



THE UNIFIED GOVERNMENT OF  
ATHENS-CLARKE COUNTY(ACCGov)

**DATE:** Wednesday, May 31, 2023

**TO:** Judicial Video Conferencing System Vendors

**SUBJECT:** RFP #01122 VIDEO CONFERENCING SYSTEM FOR THE WESTERN JUDICIAL CIRCUIT COURT

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You are invited to submit a proposal to provide a video conferencing system for the Western Judicial Circuit Court and related jail services for the Superior Court.

Inquiries regarding proposals should be made to Edward Tulenko, Senior Buyer, at (706) 340-9883, or email: [accbids@accgov.com](mailto:accbids@accgov.com). Technical questions may be directed to Elisa Zarate, Athens-Clarke County Court Administrator at (762) 400-6101 or email: [elisa.zarate@accgov.com](mailto:elisa.zarate@accgov.com).

**A MANDATORY pre-proposal conference** to respond to all inquiries with regards to this project will be held at **10:00 AM ET**, Thursday, June 15, 2023 at the Athens-Clarke County Courthouse, located at 325 East Washington St., Athens, GA 30601. The meeting will be followed by a visit to the Oconee County Courthouse located at 23 N Main St., Watkinsville, GA 30677. **MANDATORY** attendance at each site location is required.

The estimated range of this project is between (\$400,000 - \$600,000).

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 The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department.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,**  
**One (1) Paper copy WITHOUT pricing**  
**One (1) Separately Sealed USB Flash drive with copy of section V-D Price Proposal Schedule**  
**One (1) Separately Sealed paper copy of section V-D Price Proposal Schedule**  
(Must be submitted separately in a sealed envelope). Proposals are to be sealed, marked with the offeror's name and address and labeled, **RFP #01122 VIDEO CONFERENCING SYSTEM FOR THE WESTERN JUDICIAL CIRCUIT COURT** 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, Tuesday, July 11, 2023.**

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 subordinate element that will perform the services described in this proposal. Include a telephone number, the 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 a 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.
6. **Financial Information and Documentation:** Provide relevant information regarding organizational stability and strength. Documentation may include:

- a. 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.
  - b. Disclose information and provide an 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. **Contractor Provider Equipment** : Provide a list of equipment and supplies needed to perform the Services
  8. **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 **OUTERMOST** container stating the company name, address, telephone number, the RFP number and TITLE (RFP #01122 VIDEO CONFERENCING SYSTEM FOR THE WESTERN JUDICIAL CIRCUIT COURT)

- One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing
  - One (1) paper copy of the signed proposal WITHOUT price
  - One (1) Separately Sealed USB Flash drive with copy of section V-D Price Proposal Schedule
  - One (1) Separately Sealed paper copy of section V-D Price Proposal Schedule
- (Must be submitted separately in a sealed envelope)**

If you have an ACCGov Vendor Number please include it on the sealed envelope or container. If you do not know your vendor number, please email: [purchasing@accgov.com](mailto:purchasing@accgov.com). If you do not have a vendor number but you are awarded this RFP, you will be invited to submit your vendor registration per the following instructions: <https://www.accgov.com/DocumentCenter/View/88465>.

**Please Note:** The ACCGov Vendor Number is not required to submit a proposal, and new vendor registrations **will not** be processed for bidding/proposal purposes only.

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)  
VIDEO CONFERENCING SYSTEM FOR THE WESTERN JUDICIAL CIRCUIT COURT  
SUPERIOR COURT DEPARTMENT  
ATHENS, GEORGIA**

**SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES**

**A. INTRODUCTION**

**PURPOSE**

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to provide a video conferencing system for the Western Judicial Circuit Court Systems and related jail services in the Western Circuit.

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.....**Wednesday, May 31, 2023**

Pre-Proposal Conference (MANDATORY).....**10:00 AM ET Thursday, June 15, 2023**

**A MANDATORY pre-proposal conference to respond to all inquiries with regards to this project will be held at 10:00 AM ET, Thursday, June 15, 2023 at the Athens-Clarke County Courthouse, located at 325 East Washington St., Athens, GA 30601. The meeting will be followed by a visit to the Oconee County Courthouse located at 23 N Main St., Watkinsville, GA 30677. MANDATORY attendance at each site location is required.**

Deadline for submission of questions..... **3:00 P.M. ET, Thursday, June 29, 2023**

Deadline for receipt of proposal .....**3:00 P.M. ET, Tuesday, July 11, 2023**

Proposals Valid Until.....October 12, 2023

**C. CONTACT PERSON**

The contact person for this RFP is for Explanation(s) desired by the offeror(s) regarding the meaning or interpretation of this RFP must be requested from Edward Tulenko, Senior Buyer, [accbids@ACCGOV.com](mailto:accbids@ACCGOV.com). Technical questions may be directed to Elisa Zarate, Court Administrator at (762) 400-6101 or email: [elisa.zarate@accgov.com](mailto:elisa.zarate@accgov.com).

