

GORDON COUNTY BOARD OF COMMISSIONERS

Inmate Video Visitation Replacement

The Gordon County Board of Commissioners are soliciting for written Proposals from interested companies to replace an existing Inmate Video Visitation System

Your written and sealed Proposal must contain at a minimum:

- An authorized signature.
- Complete Proposal Form with total cost of product and services
- Written oath stating the Vendor has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

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

- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) – E-Verify Form
- Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- Workman's Compensation Insurance documentation of at least \$1,000,000
- Liability Insurance documentation of at least \$1,000,000

If you choose to submit a Proposal for the product and services, the County requires the vendor submit two (3) original printed Proposal. Your sealed bid/proposal must be marked, "Video Visitation – Justice Center" and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on August 27, 2013**. The receiving time at the Gordon County Administration Building 201 N. Wall Street – Calhoun, GA 30701 will be the governing time for acceptability of the Proposal.

No faxed or e-mail Proposals will be accepted; only sealed written Proposals will be accepted. Any response received after the deadline date and time will be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant. All Proposals will be publicly opened at that time and place. You are invited to attend the opening. No Proposals shall be withdrawn for a period of 60 days after the opening.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 County Purchasing Director mvaughn@gordoncounty.org

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Communications:

All Communications regarding this Proposal should be communicated through Gordon County Purchasing. Telephone inquiries will not be accepted. Any questions regarding this Proposal should be submitted to Martin Vaughn via e-mail – mvaughn@gordoncounty.org. Your question must contain company name, address, telephone number and Proposal name.

No Electronic Transmissions of Proposals: The County will not accept or consider oral, telegraphic, electronic, and facsimile or telephone Proposals or modifications.

THE RESPONDERS SHALL:

Review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services and labor necessary to carry out the provisions of the contract.

The County shall not be liable for any costs incurred by a respondent prior to entering into contract. Therefore, all respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements. The County may solicit information from any available source concerning any aspect of this Proposal and seek and review any other information deemed pertinent to the evaluation process,

Award:

While the County is entertaining a Proposal, it will not be bound to award the Proposal.

The County may contact and evaluate the vendor's and any subcontractor's references; contact any vendor to clarify response; contact any current or past users of a vendors or subcontractors services.

The County will not be obligated to accept the lowest offer but will make an award in the best interest of the County after all factors have been evaluated.

The County will be the sole judge of the successful offer. The County reserves the right to award a contract to other than the vendor submitting the lowest total price and to negotiate with any and all vendors. Vendors are advised that it is possible that an award may be made without discussion or any contact concerning the Proposal received. Accordingly, Proposals should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss or revise your proposal.

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Tentative Calendar of Events:

Proposal Posted:	July 26, 2013
Mandatory Pre Proposal Meeting Gordon County Justice Complex 2700 US 41 North – Calhoun, GA 30701	August 20, 2013 at 10AM
Proposal Opening:	August 27, 2013 at 2PM
Evaluation	August 27 thru Sept. 16, 2013
Award Date	September 17, 2013

Other:

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

THE COUNTY SHALL: Pay the contractor in payments with terms of NET 45 unless cash discounts are offered for early payment. The county will pay contractor within 15 days if contractor accepts American Express as payment and does not impose fees or misc. charges for accepting American Express.

To bid on this contract a vendor must have three (3) or more years experience in similar circumstances as outlined in this Proposal. Interested contractors must be able to provide equipment, staff and resources needed to effectively perform the service.

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Equipment

The contractor shall be responsible for providing any and all equipment needed to satisfactorily provide the services listed in this Proposal. No County equipment will be loaned or otherwise leased or rented to the contractor.

Employment

The contractor shall hire, employ, supervise and pay the full compensation of all employees needed to adequately provide services. The contractor shall ensure that all employees maintain appropriate attire identifying each worker as an employee of the contracted company. The contractor shall also be responsible for paying all appropriate income taxes, social security, insurance, workers' compensation, etc. on all individuals employed by the contractor.

See specifications in separate document

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PROPOSAL RESPONSE REQUIREMENTS

Give the names of the person(s) who will be authorized to make representations for the proposer, their title(s), address(es), and telephone, e-mail and fax number(s).

The signer of the Proposal must declare that the Proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal proponent.

Include all documents required by Gordon County.

Price _____ no fuel surcharge or others charges shall be paid in addition to this price Proposal.

Please provide (on a separate sheet) software and licensing prices on a tier by tier basis to expand the system beyond the parameters set in this proposal (up to 100 total stations)

Please provide service maintenance contract prices on separate sheet and delineate the service prices by tiers of station if applicable.

List on separate page - 3 references of similar projects – include full contact information – Company, Name, Address, Phone Number

Company Name: _____

Authorized Proposer: _____ Date _____

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List Deviation to this Proposal:

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Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

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NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____ COUNTY OF _____

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

He is _____ of _____, the proposer that has submitted the attached proposal;

He or she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal; Such proposal is genuine and is not a collusive or sham proposal; Neither the said proposer 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 proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing 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 proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, 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 proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

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

NOTARY PUBLIC: _____

Commission Expires: _____

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DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the contractor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" have been complied with in full. The contractor further certifies that:

1. A drug-free workplace will be provided for the contractor's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Contractor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

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**CONTRACTOR'S
AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation, which is contracting with **Gordon County**, has registered with and is participating in a federal work authorization program* {any of the electronic verification of work authorization programs operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603}, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with **Gordon County**, contractor will secure from each subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01.08 or a substantially similar form. Contractor further agrees to maintain records of each compliance and provide a copy of each such verification to **Gordon County** at the time the subcontractor(s) is/are retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent (contractor name)

Date

Title of Authorized Officer or Agent of Contractor

Printed name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE
ME ON THIS _____ DAY _____, 20__

Notary Public
My Commission Expires

* - As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the EEV/Basic Pilot Program operation by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.