE

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
REQUEST FOR PROPOSAL (RFP)
JAIL/COURTHOUSE VIDEO CONFERENCING AND INFORMATION DISPLAY SYSTEMS
CLARKE COUNTY SHERIFF'S OFFICE / SUPERIOR COURTS OF ATHENS-CLARKE COUNTY
2011 SPLOST PROJECT
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 a video conferencing system and information display system for the Clarke County Sheriff's Office and Athens-Clarke County Court System, 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 **January 9, 2017**
- Pre-Proposal Conference **2:00 PM ET Thursday, January 19, 2017**
- Deadline for submission of questions **Wednesday, January 25, 2017**
- Deadline for receipt of proposal **3:00 PM ET Thursday, February 9, 2017**
- Proposals Valid Until:..... **May 2, 2017**

C. CONTACT PERSON

The contact person for this RFP is Julie Ann Donahue, CPPB, Purchasing Administrator or Toro Holt, Senior 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 accbids@athensclarkecounty.com. Technical questions may be directed Chief Tommy York, Clarke County Sheriff's Office at (706) 613-3270, fax: (706) 613-3453 or email: Tommy.York@athensclarkecounty.com, or Laura Welch, Court Administrator (Laura.Welch@athensclarkecounty.com). Explanation(s) desired by offeror(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing via email or facsimile at (706) 613-1975.

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 90 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.

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 **ninety (90) 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: accbids@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 Athens-Clarke County government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

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. MULTIPLE AWARDS

The Unified Government of Athens-Clarke County reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the Unified Government. If the Unified Government determines that an aggregate award to one offeror is not in the Unified Government's best interest, "all or none" offers shall be rejected.

P. 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.

Q. 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.

R. 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.

S. OPEN RECORDS

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10.** If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure;

SECTION III - SCOPE OF SERVICES

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for the various sub-projects as per the scope of services outlined below for the period outlined.

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. It 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. Athens-Clarke County is in the Western Judicial Circuit and the 10th Judicial District. There are six courts and five constitutional offices housed in the Courthouse, along with space for and Information Technology. This RFP is concerned with providing products and services for the six courts, the common areas of the courthouse, and the jail.

The Superior Court of Athens-Clarke County is presided over by Chief Judge David Sweat, Judge Lawton Stephens, Judge Patrick Haggard, and Judge Eric Norris. There are three Superior Court courtrooms shared by the four judges, two on the third floor and one on the fifth floor. Superior Court has general jurisdiction handling both civil and criminal law actions. The judges preside over cases involving misdemeanors, contract disputes, premises liability, and various other actions. The Superior Court has exclusive equity jurisdiction over all cases of divorce, title to land, and felonies involving jury trials, including death penalty cases. In addition, there are three accountability courts served by the Superior Court judges: Felony Drug Court, Treatment and Accountability Court, and Veterans Court.

The State Court of Athens-Clarke County is presided over by Judge Ethelyn Simpson and Judge Charles Auslander. There are two State Court courtrooms, one large and one small. State Court has jurisdiction over misdemeanor criminal cases and general civil cases, with certain exceptions such as domestic relations cases. State Court judges preside over criminal arraignments, criminal and civil motion hearings, criminal and civil jury and non-jury trials, and hearings on probation violations. The criminal caseload in State Court includes DUI offenses, family violence offenses, traffic offenses and thefts. In addition, State Court houses the DUI/Drug Court, which provides intensive supervision, treatment and counseling to persons with substance abuse issues to reduce DUI recidivism.

The Juvenile Court of Athens-Clarke County is presided over by Judge Robin W. Shearer and has jurisdiction over most children under the age of 17 who are charged with violating any law or are deemed runaways, ungovernable, or beyond parental control. The court also hears all cases involving allegations of deprivation of children under the age of 18 found within its jurisdictions. Juvenile Court also conducts special programs for children and families, including Family Treatment Court and Peer Court. Juvenile Court has one small courtroom located on the first floor of the courthouse.

