

**REQUEST FOR PROPOSAL**

**CITY OF FORT OGLETHORPE, GEORGIA**

**MUNICIPAL COURT CASE MANAGEMENT SOFTWARE**

**RFP 001-18**



**City of Fort Oglethorpe  
500 City Hall Drive  
Fort Oglethorpe, GA 30742**

**706-866-2544  
706-858-4451 (fax)  
www.fortogov.com**

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**May 23, 2018  
REQUEST FOR PROPOSAL**

The City of Fort Oglethorpe is requesting proposals for RFP 001-18 **Fort Oglethorpe Municipal Court Management Software**. This proposal will assist the City of Fort Oglethorpe in selecting the best possible solution for the service needed. Selection criteria are outlined in the request for proposal documents.

All "Proposal" documents shall be submitted to the City of Fort Oglethorpe City Hall, 500 City Hall Drive, Fort Oglethorpe, Georgia 30742. **Proposals will be received until 2:50 P.M. local time on Tuesday, June 26, 2018.** Any proposal received after this date and time will not be accepted. Proposals will be opened and read at 3:00 P.M.

All questions regarding proposals should be directed to **Johnnie Robinson, Director of Court Services, at jrobinson@fortogov.com or by calling 706-866-2989**, no later than **3:00 P.M. local time on Tuesday, June 19, 2018**. Proposals are legal and binding upon the proposer when submitted. All proposals should be submitted in duplicate.

Proposals and Pricing Information received will become the property of City of Fort Oglethorpe and shall be used as the City sees fit. All information contained in the Proposals and Pricing Information will remain confidential until after the award and signing of contract. City of Fort Oglethorpe reserves the right to cancel the Request for Proposals or to reject any and all responses received, to waive any technicalities or other minor informalities if it determines, and to make an award deemed in its best interest.

The written proposal documents supersede any verbal or written prior communications between the parties.

The City of Fort Oglethorpe reserves the option to negotiate terms, conditions and pricing with the lowest responsive, responsible bidder(s) at its discretion.

We look forward to your proposal and appreciate your interest in the City of Fort Oglethorpe.

Pam Travillian  
Finance Director

## **RFP 001-18**

**Proposals MUST be submitted in the format prescribed herein. Failure to comply with the directions listed in this RFP or omission of requested information could result in disqualification of your firm's proposal.**

1. Proposals are to be submitted in a sealed envelope, clearly marked with the Company name and the RFP number.
2. To be entitled to consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.
3. The vendor shall submit a "Proposal" consisting of the following: a. One (1) separately sealed original Proposal (clearly marked as original) b. Five (5) separately sealed copies. All copies to be typed or printed in ink.
4. It is the respondent's sole responsibility to ensure that its proposal is received by the submission deadline, whether delivered in person or sent by delivery service. The postmark date on a mailed proposal will not be considered with respect to timeliness of submission or receipt.
5. Proposals received after the date and time specified by the time clock in the City of Fort Oglethorpe Finance Department will not be considered and will be returned to the sender unopened.
6. Faxed or emailed Proposals and Pricing Information will not be accepted.
7. All proposals must be signed by a corporate official authorized to obligate the organization to the commitments contained in the proposal. If required, a corporate official must sign the Non-Collusion Affidavit.
8. A proposal can be withdrawn by the vendor at any time prior to the closing date and time. A written request must be executed by respondent or duly authorized representative. Such a request must be submitted to: Pam Travillian, Finance Director, 500 City Hall Drive, Fort Oglethorpe, GA.

## **SCOPE OF WORK**

The Fort Oglethorpe Municipal Court is responsible for maintaining accurate records of citations, including traffic violations, local ordinance violations, codes enforcement violations and certain other misdemeanor charges filed by the Fort Oglethorpe Police Department, Municipal Codes Enforcement as well as other agencies within our jurisdiction. The court requires daily interaction with citizens, police officers, attorneys and other courts.

