

**GORDON COUNTY BOARD OF COMMISSIONERS
INVITATION TO BID**

Desired Services in Gordon County for Low to Moderate Income Persons

The Gordon County Board of Commissioners are soliciting for written proposals from interested companies or organizations that have the capability to provide all or parts of the listed services for Low to Moderate Income persons in Gordon County.

Your written and sealed proposal must contain at a minimum:

- One or more detail proposals based upon the Desired Low to Moderate Income Services listed in this document.
- An authorized signature.
- Written oath stating the submitter has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

In addition, the successful supplier shall submit the following items within ten calendar days of written notification from the county of the proposal award:


- Proof of Workmen's Compensation Insurance and, General Liability insurance of at least \$1,000,000 for each occurrence
- Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d) (E-Verify) (form provided by county)
- Written certification that the Contractor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).

If you choose to submit a written proposal for this service, you must submit **four (4) copies** of your proposal, your sealed proposal must be marked, "RFP – Low to Moderate Income Gordon County" and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 no later than **2:00 p.m. on Wednesday July 24, 2013**. No faxed or e-mail proposals will be accepted. All proposals will be publicly opened at that time and place. You are invited to attend this proposal opening. No proposals shall be withdrawn for a period of 60 days after the proposal opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all proposals received and/or disregard informalities in the proposals received. If additional information is needed, contact Martin Vaughn, Gordon - mvaughn@gordoncounty.org

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This RFP desires to increase the availability of local level services to assist low to moderate income persons in this County.

Gordon County desires the services to be provided in Gordon County on a daily basis Monday through Friday during normal working hours, with some additional flexible hours to accommodate people after work and school.

If possible the winning proposer will avail meeting facilities to other agencies servicing low to moderate income persons and families.

The winning proposer shall report quarterly in writing, and in person when required, on all its activities of its services in Gordon County, including numbers of qualified clients seen, services provided, and a report to show a breakdown of actual monies spent, in-kind services provided, and referrals made. This report shall be sent to the Purchasing Director of Gordon County. Failure to submit this report may cause termination of the agreement between the awarded organization and Gordon County.

The winning proposer shall submit copies of staff and management diplomas, licenses and certifications of all personnel in the Gordon County facility or facilities on a quarterly basis, including any consultant or contract service providers that are not part of the winning proposer organization and their relevant qualifications. This report shall be sent to the Purchasing Director of Gordon County. Failure to submit this report may cause termination of the agreement between the awarded organization and Gordon County.

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DESIRED SERVICES (not just referrals) for Low to Moderate Persons

- 1) **Energy Assistance Program** – A program to assist qualified persons/families:
 - In paying utility bills. (Heating, Cooling and Water)
 - In buying fans and other devices to help with cooling and cooling
 - In buying heating or repairing heating-cooling systems

- 2) **Weatherization-Energy Savings and Monitoring Services** – The service will assist qualified persons/families:
 - In weatherizing their homes in order to save energy
 - In installing smoke and carbon monoxide detectors
 - Installing energy-saving light bulbs and other devices.

- 3) **Food Assistance** – The assistance is for qualified persons/families:
 - To provide an on-site food pantry
 - Assist in obtaining food at reasonable rates.
 - Assist in obtaining seeds and plants for gardens
 - Assist in education regarding canning or preserving foods
 - To help with Community Thanksgiving Luncheon
 - To assist with school system summer feeding program

- 4) **Medical Services Program** – Provide assistance to qualified persons/families:
 - To obtain medicines at low costs.
 - Assist in obtaining doctor’s and walk-in clinic services at a low cost.
 - To obtain vouchers for diabetic services, such as testing blood sugar levels and diabetic supplies
 - Assist in obtaining glasses and eye exams


- 5) **Rent or Mortgage Assistance** – this service is to assist qualified persons/families in paying rent or mortgages because of job loss or because of the need to take lower paying jobs.

- 6) **Employment Services** – this service is to be provided qualified persons/families:
 - With job assistance in obtaining jobs – filling out applications, computer job searches and working with Dept of Labor in obtaining jobs
 - With obtaining education services such as obtaining a GED or training leading to employment:
 - Assist with transportation needs to apply for or maintain a job

- 7) **Disability Evaluation Service** – To assist qualified persons/families in determining disability services.

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RESOURCES PROVIDED BY GORDON COUNTY


Gordon County owns a building that may be used to house some or all the services desired. (See attached floor plan) Estimated size is 2,500 square feet. This building is at 121 Newtown Road, Calhoun, GA 30701. This building can be provided at a very low rental rate – designed to recoup utility, insurance and maintenance costs incurred by Gordon County. The building is being considered as is, but interior changes could be made at the winning proposers expense should they be needed and with county approval of the changes.

Gordon County requests the proposers to suggest any other resources that the County might be able to provide that would support the winning proposer in providing the desired services. Please include your suggestions and detail the additional resources and how the additional resources from the County would help in providing the desired services to Low to Moderate Income persons/families in Gordon County.

The winning proposer will be responsible for all billing and collections as necessary to perform the desired Low to Moderate Income services requested by the County.

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TENTATIVE RFP TIMELINE

Issue RFP	June 16, 2013
Interested Parties Meeting At 201 North Wall Street – Calhoun, GA 30701 at 10AM	July 15, 2013
Question/Inquiry Deadline	July 19, 2013 at 5PM
Submittal Deadline (2:00 p.m.) At 201 North Wall Street – Calhoun, GA 30701	July 24, 2013
Evaluation and Ranking of the Submitted RFPs	July 24 thru July 31, 2013
Presentations to the Board of Commissioners	August 6, 2013

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RESPONSE FORMAT


All interested parties or organizations that will be submitting proposals shall include the following information in the specified format. Deviation from the specified format may disqualify the submittal.

