



DOWNTOWN ATHENS, GEORGIA

Athens Downtown Development Authority/ Downtown Athens Parking Services Request for Proposal

Date: June 1, 2017
To: Parking Management Software Vendors
Subject: RFP #01-2017 Parking Management System

You are invited to submit a proposal to provide parking management software for the parking services managed by the Athens Downtown Development Authority (ADDA)/Downtown Athens Parking Service (DAPS).

Inquiries regarding proposals should be made to Linda Ford, Director of Business Services, ADDA at linda@downtownathensga.com or (706)353-1421. Technical inquiries should be directed to Chuck Horton, Parking Director, DAPS at parkingdirector@downtownathensga.com or (706) 613-7978.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in the RFP shall not be changed or superseded except by written addendum from the ADDA and/or DAPS. Failure to comply with the written requirements for this proposal may result in rejection of the proposal.

One (1) USB Flash drive with a copy of the Proposal **without** pricing, two (2) paper copies **without** pricing, and two (2) separately sealed paper copies of section V-D, Price Proposal Schedule, must be submitted. Proposals are to be sealed, marked with the offeror's name and address and labeled, "**RFP #01-2017 Parking Management System**" and delivered to:

Athens Downtown Development Authority
250 W. Broad Street, Suite 250
Athens, GA 30601

Not later than 4:00 PM ET, FRIDAY, JUNE 30, 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)353-1421 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 8:30 a.m. and 5:30 pm ET, Monday through Thursday, and between 8:30 am and 3:00 pm on Fridays, excluding holidays observed by the ADDA/DAPS.

ADDA/DAPS reserve 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 ADDA/DAPS.

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>
I	REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS
II	REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES
III	SCOPE OF SERVICES A. INTRODUCTION AND PURPOSE B. SYSTEM REQUIREMENTS C. GENERAL REQUIREMENTS D. DEFINITIONS
IV	SELECTION PROCESS AND EVALUATION CRITERIA
V	MANDATORY PROPOSAL FORMS A. PROPOSAL FORM B. ADDENDA ACKNOWLEDGEMENT C. GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT - CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. 3-10-91 (b)(1) D. PRICE/PROPOSAL SCHEDULE (Must be submitted in a separately sealed envelope.)
VI	DOCUMENTS CHECKLIST
	ATTACHMENT A: WHAT YOUR BUSINESS NEEDS TO KNOW ABOUT GEORGIA'S E- VERIFY REQUIREMENTS

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. **Understanding of the Project and Technical Approach:** Statement of the firm's proposed approach for meeting the requirements and providing a parking management system as described in Scope of Services.
5. **Qualifications and Experience:** Include summary resumes of key personnel proposed for the project, including designations of the team leader and the person responsible for all proposed communications with the ADDA/DAPS.
6. **References and Reference Projects:** Include a minimum of three references for contracts of a similar nature, preferably public sector references within the state of Georgia. Include the name, address, telephone number, point of contact and description of the contract for each reference.

7. **Project Management Plan**: Statement of firm's proposed plan for addressing quality of performance and a plan ensuring that deliverables are complete, on time, and on budget.
8. **Additional Services Required**: Based on the firm's understanding of the requirements, identify any additional services that might be required for a successful program.
9. **Other Relevant Information**: Include any other relevant information concerning the system in this section.

SUBMITTAL FORMAT: ALL proposal copies must be submitted in a sealed envelope with the **OUTERMOST** envelope stating the company name, address, telephone number, the RFP number and TITLE (**RFP #01-2017 Parking Management System**).

- One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing**
 - Two (2) paper copies of the signed proposal WITHOUT price**
 - Two (2) Separately Sealed paper copies 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 ADDA/DAPS 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 ATHENS DOWNTOWN DEVELOPMENT AUTHORITY/
DOWNTOWN ATHENS PARKING SERVICES
REQUEST FOR PROPOSAL (RFP)
RFP#01-2017 Parking Management System**

SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. INTRODUCTION

PURPOSE

The Athens Downtown Development Authority (ADDA)/Downtown Athens Parking Services (DAPS) desires to solicit competitive proposals from responsible vendors to provide a parking management system for metered on-street parking and off-street parking in decks and lots.