The Court requires accurate processing of all fines and bond payments. The court must also compile financial data and caseload information to comply with State of Georgia reporting requirements. This proposal should contain information on the vendor's ability to meet all requirements and qualifications requested to best serve the needs of all stakeholders.

### **A. REQUIREMENTS**

#### **1. General Requirements / Qualifications**

The selected software will be expected to provide the following requirements:

- Recording of citations and offender data
- Court calendar
- Integrated Accounting
- Automatic fine and fee calculations
- Warrant processing and tracking
- Cash receipt reporting
- Ability to print court documents (subpoenas, warrants, DDS forms, etc.)
- Interface with e-ticketing software (once available)
- Ability to provide online internet payment of citations
- Ability to scan documents into software
- Provide required court documents and forms in a ready to use digital format
- Software must be compatible with current computer hardware utilized by the City of Fort Oglethorpe

#### **2. Interface with Federal and State Agencies**

The selected software will be expected to interface with all required state databases with preference to in-software connection. The ability to meet the minimum interface requirements as well as ability to upgrade for future connections will be considered. The preferred minimum requirements are:

- The interface must support communication between the application and the Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC), the Georgia Department of Driver Services Electronic Conviction Processing System (GECPS) as well as other local and state agencies as needed
- Ability to authorize individual clients or workstation to access the GCIC/NCIC application
- Ability to log all transactions in a history file for viewing and reporting purposes
  
- Ability to print messages received via a GCIC/NCIC request/ response
- Ability to access NCIC history within the management software
- Automated GECPS reporting
- Ability to compile any required State Specific Reports such as Annual Caseload Report or Georgia Monthly Fines/Fee Remittance reports

### **3. Implementation and Support**

The Company should provide information on the ability to comply with the following requirements as well as an expected time frame for software implementation and any hardware requirements necessary to utilize the application.

- Onsite installation and training
- Ongoing services and support to include toll free customer service numbers, annual training updates, online customer service website as well as online software maintenance
- Availability of local, onsite support if needed, and any cost involved
- Software updates as needed

### **4. Cost Information**

The Company should provide a cost breakdown for all components of the software to include a minimum of:

- Cost of any application software license fees and cost involved for any updates to software
- Implementation, training and support services cost
- Per year breakdown of software maintenance costs
- Any and all other anticipated costs

## **B. COMPANY PROFILE**

The Proposal should provide information including, but not limited to:

- Company headquarters address
- History of the Company
- Number of years providing court specific software
- Total number of clients that utilize the Court Management Software
- Total number of employees
- Complete list of project implementation staff and qualifications of that staff

## **C. EXPERIENCE AND REFERENCES**

The Company must provide three references of current clients to include:

- Name and address of the client (Municipal Court or local Government within Georgia preferred)
- Contact information
- General description and scope of software project provided

**RFP 001-18**

**Selection Process and Criteria**

The City of Fort Oglethorpe reserves the right to retain all proposals submitted and to use any idea in any proposal regardless of whether that proposal is selected.

The following criteria will be utilized to assess and score each proposal.

- 1. Adherence to minimum requirements
- 2. Experience with serving Georgia Courts
- 3. References
- 4. Cost

An evaluation committee will then score the RFP response from the following criteria:

**Scoring Criteria**

Initial Proposal Scoring Criteria

Functional Requirements	50 points
Cost of equipment, services and management software	20 points
Company profile	10 points
Relevant Experience in Georgia Courts/ References	20 points

All responses will be screened for minimum requirements outlined in the RFP.

Responses from Companies not meeting the minimum requirements will be omitted from further consideration.