The Magistrate Court is presided over by Judge Patricia Barron and serves to deliver justice by ruling on disputed claims or approving mutual settlements in civil cases as well as serving as the court of entry into the criminal justice system. The Magistrate Court conducts bond hearings every day during the week at the courthouse and at the Clarke County Jail on weekends and holidays. The court conducts preliminary hearings and pre-warrant hearings. The court also conducts hearings for arraignments and probation violations in misdemeanor bad check cases, dispossessory (eviction) cases, civil claims involving funds up to \$15,000.00, garnishments, abandoned motor vehicles, and personal property foreclosures. Magistrate court has two courtrooms, both of which are located on the second floor.

Probate Court is presided over by Judge Susan P. Tate and is responsible for estate, guardianship, and mental health cases and the processing of marriage and firearms licenses. It is a constitutional office with judicial responsibility for over 70 types of legal petitions, the most common of which are probates of wills in solemn form (an executor has been named) and temporary guardianships. There are currently six authorized employees, including the judge, staff attorney, and four court clerks. Probate Court does not have a courtroom.

Municipal Court is a charter office of the Unified Government, presided over by a judge that is appointed by the Mayor and Commission. There is one large courtroom on the first floor of the courthouse. Athens-Clarke County's Municipal Court handles approximately 35,000 misdemeanor criminal, misdemeanor traffic, civil traffic (e.g., red light camera citations), and county ordinance violations each year. The full-time Judge appointed to the Court also serves as the County's Administrative Hearing Officer, and hears approximately 100 administrative cases per year involving alcohol and taxi permit licenses, among other matters. Cases are brought to the Court on uniform traffic citations, citations, warrants, accusations, and complaints by multiple agencies.

The Clarke County Sheriff's Office is lead by Sheriff Ira Edwards, Jr. The Jail is a Section of the Clarke County Sheriff's Office and operates under the authority of the Sheriff of Clarke County and the Athens-Clarke County Government. The Jail is commanded by Chief Jailer Tommy York. The Clarke County Jail books approximately 10,000 inmates per year. The average daily population approximately 460 inmates for the last three years. The jail bed capacity is 780. At the present, the jail does not house inmates for other agencies other than sentenced inmates waiting for transport to the Georgia Department of Corrections.

The Clarke County Jail is the only operational jail for the Government and jurisdiction of Athens-Clarke County. Agencies that operate within the jurisdiction of Athens Clarke County include the Clarke County Sheriff's Office, the Athens-Clarke County Police, the University of Georgia Police, Winterville Police, Georgia State Patrol and the Georgia Bureau of Investigation.

As part of the new construction project, we will add a system for videoconferencing between the jail, courthouse, and other judicial offices for use between judges and defendants to minimize the defendants' time spent in jail prior to bond hearings or other judicial matters. The project will also include an information display system for the courthouse and jail.

Videoconferencing is an interactive technology that sends video, voice, and data signals over a transmission circuit so that two or more individuals or groups can communicate with each other simultaneously using video monitors. As an interactive medium, videoconferencing offers people the ability to share resources and information, cooperatively solve problems, and work at a distance. In state and local governments, videoconferencing has the potential to make better use of taxpayer resources by:

- Reducing travel requirements for all courtroom participants;
- Saving prisoner and patient transportation costs;
- Improving courthouse security;
- Reducing logistical barriers to conducting meetings; and
- Increasing efficiency of legal proceedings.

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: The vendor will come to the entrance of the jail and the courthouse and announce who they are to attendant. Once they enter the facility, the attendant will inform the appropriate supervisor of their presence. The vendor then will be escorted to their work site by uniformed staff or other appropriate staff.
3. Contract Performance Period: Contract performance period shall be from date of award 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: 24 hours per day, seven days per week, including holidays
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 the Department Director or Designee. 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.

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. 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 - *Any bid exceeding \$50,000 requires a performance and payment bond in the amount of 100% of the contract. 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."
- f. The following persons or entities are to be listed on the Contractor's general liability policy of insurance as additional insureds:
 - i. Unified Government of Athens-Clarke County, Georgia
- g. Cyber Liability –a minimum of \$5,000,000 limit. for data breach and/or sensitivity and volume of data.

D. IT ENVIRONMENT OVERVIEW:

The Unified Government of Athens-Clarke County utilizes a number of different platforms to deliver computing services throughout the government. The primary platforms supported are the IBM AS/400, Microsoft Windows Server, and Microsoft Windows Desktop.