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

B. RFP TIMETABLE

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

Proposal Documents Available.....Thursday, June 1, 2017

Deadline for submission of questions..... **Thursday, June 12, 2017**

Deadline for receipt of proposal **4:00 P.M. ET, June 30, 2017**

Proposals Valid Until:..... **August 29, 2017**

C. CONTACT PERSON

The contact person for this RFP is Linda Ford, Director of Business Services. Explanation(s) desired by offeror(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing or at linda@downtownathensga.com. Technical questions may be directed to Chuck Horton, Director, DAPS, in writing or at parkingdirector@downtownathnesga.com.

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

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

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

E. ADDITIONAL INFORMATION/ADDENDA

The ADDA 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 the ADDA/DAPS are **advised to re-visit the www.downtownathensga.com to obtain any addenda which may be issued prior to the proposal closing date.** The ADDA/DAPS 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 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 via email request to E-Mail: linda@downtownathensga.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 or ADDA/DAPS 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 the ADDA, 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 ADDA/DAPS, 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 ADDA/DAPS.

K. MINORITY BUSINESS ENTERPRISE POLICY STATEMENT

It is the policy of the ADDA/DAPS 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 ADDA/DAPS, 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.

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 ADDA/DAPS may reject any or all proposals if such action is in the interest of the ADDA/DAPS.

O. QUALIFICATION OF OFFERORS

The ADDA/DAPS 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 ADDA/DAPS all such information and data for this purpose as may be requested. The ADDA/DAPS reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the ADDA/DAPS that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The ADDA/DAPS contractors/vendors must have a current Athens-Clarke County business license, if they are physically located 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 or the ADDA/DAPS will not be accepted.

Q. ALTERNATE PROPOSALS

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

R. 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

A. INTRODUCTION AND PURPOSE

The Downtown Athens Development Authority was created as a constitutional development authority by an act of the Georgia legislature and a referendum of the voters of Athens, Georgia, approving the authority by a local constitutional amendment. Athens Downtown Development Authority (ADDA) is synonymous with Downtown Athens Development Authority.

The ADDA is authorized by the Athens Clarke County Unified Government to manage the Downtown Athens Parking System (DAPS), which consists of on-street metered parking (855 IPS meters) in the downtown district. Six parking violation officers, using Samsung Galaxy mobile phone and wireless printers, issue approximately 68,000 tickets annually. In addition, DAPS manages off-street parking in the College Avenue Parking Deck, the Washington Street Parking Deck, and three surface lots and issues approximately 500 deck-specific permits on a monthly basis. The ADDA currently uses a vendor solution supplied by T2 to manage the Downtown Athens Parking System.

The Vendor successfully responding to this RFP shall provide a comprehensive parking management system that complies with all the requirements outlined in this document. The vendor will have a fully developed parking management system. The Vendor will be responsible for delivery of the system and will bear all technical, operational, migration, implementation, and functional responsibility. Any expectation that the ADDA/DAPS will share in any of those responsibilities should be clearly stated. The Vendor shall work under the direction of and in coordination with ADDA/DAPS in providing the parking management services described in this RFP.

B. SYSTEM REQUIREMENTS

1. The system must manage user access with unique usernames and passwords.
2. The system must be hosted by the vendor.
3. The system must establish wireless communication between hand held devices and the parking office and support automated upload of issued tickets from the mobile device. Mobile devices must have wireless printers to allow printing of tickets.
4. The system must support existing mobile/wireless devices or provide devices that interface with the system.
5. The system must allow manual entry of issued tickets.
6. The system must provide license plate recognition (LPR) technology and equipment, including the ability to “chalk tires” with the LPR.
7. The system must provide a GUI screen to allow users to manage citation data, including the ability to post payments, add unlimited comments, view and edit all transactions associated with the ticket, generate letters, attach files, make monetary adjustments, and view other tickets issued to the customer.
8. The system must allow for automatic fine escalations and late fees.
9. The system must support voids, appeals, and hearing schedules.
10. The system must support online payments, with posting to account, from MC, VISA, Discover, and ACH. User must be able to search for citations with license plate number or

citation number. User must be able to pay single or multiple citations with a single transaction.