**City of Fort Oglethorpe**  
**Finance Department**  
**GENERAL INSTRUCTIONS FOR BIDS AND PROPOSALS**  
**TERMS AND CONDITIONS**

**I. PREPARATION OF BIDS OR PROPOSALS**

- A. Each bidder shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk, as the bidder will be held accountable for their bid response or proposal.
- B. Each bidder shall furnish all information required by the bid form or proposal document. Each bidder shall sign the bid or proposal and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids or proposals.
- C. Individuals, firms and businesses seeking an award of the City of Fort Oglethorpe contract may not initiate or continue any verbal or written communications regarding a solicitation with any City officer, elected official, employee or other City representative without permission of the Purchasing Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the City of Fort Oglethorpe. Violations will be reviewed by the Finance Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.
- D. Sample contracts (if pertinent) are attached. These do NOT have to be filled out with the bid/proposal submittal, but are contained for informational purposes only. If awarded, the successful bidder(s) will be required to complete them prior to contract execution.
- E. Effective, July 1, 2013 and in accordance with the Georgia Illegal Reform and Enforcement, an original signed, notarized and fully completed Contractor Affidavit and Agreement should be included with your bid/proposal submittal, if the solicitation is for the physical performance of services for all labor or service contract(s) that exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia). Failure to provide the Contractor Affidavit and Agreement with your bid/proposal submittal may result in bid/proposal being deemed non-responsive and automatic rejection.

**II. DELIVERY**

- A. Each bid or proposal should state time of proposed delivery of goods or services.
- B. Words such as "immediate," "as soon as possible," etc. shall not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays in the number).

**III. EXPLANATION TO BIDDERS**

Any explanation desired by a Vendor regarding the meaning or interpretation of the invitation for bids or request for proposal, drawings, specifications, etc. must be requested by the question cutoff deadline stated in the solicitation in order for a reply to reach all bidders before the close of bid. Any information given to a prospective bidder concerning an invitation for bid will be furnished to all prospective bidders as an addendum to the invitation if such information is necessary or if the lack of such information would be prejudicial to uninformed bidders. The written bid documents or request for proposal supersede any verbal or written communications between parties. Receipt of addendum should be acknowledged in the bid. **It is the bidder's responsibility to ensure that they have all applicable addenda prior to bid submittal.** .

**IV. SUBMISSION OF BIDS AND PROPOSALS**

- A. Bids shall be enclosed in sealed envelopes, addressed to the City of Fort Oglethorpe Finance Director with the name of the bidder, the date and hour of opening and the invitation to bid number on the face of the envelope. Telegraphic/faxed bids will not be considered. Any addenda should be enclosed in the sealed envelopes as well.
- B. ADD/DEDUCT: Add or deduct amounts indicated on the outside of the envelope are allowed and will be applied to the lump sum amount. Amount shall be clearly stated and should be initialed by an authorized company representative.
- C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the City, at no expense to the City. Unless otherwise specified, samples will be returned at the bidder's request and expense if items are not destroyed by testing.
- D. Items offered must meet required specifications and must be of a quality, which will adequately serve the use and purpose for which intended.
- E. Full identification of each item bid upon, including brand name, model, catalog number, etc. must be furnished to identify exactly what the bidder is offering. Manufacturer's literature may be furnished.
- F. The bidder must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.
- G. Unsigned bids will not be considered except in cases where bid is enclosed with other documents, which have been signed. The City will determine this.
- H. The City of Fort Oglethorpe is exempt from federal excise tax and Georgia sales tax with regard to goods and services purchased directly by the city. Suppliers and contractors are responsible for federal excise tax and sales tax, including taxes for materials incorporated in city construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information.
- I. Information submitted by a bidder in the bidding process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act.

**V. WITHDRAWAL OF BID OR PROPOSAL DUE TO ERRORS**

The bidder shall give notice in writing of his claim of right to withdraw his bid without penalty due to an error within two (2) business days after the conclusion of the bid opening procedure. Bids may be withdrawn from consideration if the price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and material used in the preparation of the bid sought to be withdrawn. The bidder's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his bid. If a bid is withdrawn under the authority of this provision, the lowest remaining responsive bid shall be deemed to be low bid.