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

**D. MINIMUM PROPOSAL ACCEPTANCE PERIOD**

Proposals shall be valid and may not be withdrawn for a period of 120 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](#) (<https://www.athensclarkecounty.com/Bids.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**

Proposals shall not be modified, withdrawn, or canceled by the offeror for a period of **sixty (60) days** following the time and date designated for the receipt of proposals, and each offeror so agrees in submitting his proposal. Negligence on the part of the Offeror in the preparation of his proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal closing. 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 CLOSING**

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@accgov.com](mailto:accbids@accgov.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 on 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 therefrom.

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 the commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. EQUAL OPPORTUNITY 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. 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.

N. 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 a 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.

O. 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 to the Unified Government will not be accepted.

P. 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.

Q. 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 (ACCGov) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCGov serves an area population of approximately 100,000 with annual growth projected at 1% per year. ACCGov 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. ACCGov employs approximately 1,900 people.

Athens-Clarke County is in the Western Judicial Circuit and the 10<sup>th</sup> Judicial District. The Western Circuit is comprised of Athens-Clarke and Oconee Counties. This RFP is concerned with providing audio-visual products and services for the Western Circuit courthouses and the respective jails as part of the Judicial American Rescue Plan Act (ARPA) funds recently made available for Audio-Visual Equipment Modernization for existing courtrooms in Georgia. The Athens-Clarke County Courthouse is located at 325 East Washington Street, Athens, GA 30601. The Athens-Clarke County Jail is located at 3015 Lexington Road, Athens, GA 30605. The Oconee County Courthouse is located at 23 North Main Street, Watkinsville, GA 30677. The Oconee County Jail is located at 1140 Experiment Station Road, Watkinsville, GA 30677.

The COVID-19 pandemic caused some significant changes and advancements in the way courtrooms operate. Remote hearings became the norm during the pandemic as a result of in-person hearings posing public health risks. Fortunately, through SPLOST 2011 funding, the Athens-Clarke County Courts already had video conferencing systems installed in the majority of the courtrooms when COVID-19 struck in March 2020. Remote court proceedings were a challenge as judges, attorneys, and court staff learned how to adapt to a new process. Even now, remote and hybrid hearings continue to be used in our circuit as they have helped to improve accessibility and participation in the legal process, and in many instances has made scheduling easier. While the audio-visual technology that exists in our courtrooms has been helpful, it came with many technical difficulties resulting in delays and rescheduling of hearings. The current systems are overdue for an upgrade. Additionally, the Superior Court of Georgia has adopted amendments to Uniform Superior Court Rule 9 relating to virtual court proceedings.

The Superior Courts of the Western Judicial Circuit are presided over by Chief Judge Eric W. Norris, Judge Lawton Stephens, Judge Patrick Haggard, and Judge Eric Norris. At the Athens-Clarke County Courthouse, there are three Superior Court courtrooms shared by the four judges. At the Oconee County Courthouse, there are three courtrooms used by the Superior Court Judges, Juvenile Court Judges, and Magistrate Judge. 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 Charles Auslander and Judge Ryan Hope. 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 Amanda Trimble 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.

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 misdemeanor criminal, misdemeanor traffic, civil traffic (e.g., red light camera citations), and county ordinance violations. 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 John Q. Williams. 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 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.

The Oconee County Sheriff's Office is lead by Sheriff James A. Hale Jr. The Oconee County jail is a section of the Oconee County Sheriff's Office and operates under the authority of the Sheriff of Oconee County.

As part this Audio-Visual Equipment Modernization project, we will add a system for videoconferencing between the jails, courthouses, 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.

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. Hours Of Operation: 24 hours per day, seven days per week, including holidays.
4. 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 Department Director or designee. The contractor shall ensure 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.

- 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 the 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, the 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

### 5. 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;; 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. Professional Liability - \$2,000,000.00
  - vi. Cyber Liability - \$5,000,000.00
- 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 Contractor shall provide a primary and non-contributory endorsement in favor of the Unified
  - g. Government of Athens Clarke County on the general liability and auto policies.
  - h. The following persons or entities are to be listed on the Contractor's general liability and auto policies of insurance as additional insureds:
    - i. Unified Government of Athens-Clarke County, Georgia

#### **D. 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.

## **ABBREVIATIONS**

Utilize the following abbreviations and definitions for discernment.

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.

## **E. SPECIFIC TASKS:**

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

### **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

## **VIDEO CONFERENCING**

As part of the Judicial Audio-Visual Modernization project in the Western Judicial Circuit, 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. The system requirements must meet the Superior Court of Georgia amendments to Uniform Superior Court Rule 9 relating to virtual court proceedings.