The network is made up of fiber optics, high-speed copper (UTP), and varying speeds of broadband and Metro-E. The network infrastructure is based primarily on CISCO routers and switches.

The Courthouse core network is a Cisco 6880 and a Cisco 9372 with 80 gbps of redundant connectivity. The core also contains 3 3750s to support servers and redundant paths to the Police Department (PD). The edge switches throughout the Courthouse are Cisco 2960s connected back to the core via copper at 1gbps.

The Jail Network is a Cisco 3850 with Cisco 2960s connected back to the 3850 via Fiber @ 1gbps. The Jail network (3850) is connected by Fiber back to the PD via Fiber @ 1gbps. The PD core network is identical to the Courthouse network. The Courthouse and PD network are connected via Fiber between the 6880s @ 20gbps and there is up to 60gbps of redundancy built into that as well with the 9372s and 3750s. The latency between the Courthouse and the PD and the Jail are less than 1ms consistently.

All Switches at the Jail and Courthouse are PoE enabled. QoS will be configured to specifications.

One department supports both the computer systems and the network, Information Technology (IT). IT also supports all software applications that utilize the computer systems and network throughout The Unified Government of Athens-Clarke County.

In addition to the local network, The Unified Government of Athens-Clarke County's network attaches to a number of other networks such as the Internet, the Georgia Crime Information Computer (GCIC) and the National Crime Information Computer (NCIC).

N/A

E. **SPECIFIC TASKS:**

Work shall include, but not be limited to the following:

VIDEO CONFERENCING

As part of the new jail project in Athens-Clarke County, it is intended to add videoconferencing capabilities to reduce time spent transporting inmates, reduce the time spent in jail awaiting bond hearing between court scheduled hearing dates, and bring the jail and courts up to current technology capabilities. The videoconferencing system should be an interactive technology that sends video, voice, and data signals over a transmission circuit so that two or more individuals or groups can communicate with each other simultaneously via video.

Intended Uses:

- In-custody criminal proceedings and initial appearances;
- Setting, review, modification of bond and other conditions of release
- Warrant applications
- Arraignments
- Testimony from witnesses
- Interpretation Needs in compliance with Supreme Court of Georgia Limited English Proficiency Guidelines (LEP)

System Needs:

1. Videoconferencing between Jail (2 locations) and Courthouse (6 courtrooms).
2. Jail side of the system shall utilize one (1) portable system in the main hearing room, and one (1) desktop or wall mounted systems in a conference room, total of two (2) systems on jail side.
3. Each jail system shall be capable of capturing and displaying video and audio of the inmate/defendant.
4. Courthouse side of the system shall be available in six (6) courtrooms and the law library, each appropriately equipped with data connection. Offerors may specify fixed or portable solutions to accomplish the project objectives. If video equipment is to be fixed to the courtroom walls or ceilings, no assumption shall be made by the offeror about the availability of new data or communication conduit or outlets, other than those currently installed. Further, any proposed addition to the courthouse data network or infrastructure beyond that verified in the pre-proposal site inspection must be approved in advance by ACC facilities management. Associated costs shall be included in the proposal.
5. Each courtroom system shall be capable of capturing and displaying video and audio of two parties in the courtroom (i.e. judge and prosecution or judge and defense).

6. All parties should be seen at both locations with full duplex/multiplex capability.
7. System must fit within existing bandwidth limitations or (preferably) run on an independent network.
8. Transmittal or browsing capabilities for electronic and/or paper documents is essential.
9. Electronic signature pad capabilities shall be included for the jail side.
10. All communications must be secured and protected.
11. Web interface capabilities must be included.
12. On-site training and training documentation shall be provided for Jail and Court staff users.
13. Project Manager to oversee design, installation and implementation of all software (except for operating system, if on county provided server).
14. Software must run on a 64 bit Microsoft Server 2012 R2 or higher.
15. Software must use Microsoft SQL Server 2014 or higher if an off-the-shelf database is required. Vendor will provide instructions on how to best back up all databases and data.
16. Capability to connect to existing courtroom audio equipment.