No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

Supplier has up to forty-eight (48) hours to notify the City of Fort Oglethorpe Finance Department of an obvious clerical error made in calculation of bid in order to withdraw a bid after bid opening. Withdrawal of bid for this reason must be done in writing within the forty-eight (48) hour period. Suppliers who fail to



request withdrawal of bid by the required forty-eight (48) hours shall automatically forfeit bid bond. Bid may not be withdrawn otherwise.

Bid withdrawal is not automatically granted and will be allowed solely at the City's discretion.

#### **VI. TESTING AND INSPECTION**

Since tests may require several days for completion, the City reserves the right to use a portion of any supplies before the results of the tests are determined. Cost of inspections and tests of any item, which fails to meet the specifications, shall be borne by the bidder.

#### **VII. F.O.B. POINT**

Unless otherwise stated in the invitation to bid and any resulting contract, or unless qualified by the bidder, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed. Unless the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

#### **VIII. PATENT INDEMNITY**

The contractor guarantees to hold the City, its agents, officers or employees harmless from liability of any nature or kind for use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.

#### **IX. DISCOUNTS**

- A. Time payment discounts will be considered in arriving at net prices and in award of bids. Offers of discounts for payment within ten (10) days following the end of the month are preferred.
- B. In connection with any discount offered, time will be computed from the date of delivery and acceptance at destination, or from the date correct invoice or voucher is received, whichever is the later date. Payment is deemed to be made for the purpose of earning the discount, on the date of the City check.

#### **X. AWARD**

- A. Award will be made to the lowest responsive and responsible bidder. Proposals will be scored according to the listed criteria. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, and the delivery terms will be taken into consideration in making the award. The City may make such investigations as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid or proposal if the evidence submitted by, or investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract.
- B. The City reserves the right to reject or accept any or all bids or proposals and to waive technicalities, informalities and minor irregularities in bids or proposals received.
- C. The City reserves the right to make an award as deemed in its best interest, which may include awarding a bid to a single bidder or multiple bidders; or to award the whole bid, only part of the bid, or none of the bid to single or multiple bidders, based on its sole discretion of its best interest.

#### **XI. DELIVERY FAILURES**

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Finance Director, or failure to make replacement of rejected articles/services when so requested, immediately or as directed by the Finance Director, shall constitute authority for the Finance Director to purchase in the open market articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the City within a reasonable time

specified by the Finance Director for any expense incurred in excess of contract prices, or the City shall have the right to deduct such amount from monies owed the defaulting contractor. Alternatively, the City may penalize the contractor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the City reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Finance Director.

**XII. CITY FURNISHED PROPERTY**

No material, labor or facilities will be furnished by the City unless so provided in the invitation to bid or request for proposal.

**XIII. REJECTION AND WITHDRAWAL OF BIDS/PROPOSALS**

Failure to observe any of the instructions or conditions in the invitation to bid or request for proposal may constitute grounds for rejection of bid or proposal.

**XVII. CONTRACT**

Each bid/proposal is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all of the commodities or services described therein shall constitute a contract between the bidder and the City which shall bind the bidder on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted bid. The City, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

Upon receipt of a bid package containing a City of Fort Oglethorpe "Sample Contract" as part of the requirements, it is understood that the bidder has reviewed the documents with the understanding that the City of Fort Oglethorpe requires that all agreements between the parties must be entered into via this document. If any exceptions are taken to any part, each must be stated in detail and submitted as part of the bid. If no exceptions are stated, it is assumed that the bidder fully agrees to the provisions contained in the "Sample Contract" in its entirety.

When the contractor has performed in accordance with the provisions of this agreement, the City of Fort Oglethorpe shall pay to the contractor, within thirty (30) days of receipt of any department approved payment request and based upon work completed or service provided pursuant to the contract, the sum so requested, less the retainage stated in this agreement, if any. In the event that the City of Fort Oglethorpe fails to pay the contractor within sixty (60) days of receipt of a pay requested based upon work completed or service provided pursuant to the contract, the City shall pay the contractor interest at the rate of ½% per month or pro rata fraction thereof, beginning the sixty-first (61<sup>st</sup>) day following receipt of pay requests. The contractor's acceptance of progress payments or final payment shall release all claims for interest on said payment.