### **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;
- Hybrid court proceedings;
- Interpretation Needs in compliance with Supreme Court of Georgia Limited English Proficiency Guidelines (LEP)

### **System Needs:**

1. Videoconferencing capabilities at the Jail (2 locations) and 2 Courthouses (up to 10 courtrooms/hearing rooms).
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 up to four (4) systems on jail side (3 in Clarke and 1 in Oconee).
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 up to ten (10) courtrooms, 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 the respective Athens-Clarke/Oconee County 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 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. Ability to annotate over video or computer content.
12. Provide court reporting audio file backup and compatibility with A/V system.
13. Web interface capabilities must be included.
14. On-site training and training documentation shall be provided for Jail and Court staff users.
15. Project Manager to oversee design, installation and implementation of all software (except for operating system, if on county provided server).
16. Software must run on a 64 bit Microsoft Server 2019 or higher (if on premises).
17. 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.
18. Capability to connect to existing courtroom audio equipment.

## **COURTROOM INFORMATION DISPLAY**

This RFP seeks to address the needs of the following:

### Athens-Clarke County:

- Superior Court, Courtroom 1 (2<sup>nd</sup> Floor)
- Superior Court, Courtroom 2 (2<sup>nd</sup> Floor)
- Superior Court Courtroom 3 (5<sup>th</sup> Floor)
- State Court Courtroom 4 (4<sup>th</sup> Floor)
- State Court Courtroom 5 (5<sup>th</sup> Floor)
- Magistrate Court, Small Courtroom (2<sup>nd</sup> Floor)
- Municipal Court Courtroom (1<sup>st</sup> Floor)
- Juvenile Court Courtroom (1<sup>st</sup> Floor)
- Athens-Clarke County Jail

### Oconee County:

- 3 Courtrooms
- Oconee County Jail

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 and Oconee County Governments. Before installation, make proper provisions to avoid interferences in a manner approved by Athens-Clarke/Oconee County Governments. 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.

## **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.

### **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 and Oconee County Governments 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/Oconee 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.

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. Assesses whether the contractor has proposed a solution that is technically feasible and achievable within the constraints of the RFP. (18 points)
2. CONTRACTOR FURNISHED EQUIPMENT including adequacy and relevancy for performance of the requirements of the contract. (18 points)
3. CONTRACT PRICE Completed Price Proposal Schedule **submitted as a separate sealed** USB Flash Drive and paper document and for evaluation. Assesses whether the price is reasonable and in concert with industry standards. (14 points)
4. ESTABLISHED CUSTOMER SERVICE including responsiveness (potentially on-site service for critical issues), professionalism, follow-up, and interest in exploring innovation. (14 points)
5. FIRM EXPERIENCE in providing equipment and services to courts or similar projects. (12 points)
6. QUALIFICATIONS of staff assigned to the projects with Experience on Similar Projects. (12 points)
7. TRAINING AVAILABILITY, HOURS (8 points)
8. REFERENCES including applicable past work with the courts within the state of Georgia, and/or in similar judicial environments. (4 points)

## SECTION V – PROPOSAL FORMS

**MANDATORY SUBMITTAL**

### A: PROPOSAL FORM

Proposal of \_\_\_\_\_

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

\_\_\_\_\_, *doing business as* \_\_\_\_\_\*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP #01122 VIDEO CONFERENCING SYSTEM FOR THE WESTERN JUDICIAL CIRCUIT COURT** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

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 sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

***By checking this box, I acknowledge that I have read all insurance requirements and will meet requirements listed in RFP #01122 VIDEO CONFERENCING SYSTEM FOR THE WESTERN JUDICIAL CIRCUIT COURT if awarded.***

<b>Authorized Representative/Title</b> <i>(print or type)</i>	<b>Authorized Representative</b> <i>(Signature)</i>	<b>Date</b>
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**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: CONTRACTOR AFFIDAVIT & AGREEMENT 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, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, 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 provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned 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:

\_\_\_\_\_ Date of Authorization  
Federal Work Authorization Company Identification Number

Name of Contractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of Public Employer: The Unified Government of Athens-Clarke County

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 202\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
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: \_\_\_\_\_

Company Name (*printed*): \_\_\_\_\_

**MANDATORY SUBMITTAL**

## **SECTION V – PROPOSAL FORMS**

### **D: PRICE/PROPOSAL SCHEDULE**

**(Must be submitted separately in a sealed envelope)**



## **SECTION VII DOCUMENTS CHECKLIST:**

### **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)**

## 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](mailto: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](mailto:E-Verify@dhs.gov) or visit their website at <http://www.dhs.gov/e-verify>.