INFORMATION DISPLAY

The Athens-Clarke County Courthouse is a structure originally built in 1913 with an annex completed in 1989. It is home to the constitutional offices and courts as well as much of the Information Technology servers and equipment. There are five floors, with main entrances located on the first and second floors.

An information display system shall be developed to allow various users (courthouse and jail) to display customized content on a collection of display monitors for the communication of user defined content in public areas of the courthouse and jail.

The system shall be capable of displaying computer generated input or DVD input with the capability for continuous live updating.

1. The information display system shall include six (6) display panels at the courthouse and one display panel in the jail lobby.
2. The information display system shall have wall-mounted DISPLAY points as follows:
 - a. Jail Lobby
 - b. Next to elevators and in common area, 1st floor
 - c. Next to elevators and common area, 2nd floor
3. The information display system shall have INPUT points as follows:

- a. Clerk of Superior and State Courts
 - b. Magistrate Court
 - c. Municipal Court
 - d. Windows Explorer
 - e. Internet Explorer
4. The video conferencing system and the information display system shall include an annual maintenance option(s).

COURTROOM INFORMATION DISPLAY

There are three Superior Court courtrooms, two State Court courtrooms, two Magistrate Court courtrooms, and one courtroom each for Municipal Court and Juvenile Court. Probate Court has a hearing room and must borrow a courtroom when needed. This RFP seeks to address the needs of the following:

- Superior Court, Courtroom 1 (2nd Floor)
- Superior Court, Courtroom 2 (2nd Floor)
- Superior Court Courtroom 3 (5th Floor)
- State Court Courtroom 4 (4th Floor)
- State Court Courtroom 5 (5th Floor)
- Magistrate Court, Large Courtroom (2nd Floor)
- Magistrate Court, Small Courtroom (2nd Floor)
- Municipal Court Courtroom (1st Floor)
- Juvenile Court Courtroom (1st Floor)
- Law Library (3rd Floor)

The courts conduct arraignments, hearings, and trials that depend upon flawless, user-friendly operation of information display, videoconferencing, amplification, and digital recording equipment. Videoconferences will require connection of two or more separate parties to the courtroom. In-person conferences and trials often involve lengthy witness testimony that must be amplified and digitally recorded within the courtroom. Oral arguments involve the judge interacting with attorneys, jurors, witnesses, clerks, staff attorneys and the public from a bench. Courtroom Information Display Upgrades will include:

1. Replacing and upgrading existing equipment that is approaching the end of its life expectancy;
2. Integrating the courtroom videoconferencing with the jail; building into the system the ability to accommodate an alternative PC-based connection for video conferencing.
3. Installing evidence display equipment with touchscreen capability;
4. Installing touch screens with a tabletop touch panel for use by the judge to control all microphones (including one touch muting of ALL microphones while maintaining transfer to digital recording device), information display, and videoconferencing;
5. Replacing or using existing speakers and microphones (if possible) to amplify courtroom proceedings within each courtroom;

6. Installing evidence display at judge's bench and counsel tables to include laptop (provided by others) with VGA/DVI and HDMI connections, document camera, connections to wall monitors or other information display equipment; integrate the audio into the amplification and recording systems;
7. Integrating use of existing screens (if possible) to display information if desired; use configurable components avoiding custom build and custom programming
8. Build the system around digital audio recording software (currently DECA) with capability to upgrade to newer versions.
9. Providing maintenance on the new equipment; a service contract that includes guaranteed service and response time for onsite technical services, customer support, and telephone or email support.
10. Provide training on use of the new equipment for end users, court staff, and Information Technology staff; provide reference materials for end users to have in the courtrooms.

The systems shall be the latest technology, easy to operate, and provide all the needed functions per the manufacturer specifications. The final systems must be simple to operate for multiple users, provide flexibility in room design and be multi-functional. It is the intent of the courts to achieve a complete and operational easy-to-use system upgrade that takes all of the areas of concern into consideration.

All computer workstations, if provided by offeror, should be Windows 7 and 10 compatible with a minimum of Intel i3 processors and 4GB RAM. Operating System, Kaspersky Antivirus software and Microsoft Office 2016 licenses will be provided by the Athens-Clarke County SPLOST for each workstation as necessary. Should the proposal require a dedicated server, the vendor should provide configuration details and requirements in the proposal.