**XVI. NON-COLLUSION**

Bidder declares that the bid or proposal is not made in connection with any other bidder submitting a bid for the same commodity or commodities, and that the bid is bona fide and is in all respects fair and without collusion or fraud. An affidavit of non-collusion shall be executed by each bidder. Collusion and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

**XVII. DEFAULT**

The contract may be canceled or annulled by the Finance Director or in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extended in writing by the Finance Director, shall constitute contract default.

**XVIII. TERMINATION FOR CAUSE**

The City may terminate this agreement for cause upon ten days prior written notice to the contractor of the contractor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

**XIX. TERMINATION FOR CONVENIENCE**

The City may terminate this agreement for its convenience at any time upon 30 days written notice to the contractor. In the event of the City's termination of this agreement for convenience, the contractor will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the contractor, which shall itemize each element of performance.

**XX. DISPUTES**

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Finance Director, who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the procurement agent shall be final and binding; however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

**XXI. SUBSTITUTIONS**

Bidders offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their bid. The absence of such a substitution list shall indicate that the bidder has taken no exception to the specifications contained herein.

**XXII. INELIGIBLE BIDDERS**

The City may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses or other monies due to the City. Failure to respond to three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

**XXIII. OCCUPATION TAX CERTIFICATE**

Each successful bidder shall provide evidence of a valid City of Fort Oglethorpe occupation tax certificate if the bidder maintains an office within the City of Fort Oglethorpe. Incorporated, out of City, and out of State bidders are required to provide evidence of a certificate to do business in any town, City or municipality in the State of Georgia, or as otherwise required by City ordinance or resolution.

**XXIV. AMERICANS WITH DISABILITIES ACT**

All contractors for the City of Fort Oglethorpe are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), the City of Fort Oglethorpe provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees with disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations. Any requests for the reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Fort Oglethorpe should be directed to Bryan Perry, 500 City Hall Drive, Fort Oglethorpe, Georgia 30742, 706-866-2544 ex. 1207.

**XXV. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS**

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the firm's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

**XXVI. TAX LIABILITY**

Local and state governmental entities must notify contractors of their use tax liability on public works projects. Under Georgia law, private contractors are responsible for paying a use tax equal to the sales tax rate on material and equipment purchased under a governmental exemption that is incorporated into a government construction project: excluding material and equipment provided for the installation, repair, or expansion of a public water, gas or sewer system when the property is installed for general distribution purposes. To the extent the tangible personal property maintains its character (for example the installation of a kitchen stove), it remains tax-exempt. However, if the installation incorporates the tangible personal property into realty, e.g., the installation of sheetrock, it becomes taxable to the private contractor. See O.C.G.A. 48-8-3(2) and O.C.G.A. 48-8-63

**XVIII. STATE LAW REGARDING WORKER VERIFICATION**

Effective July 1, 2013 State Law requires that all who enter into a contract for the physical performance of services for all labor or service contract(s) that exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia) for the City, must satisfy the Illegal Immigration Reform and Enforcement Act, in all manner, and such are conditions of the contract.

The City Clerk shall be authorized to conduct random audits of a contractor's or subcontractors' compliance with the Illegal Immigration Reform and Enforcement Act and the rules and regulations of the Georgia Department of Labor. The contractor and subcontractors shall retain all documents and records of its compliance for a period of five (5) years following completion of the contract. This requirement shall apply to all contracts for all labor or service contracts that exceed \$2,499.99 except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia.