11. The system must provide for purchase of monthly deck-specific parking permits.
12. The system must track monthly parking permits and payments.
13. The system must generate reports, both on demand and scheduled, such as repeat offenders, aging reports, date or date range reporting on issuance, violations, locations, and ticket revenue.
14. The system must generate letters and billing statements, both scheduled and on demand.
15. The system must meet current industry standards for protection/security of data.

The Vendor will provide a description of the following with the proposal and include in the pricing of the system:

- A listing of hardware included.
- Any offered warranties.
- Ongoing system support, including service and maintenance.
- Data conversion and migration, including a strategy to minimize the time period that the current system would be inaccessible to customers during the migration.
- Sufficient training that enables users to develop a high degree of comfort with the replacement system in advance of go-live.
- An implementation strategy and time estimate for implementation.

C. GENERAL REQUIREMENTS **CONTRACTOR'S INVOICE**

- a. The Contractor shall prepare and submit invoices to the ADDA address specified on individual orders. If the invoice does not comply with these requirements, the ADDA 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.

D. 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 A.M. Best Company.
- b. Before commencing work under the contract, the Contractor shall provide to ADDA/DAPS Attn: Linda Ford, 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

- c. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting ADDA/DAPS' 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 ADDA/DAPS 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. ADDA/DAPS

E. DEFINITIONS: None

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The Athens Downtown Development Authority (ADDA) intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the ADDA may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

EVALUATION CRITERIA: Based on the proposal format as outlined in Section I, the evaluation criteria in order of importance are as follows:

- a. UNDERSTANDING OF THE PROJECT and proposed technical approach. Assesses whether the contractor has given sufficient evidence of having understood the requirements stated in the SOW. **Technical Approach.** Assesses whether the contractor has proposed a solution that is technically feasible and achievable within the constraints of the SOW.
30 Points – Understanding of the Project Requirements
30 Points – Technical Approach
- b. QUALIFICATIONS AND EXPERIENCE of staff assigned to the project, including experience on similar projects.
15 Points – Qualifications and Experience
- c. REFERENCES AND REFERENCE PROJECTS, including past work with jurisdictions in the state of Georgia. Assesses customer satisfaction with the vendor on prior projects, including whether contractor performed satisfactorily on similar projects regarding schedules, meeting costs, and success in performing the work.
15 Points – References & Reference Projects
- d. PROJECT MANAGEMENT PLAN Assesses whether the contractor has a process of addressing quality of performance and a plan for ensuring that deliverables are complete, on time, and on budget.
10 Points – Project Management Plan

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 #01-2017 Parking Management System** 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:			

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		date		Acknowledgement	
Addendum		date		Acknowledgement	<i>Initial</i>
Addendum		date		Acknowledgement	<i>Initial</i>
Addendum		date		Acknowledgement	<i>Initial</i>
Addendum		date		Acknowledgement	<i>Initial</i>
					<i>Initial</i>

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

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

The ADDA 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, the Athens Downtown Development Authority 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

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 Athens Downtown Development Authority, 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:

Federal Work Authorization Company Identification Number Date of Authorization

Name of Contractor: _____

Name of Project: _____

Name of Public Employer: Athens Downtown Development Authority

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

Executed on _____, _____, 201__ 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 _____, 201_

Notary Public
My Commission Expires: _____

SECTION V – PROPOSAL FORMS**D: PRICE/PROPOSAL SCHEDULE**

The Fee Proposal shall identify all costs associated with the system, including hardware, software, installation, data conversion/migration, project management, training, support and maintenance.

Pricing shall be inclusive of all costs, such as per diem, travel costs, hotel costs, and all other costs related to the system purchased, or shall specify that these costs are not included.

(Must be submitted separately in a sealed envelope)

SECTION VI 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. 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 - Contractor Affidavit & Agreement Under O.C.G.A. § 13-10-91(b)(1)
- 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 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>.