

“RFB – COMPUTER, SWITCHES, & ACCESS POINTS”

RFB.:23-0231-039

EQUIPMENT



Berrien County Board of Commissioners
ATTN: Brenda Ferrell, County Administrator
201 North Davis Street, Room 198
Nashville, GA 31639

Wednesday
September 20, 2023

11:00 A.M.

BERRIEN COUNTY BOARD OF COMMISSIONERS



201 North Davis Street, Room 198 ♦ Nashville, GA 31639

Tel: 229-686-5421 ♦ Fax: 229-686-2785 ♦

www.berriencountygeorgia.com

Request for Bids (RFB)

“COMPUTERS, SWITCHES, AND ACCESS POINTS”

BERRIEN COUNTY RFB # 23-0231-039 EQUIPMENT

The Berrien County Board of Commissioners requests sealed bids, good for 90 business days, for:

COMPUTERS:	DESKTOP & LAPTOPS
SWITCHES:	ARUBA
ACCESS POINTS:	ARUBA

It is clearly understood that the following are minimum specifications and are made in order to show the exact specifications of the service proposed. Each supplier must comply with all requirements for a regular bid as directed or required by this notice. Notice is hereby given to all suppliers that if their bids are defective or irregular, the same may be rejected immediately.

Prices quoted by supplier shall be firm prices, and not subject to increase during the schedule hereinafter set-forth and shall not include federal or state tax.

Berrien County reserves the right to reject any or all bids, to waive technicalities or informalities, and to accept any bid deemed in the best interest of Berrien County. Where two or more suppliers are deemed equal, the County reserves the right to make the award to one of the suppliers.

All responses, inquiries or correspondence relating or in reference to this schedule, exhibit, and other documentation by the supplier shall be properly identified as to supplier and will become the property of the county when received.

Bidders shall not contact any members, or employees, of the Berrien County Board of Commissioners or any Berrien County Elected Officer or employee of Berrien County Elected Officer, regarding this RFB, bid evaluation, or selection process from the time the RFB is issued until the time a notification of award is announced. Questions relating to this RFB must be submitted in writing to Brenda Ferrell, County Administrator at brendaferrell@berriencountygeorgia.com.

The deadline for submission of questions relating to this RFB shall be 11:00 am (local time), September 20, 2023. All questions submitted in writing prior to the deadline will be compiled, answered in writing and posted to the website www.berriencountygeorgia.com as an addendum to the RFB and posted on the Georgia Procurement Registry.

Prospective bidders must obtain a bid package from the Berrien County Board of Commissioners via one of the following methods:

- on the county website: www.berriencountygeorgia.com
- in person at 201 North Davis Street, Room 198, Nashville, GA 31639
- on the Georgia Procurement Registry website: www.ssl.doas.state.ga.us/gpr/

Proposals must be submitted on the proposal form issued by Berrien County and contained in the bid package.

This is an invitation to bid, **NO EXCEPTIONS ALLOWED.**

LOCAL AND MINORITY OWNED/OPERATED AND/OR WOMEN OWNED/OPERATED BUSINESSES ARE ENCOURAGED TO SUBMIT PROPOSALS.

An original copy of the bid must be submitted in a sealed envelope, addressed as below and must be plainly marked on the outside with:

“RFB – COMPUTERS, SWITCHES, AND ACCESS POINTS”

For your convenience, please use the enclosed label **“Submittal Requirement Form”**.

If a bid is forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope and mailed to the address given below. The county will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated by this RFB. No bid may be withdrawn or modified in any way after the deadline for RFB opening.

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY THE BID.

BIDS SHALL BE SUBMITTED TO:

**Berrien County Board of Commissioners
ATTN: Brenda Ferrell, County Administrator
201 North Davis Street, Room 198
Nashville, GA 31639**

Sealed bids will be accepted in the County Administrator’s Office, up until **11:00 Am (local time), Wednesday, September 20, 2023.** At this date and time, bids will be opened and read aloud in Room 198 of the Berrien County Commissioner’s Office, located at 201 North Davis Street, Nashville, GA 31639.