FACILITY REQUIREMENTS AND ELECTRICAL GENERAL REQUIREMENTS

RELATED DOCUMENTS

The general provisions of the contract including General and Special Conditions and General Requirements shall apply to all work under this Section.

REQUIREMENTS OF REGULATORY AGENCIES AND STANDARDS

1. Equipment, fixtures, material and installation shall conform to the requirements of the Athens-Clarke County Building Inspections, the National Electrical Code, National Electrical Safety Code, Life Safety Code, Occupational Safety and Health Act, and applicable national, state and local codes, ordinances and regulations.
2. All equipment shall be equal to or exceed the minimum requirements of NEMA, IEEE, and UL.
3. Should any change in Specifications be required to comply with governmental regulations, the Contractor shall notify Athens-Clarke County Government prior to execution of the Work. The work shall be carried out according to the requirements of such code in accordance with the instruction of Athens-Clarke County Government and at no additional cost to the Owner.
4. The provisions of Standards, Codes, Laws, Ordinances, etc., shall be considered minimum requirements. In case of conflict between their published requirements, the Owner's Representative shall determine which is to be followed and his decision shall be binding. Specific

requirements of this specification, which exceed the published requirements, shall take precedence over them.

FEES

All local fees, permits, and services of inspection authorities shall be obtained and paid for by the Contractor. The Contractor shall cooperate fully with local companies with respect to their services. Contractor shall include in his bid any costs to be incurred relative to power service (primary and/or secondary) and telephone service.

SCOPE OF WORK

1. Provide all incidentals, equipment, appliances, services, hoisting, scaffolding, supports, tools, supervision, labor consumable items, fees, licenses, etc., necessary to provide complete systems. Perform start-up and checkout on each item and system to provide complete and fully operable systems.
2. Install and coordinate the electrical work in cooperation with Athens-Clarke County Government. Before installation, make proper provisions to avoid interferences in a manner approved by Athens-Clarke County Government. All changes required in the work of the Contractor, caused by his neglect to do so, shall be made by him at his own expense.
3. It is the intent of the Specifications to provide a complete workable system ready for the Owner's operation. Any item not specifically shown on the called for in the Specifications, but normally required to conform with the intent, are to be considered a part of the Contract.
4. All materials furnished by the Contractor shall be new and unused (temporary lighting and power products are excluded) and free from defects. All materials used shall bear the Underwriter's Laboratory, Inc. label provided a standard has been established for the material in question.
5. Except for conduit, conduit fittings, outlet boxes, wire and cable, all items of equipment or material shall be the product of one manufacturer throughout the entire project. Multiple manufacturers will not be permitted.

REFERENCES

Utilize the following abbreviations and definitions for discernment.

1. Abbreviations

- NEC National Electrical Code.
- OSHA Occupational Safety and Health Act.
- ANSI American National Standards Institute.
- NFPA National Fire Protection Association.
- ASA American Standards Association.
- IEEE Institute of Electrical and Electronics Engineers.
- NEMA National Electrical Manufacturers Association.
- UL Underwriters' Laboratories, Inc.
- IBC International Building Code.
- IES Illuminating Engineering Society.
- ICEA Insulated Cable Engineers Association.
- ASTM American Society of Testing Materials.
- ETL Electrical Testing Laboratories, Inc.

- CBM Certified Ballast Manufacturers.
- EIA Electronic Industries Association.
- LED Light Emitting Diode.
- OEM Original Equipment Manufacturer.

DEFINITIONS

1. "PROVIDE" means to supply, purchase, transport, place, erect, connect, test, and turn over to Owner, complete and ready for regular operation, the particular Work referred to.
2. "INSTALL" means to join, unite, fasten, link, attach, set up, or otherwise connect together before testing and turning over to Owner, complete and ready for regular operation, the particular Work referred to.
3. "FURNISH" means to supply all materials, labor, equipment, testing apparatus, controls, tests, accessories, and all other items customarily required for the proper and complete application for the particular Work referred to.
4. "WIRING" means the inclusion of all raceways, fittings, conductors, connectors, tape, junction and outlet boxes, connections, splices, and all other items necessary and/or required in connection with such Work.
5. "CONDUIT" means the inclusion of all fittings, hangers, supports, sleeves, etc.
6. "AS DIRECTED" means as directed by Athens-Clarke County Government.
7. "CONCEALED" means embedded in masonry or other construction, installed behind wall furring or within double partitions, or installed above hung ceilings.