Whenever it appears that a contractor's or subcontractor's records are not sufficient to verify the work eligibility of any individual in the employ of such contractor or subcontractor, the City Clerk shall report same to the Department of Homeland Security and may result in termination of the contract if it is determined at any time during the work that the contractor/or subcontractor is no longer in compliance with the Illegal Immigration Reform and Enforcement Act.

State Law requires that all who enter into a contract for public works as defined by O.C.G.A. 36-91-2(10) for the City must satisfy the Illegal Immigration Reform and Enforcement Act of 2011, in all manner, and such are conditions of the contract.

By submitting a bid to the City, contractor agrees that, in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance with the Illegal Immigration Reform and Enforcement Act of 2011. Original signed, notarized Subcontractor Affidavits and Agreements must be submitted to the City.

The City Clerk shall be authorized to conduct random audits of a contractor's or subcontractors' compliance with the Illegal Immigration Reform and Enforcement Act of 2011 and the rules and regulations of the Georgia Department of Labor. The contractor and subcontractors shall retain all documents and records of its compliance for a period of three (3) years following completion of the contract. This requirement shall apply to all contracts for the public works as defined by O.C.G.A. 36-91-2(10) where any persons are employed on the City contract.

Whenever it appears that a contractor's or subcontractor's records are not sufficient to verify the work eligibility of any individual in the employ of such contractor or subcontractor, the City Clerk shall report same to the Department of Homeland Security.

A contractor's failure to participate in the federal work authorization program as defined by the Illegal Immigration Reform and Enforcement Act of 2011 shall be sanctioned by termination of the contract. If it is determined that a subcontractor is not participating in the federal work authorization program as defined

by the Illegal Immigration Reform and Enforcement Act of 2011, The City of Fort Oglethorpe may direct the contractor to terminate that subcontractor. A contractor's failure to follow the City's instruction to terminate a subcontractor that is not participating in the federal work authorization program as defined by the Illegal Immigration Reform and Enforcement Act of 2011 may be sanctioned by termination of the contract.

**XXXI. INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall, at his sole cost and expense, indemnify, defend, satisfy all judgments, and hold harmless the City, the engineer, and their agents and employees from and against all claims, damages, actions, judgments, costs, penalties, liabilities, losses and expenses, including, but not limited to, attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, action, judgment, cost, penalty, liability, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless whether such claim is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any of the rights or obligations of indemnity which would otherwise exist as to any party or person described in this agreement. In any and all claims against the City, the engineer, or any of their agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation contained herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts.

**\*\*ATTENTION\*\***

FAILURE TO RETURN THE FOLLOWING DOCUMENTS MAY RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION:

1. FAILURE TO USE CITY BID SCHEDULE.
2. FAILURE TO RETURN APPLICABLE COMPLIANCE SHEETS/SPECIFICATION SHEETS.
3. FAILURE TO RETURN APPLICABLE ADDENDA.
4. FAILURE TO PROVIDE INFORMATION ON ALTERNATES OR EQUIVALENTS.
5. THE CITY SHALL BE THE SOLE DETERMINANT OF TECHNICALITY VS. NON-RESPONSIVE BID.
6. FAILURE TO PROVIDE BID BOND, WHEN REQUIRED, WILL RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION. BID BONDS ARE NOT REQUIRED ON ALL BIDS. BOND REQUIREMENTS ARE CLEARLY STATED ON THE INVITATION TO BID. IF YOU NEED CLARIFICATION, CONTACT THE FINANCE DIRECTOR. **IF BONDS ARE REQUIRED, FORMS WILL BE PROVIDED IN THIS BID DOCUMENT.**
7. FAILURE TO PROVIDE CONTRACTOR AFFIDAVIT AND AGREEMENT, WHEN REQUIRED, MAY RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION. CONTRACTOR AFFIDAVIT AND AGREEMENT IS NOT REQUIRED ON ALL BIDS. IF YOU NEED CLARIFICATION, CONTACT THE PURCHASING ASSOCIATE.