Section 1

- A. Brief history and profile of the company or organization, location of the company or organization offices, number of years the company or organization has been in the social service business especially for state and other public agencies, and the name, telephone number, and e-mail address of the primary point of contact.
- B. Resumes of key personnel that will be facilitating the provision of or providing services including their experience in providing services as outlined in the above section.
- C. Listing of any consultant or contract service providers that are not part of the proposing company and their relevant experience.
- D. References (name and telephone numbers) from at least three clients that the company or organization has performed similar services that Gordon County is requesting.
- E. Program Certifications and Accreditations and any awards or recognitions of the proposer.
- F. A copy of Your following if applicable:
 - Non-Profit 501c3 status papers,
 - Secretary of State Charitable Organization Fundraising Permit
 - Board of Directors contact roster
- G. Financial Accounting Policies Manuals
- H. Guidelines used in determining low to moderate income classifications

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Section 2

- A. Time frame to begin the services.
- B. Statement of any previous, existing, or pending litigation of the company.
- C. Financial Breakdowns which show funding source percentages and assistance percentages.

Section 3

For the 8 desired services listed below – respond with your ability to provide the service (**not just referrals**) and how the service will be provided as outlined below:

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Energy Assistance Program – A program to assist qualified persons/families:

- In paying utility bills. (Heating, Cooling and Water)

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- In buying fans and other devices to help with cooling and cooling

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- In buying heating or repairing heating-cooling systems

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

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Weatherization-Energy Savings and Monitoring Services – The service will assist qualified persons/families:

- In weatherizing their homes in order to save energy

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- In installing smoke and carbon monoxide detectors

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- Installing energy-saving light bulbs and other devices.

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

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Food Assistance – The assistance is for qualified persons/families:

- To provide an on-site food pantry

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- Assist in obtaining food at reasonable rates.

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.


- Assist in obtaining seeds and plants for gardens

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

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- Assist in education regarding canning or preserving foods

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- To help with Community Thanksgiving Luncheon

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- To assist with school system summer feeding program

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

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Medical Services Program – Provide assistance to qualified persons/families:

- To obtain medicines at low costs.

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- Assist in obtaining doctor's and walk-in clinic services at a low cost.

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- To obtain vouchers for diabetic services, such as testing blood sugar levels and diabetic supplies

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

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- Assist in obtaining glasses and eye exams

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

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Rent or Mortgage Assistance – this service is to assist qualified persons/families in paying rent or mortgages because of job loss or because of the need to take lower paying jobs.

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance.

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Employment Services – this service is to be provided qualified persons/families:

- With job assistance in obtaining jobs – filling out applications, computer job searches and working with Dept of Labor in obtaining jobs

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- With obtaining education services such as obtaining a GED or training leading to employment:

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

- Assist with transportation needs to apply for or maintain a job

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance. You may answer this part on a separate page.

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Disability Evaluation Service – To assist qualified persons/families in determining disability services.

Can you provide the above assistance (Y / N)

If yes – Describe assistance you are to provide and source of funds to provide assistance.

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Describe other services you may provide to qualified persons/families not already covered in your proposal.

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SELECTION

The proposers may be invited to Gordon County to personally present their qualifications. This meeting may provide an opportunity for the proposers to clarify and elaborate on their qualifications. This meeting will be a fact finding and explanation session only and does not contemplate or authorize negotiations. After the presentations, a top proposer or proposers shall be selected and recommended to the Gordon County Board of Commissioners for approval.

GENERAL TERMS AND CONDITIONS

- There are no expressed or implied obligations for Gordon County to reimburse responding entities for any expenses incurred in preparing proposals in response to this RFP.
- The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more entities submitting qualifications.
- By submitting proposals, a company or organization certifies that it has fully read and understood this RFP, has reviewed the attached documents, and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company or organization of their obligation to enter into a contract and to completely perform the contract in strict accordance with this RFP.
- Any proposal submitted shall constitute an irrevocable offer for a period of 120 calendar days. It is understood that the details at the RFP level are insufficient to constitute a binding contract as the details will be worked out in accordance with this RFP.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
- The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, or to award a contract to the next most qualified company or organization if the selected company or organization does not execute a contract within 30 days after notification of the award. The Gordon County

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Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.


- This RFP and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.

- By submitting their proposals, all proposing companies or organizations certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged. The proposing companies or organizations specifically certify that submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.

- By submitting their qualifications, all proposing companies or organizations certify that they are not currently debarred from submitting proposals or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the State of Georgia or the federal government.

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INQUIRIES ABOUT THIS RFP

All inquiries and questions regarding this RFQ shall be in writing and directed to:

Martin Vaughn – Purchasing Director
mvaughn@gordoncounty.org - e-mail

The deadline for submission of any questions shall be July 24, 2013 at 5:00 p.m. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFP. The addendum will be posted on the county's web site prior to the submittal deadline. Please check the county's web site often to review the addendums, if any.

ASSIGNMENT

The successful company shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the county.

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

STATE OF _____ COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He is _____ of _____, the bidder that has submitted the attached bid;

He or she is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid; Such bid is genuine and is not a collusive or sham bid; Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit, or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC: _____

Commission Expires: _____