COORDINATION OF THE WORK

1. Carefully check space requirements and the physical confines of the area to insure that all material can be installed in the spaces allotted thereto including finished suspended ceilings. and the spaces within the existing building. Make modifications thereto as required and approved.
2. Wherever work interconnects with work of other trades, coordinate with other trades to insure that all trades have the information necessary so that they may properly install all the necessary connections and equipment. Identify all items of work that require access so that the ceiling trade will know where to install access doors and panels.
3. Coordinate, project and schedule work with other trades in accordance with the construction sequence.
4. Any significant changes in location of outlets, cabinets, etc., necessary in order to meet field conditions shall be brought to the immediate attention of Athens-Clarke County Government and receive their approval before such alterations are made. All such modifications shall be made without additional cost to the Owner.
5. Adjust location of conduits, panels, equipment, pull boxes, fixtures, etc. to accommodate the work to prevent interferences, both anticipated and encountered.

EXAMINATION OF SITE

Prior to the submitting of bids, the Contractor shall visit the site of the job and shall familiarize himself with all conditions affecting the proposed installation and shall make provisions as to the cost thereof. Failure to comply with the intent of this paragraph will in no way relieve the contractor of performing all necessary work.

PROGRESS OF WORK

The Contractor shall order the progress of his work to conform to the progress of the work of other trades and shall complete the entire installation as soon as the conditions of the building will permit. Any cost resulting from the defective or ill-timed work performed under this section shall be borne by the Contractor.

DELIVERY, STORAGE, AND HANDLING

1. Ship and store all products and materials in a manner that will protect them from damage, weather and entry of debris. If items are damaged, do not install, but take immediate steps to obtain replacement or repair. Any such repairs shall be subject to review and acceptance of Athens-Clarke County Government.
2. Deliver materials in manufacturer's unopened container fully identified with manufacturer's name, trade name, type, class, grade, size and color.
3. Store materials suitably sheltered from the elements, but readily accessible for inspection by Athens-Clarke County Government until installed. Store all items subject to moisture damage in dry, heated spaces.

EQUIPMENT ACCESSORIES

1. Provide supports, hangers and auxiliary structural members required for support of the work.
2. Furnish and set all sleeves for passage of raceways through structural, masonry and concrete walls of floors and elsewhere as will be required for the proper protection of each raceway passing through building surfaces.

OPERATIONS AND MAINTENANCE MANUALS

General: Provide operations & maintenance (O&M) manuals to Athens-Clarke County Government including but not limited to the following:

1. Alphabetical list of all system components, with the name, address, and phone number of the company responsible for servicing each item during the first year of operation.
2. Operating instructions for complete system including:
 - a. Normal starting, operating, and shut-down.
 - b. Emergency procedures for fire or failure of major equipment.
 - c. Summer and winter special procedures, if any.
 - d. Day and night special procedures, if any.
3. Maintenance instruction including:
 - a. Proper lubricants and lubricating instructions for each piece of equipment, and date when lubricated if needed.

- b. Necessary cleaning, replacement and/or adjustment schedule.
4. Manufacturer's data for each piece of equipment including:
 - a. Installation instructions.
 - b. Drawings and specifications.
 - c. Parts list, including recommended items to be stocked.
 - d. Complete wiring diagrams.
 - e. Marked or changed prints locating all concealed parts and all variations from the original system design.
 - f. Test and inspection certificates.

GUARANTEE

Guarantee all material and workmanship for a period of one (1) year from date of final acceptance by the Owner, except that where guarantees or warranties for longer terms are specified herein, such longer term to apply. Within 24 hours after notification, correct any deficiencies that occur during the guarantee period at no additional cost to the Owner, all to the satisfaction of the Owner. Obtain similar guarantees from subcontractors, manufacturers, suppliers and subtrade specialists.

MATERIALS

1. Applicable equipment and materials shall be listed by Underwriters' Laboratories and Manufactured in accordance with ASME, NEMA, ANSI or IEEE standards, and as approved by local authorities having jurisdiction.
2. If products and materials are specified for a specific item or system, use those products or materials. If products and materials are not listed in either of the above, use first class products and materials, subject to approval of Shop engineers where Shop Drawings are required or as approved in writing where Shop Drawings are not required.

SUBSTITUTION OF MATERIALS OR EQUIPMENT

1. All requests for substitution of materials or equipment shall be made in writing by the Contractor. The request must be submitted to Athens-Clarke County Government not less than 10 days prior to the bid date. Samples of proposed substitute materials or equipment shall be submitted to Athens-Clarke County Government for review whenever they are requested. Bids shall be based only upon the specified materials and equipment, or substitutes that have received written acceptance from the Athens-Clarke County Government prior to the bid.
2. Wherever the words "for approval" or "approved" are used in regard to manufactured specialties, or wherever it is desired to substitute a different make or type of apparatus for that specified, submit all information pertinent to the adequacy and adaptability of the proposed apparatus, and secure Athens-Clarke County Government's acceptance before apparatus is ordered.
3. Wherever quantities or a definite make and size of apparatus is specified, the make and size of apparatus which is proposed must conform substantially (in regard to the operating results) to that specified or implied. Same shall apply to important dimensions relating to operation of apparatus in coordination with the rest of the system, or to properly fitting it into available space conditions. Any substitution of equipment or apparatus shall include all necessary revisions, as required to complete the installation.

4. Acceptance of substitutions, for equipment specified herein, will not be given merely upon submission of manufacturer's names and will be given only after receipt of complete and satisfactory performance data covering the complete range of operating conditions. Furnish complete and satisfactory information relative to equipment dimensions, weight, etc. Any additional construction and design costs incurred as a result of any accepted substitution shall be borne by the Contractor. The opinion and judgment of Athens-Clarke County Government shall be final, conclusive, and binding.

INSTALLATION

1. Follow manufacturer's instructions for installing, connecting, and adjusting all equipment. Provide one copy of such instructions to Athens-Clarke County Government before installing any equipment. Provide a copy of such instructions at the equipment during any work on the equipment.
2. Use mechanics skilled in their trade for all work.
3. Keep all items protected before and after installation. **Clean up all debris on a daily basis.**
4. Before commencing Work, examine all adjoining, underlying, etc., Work on which this Work is in any way dependent for perfect workmanship and report any condition which prevents performance of first class work. Become thoroughly familiar with actual existing conditions to which connections must be made or which must be changed or altered.
5. All wiring must be run inside the walls unless Athens-Clarke County Government approves otherwise.

CUTTING, PATCHING AND REPAIRING

1. The work shall be carefully laid out in advance. Where cutting, channeling, chasing or drilling of floors, walls, partitions, ceilings or other surfaces is necessary for the proper installation, support or anchorage of raceway, outlets or other equipment, the work shall be carefully done. Any damage to the building, piping, equipment or defaced finish plaster, woodwork, metalwork, etc. shall be repaired by skilled mechanics of the trades involved at no additional cost to the Owner.
2. Where conduits, mounting channels, outlet, junction, or pull boxes are mounted on a painted or stucco finished surface, or a surface to be finished, they shall be painted to match the surface.

DEMOLITION AND CONTINUANCE OF EXISTING SERVICES

1. All existing shall remain as they presently exist.
2. Under no circumstances shall existing services be terminated or altered unless deemed necessary by Athens-Clarke County Government.
3. It shall be solely the Contractor's responsibility to guarantee continuity of present facilities and any unauthorized alteration to existing equipment shall be corrected by the Contractor to Athens-Clarke County Government's satisfaction at the Contractor's expense.

CLEANING UP

1. Contractor shall take care to avoid accumulation of debris, boxes, crates, etc., resulting from the installation of his work. Contractor shall remove from the premises each day all debris, boxes, etc., and keep the premises clean.

2. Contractor shall clean up all fixtures and equipment at the completion of the project.
3. All switchboards, panelboards, wireways, trench ducts, cabinets and enclosures shall be thoroughly vacuumed clean prior to energizing equipment and at the completion of the project. Equipment shall be opened for observation Athens-Clarke County Government as required.

PREMIUM TIME WORK

The following Work shall be performed at night or weekend other than holiday weekends as directed and coordinated with the Owner: All tie-in, cut-over and modifications to the existing electrical system and other existing system requiring tie-ins or modifications shall be arranged and scheduled with the Owner to be done at a time as to maintain continuity of the service and not interfere with normal building operations. This also includes any “noisy” work that will interfere with Court Operations.

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

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. UNDERSTANDING OF THE REQUIREMENT and the ability to explain how the requirements will be met.
(16 points)
2. CONTRACTOR FURNISHED EQUIPMENT including adequacy and relevancy for performance of the requirements of the contract.
(16 points)
3. CONTRACT PRICE Completed Price Proposal Schedule **submitted as a separate** paper document for evaluation.
(14 points)
4. ESTABLISHED CUSTOMER SERVICE including responsiveness, professionalism, follow-up, and interest in exploring innovation.
(14 points)
5. FIRM EXPERIENCE in providing equipment and services to courts.
(12 points)
6. QUALIFICATIONS of staff assigned to the contracts.
(12 points)
7. TRAINING AVAILABILITY, HOURS AND PRICE
(8 points)
8. REFERENCES including applicable past work with the courts within the state of Georgia, and/or in similar judicial environments.
(8 points)

SECTION V – PROPOSAL FORMS

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 #00828 JAIL/COURTHOUSE VIDEO CONFERENCING AND INFORMATION DISPLAY SYSTEMS** 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- B.
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 ninety (90) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

Authorized Representative/Title
(print or type)

Authorized Representative
(Signature)

Date

SECTION V – PROPOSAL FORMS

B: 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



C: 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

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 AFFIDAVIT ON FOLLOWING PAGE

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

**C: 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 Memorandum
of Understanding (MOU)

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 _____, 201_

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).

Company Name (*printed*): _____

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

D: PRICE PROPOSAL SCHEDULE

(Must be submitted separately in a sealed envelope)

SECTION VI – OPTIONAL FORMS

A. 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. 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. Acknowledgement of Addenda
- C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- D. Price Proposal Schedule **(Must be submitted separately in a sealed envelope)**

OPTIONAL FORMS (SECTION VI)

- A. Bidder's List Application

ATTACHMENT A

What Your Business Needs to Know about Georgia's E-Verify Requirements

(Effective July 1, 2013)

E-Verify Contractor Requirements

Georgia law, **O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed \$2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the [Attorney General's website](#)) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found [here](#).

E-Verify Private Employer Requirements

Georgia law, **O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found [here](#).

What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

How Do I Register for E-Verify? To register for E-Verify, please visit the [DHS website](#). If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at <http://www.dhs.gov/e-verify>.

ATTACHMENT B: MASTER CARD E-PAYABLES PROGRAM WELCOME LETTER

Dear Valued Supplier:

We're pleased to announce an electronic payment processing program targeted to begin in June 2016 and offered to all valued suppliers of the Unified Government of Athens-Clarke County.

In partnership with SunTrust Bank, we will implement a Payables Card Program. This technology allows us to electronically initiate a MasterCard®-branded payment to you upon receipt of goods or services and approval of your invoice. There are several advantages to accepting the MasterCard®-branded payment.

Potential benefits include:

- Elimination of paper checks
- Prompt payment and consistent cash flow
- Reduced paperwork and streamlined accounts receivables process
- No changes or modifications to your existing card acceptance procedures

Valued suppliers who accept payments through our MasterCard®-branded Card Program help the Unified Government improve the payment process. Going forward, payments by check will be reduced or eliminated as part of our commitment to environmental stewardship.

Representatives from *Priority Business Services* will soon reach out to coordinate your enrollment in the program. We look forward to your participation. **If you have any questions** please reach out to 877-266-3709 or email us at UnifiedGovernment@B2Bepayables.com.

Thank you in advance for your cooperation.

Sincerely,



David Boyd, CPA
Director of Finance
The Unified Government of Athens-Clarke County