BID SCHEDULE			
ACTIVITY	DATE	TIME	ACTION
Request for Bids Issued	8/14/2023	11:00 AM	Begin Advertisement
Deadline for Questions	8/30/2023	11:00 AM	Question Period Ends
Bid Submission Deadline	9/20/2023	11:00 AM	Bid Open
Estimated Award Date	TBD	TBD	Board of Commissioners

Payment will be made Net 10 Days from date of receipt of equipment. No monies will be paid up front with the order. Bidder agrees to render invoice electronically to Brenda Ferrell, County Administrator (brendaferrell@berriencountygeorgia.com). Bidder agrees to accept the Berrien County Purchase Order Form to execute the actual purchase of equipment; no other contract document will be generated for the purchase.

SECTION 1 – GENERAL NOTICE

Sealed proposals for (RFB.: 23-0231-039 EQUIPMENT):

COMPUTERS: DESKTOP & LAPTOPS
SWITCHES: ARUBA
ACCESS POINTS: ARUBA

will be received by the office of the Board of Commissioners of Berrien County, Georgia, up to the hour of **11:00 A.M. local time, on Wednesday, September 20, 2023**, at which time and place they will be publicly opened and read aloud. Bidders are invited to be present.

This Bid is intended to provide vendors with a common, uniform set of specifications to assist them in the development of their Bids and to provide a uniform method for the Bidding agency to fairly evaluate Bids and subsequently select a vendor from which to purchase this equipment.

The successful bidder will provide the Berrien County Board of Commissioners with an economically viable bid for the following:

Quantity	Description
38	DELL Optiplex or HP Elite/EliteDesk; DESKTOP - SFF, MFF, OR MINI SIZES ACCEPTABLE; PROCESSOR: INTEL i5, i7 or AMD RYZEN 5 PRO OR 7 PRO; PROCESSOR CORES: MINIMUM 6 PERFORMANCE CORES; MEMORY: MINIMUM 16 GB; STORAGE TYPE: SSD M2 OR 2.5-inch; OS: WINDOWS 11 PRO; STORAGE SIZE: 512 GB; CALS: N/A; TPM 2.0 or HIGHER
3	DELL POWEREDGE or HPE PROLIANT; TOWER SERVER; PROCESSOR: XEON SILVER; PROCESSOR CORES: MINIMUM 8 PERFORMANCE CORES; MEMORY: 16 GB MINIMUM; TPM 2.0; 5-YEAR WITH 4-HOUR RESPONSE WARRANTY; STORAGE TYPE: 3.5 OR 2.5 BUSINESS CRITICAL, HOT-SWAPPABLE; OS: SERVER 2022 STANDARD; STORAGE SIZE: 3 - 2 TB HARD DRIVES BUSINESS CRITICAL HOT SWAPPABLE; RAID CONTROLLER FOR RAID 5 CONFIGURATION; REDUNDANT POWER SUPPLIES; WINDOWS 2022 STANDARD WITH 10 USER CALS; ENTERPRISE LIGHTS OUT REMOTE ACCESS WITH DEDICATED NIC ACCESS CARD - DELL iDRAC OR HPE iLO
3	DELL LATITUDE or HP ELITEBOOK; LAPTOP; DISPLAY: MINIMUM 14 INCH - MAXIMUM 15.6 INCH; PROCESSOR: INTEL i5, i7 or AMD RYZEN 5 PRO OR 7 PRO; PROCESSOR CORES: MINIMUM 6 PERFORMANCE CORES; MEMORY: MINIMUM 16 GB; STORAGE TYPE: SSD M2 OR 2.5; OS: WINDOWS 11 PRO; STORAGE SIZE: 512 GB MINIMUM; CALS: N/A; TPM 2.0 OR HIGHER
8	ARUBA; PART NO.: JL809A; MANAGED SWITCH WITH RACK MOUNTING KIT; PORTS: 48 GB ETHERNET PORTS, 2-10G Baset, 2 SFP+; POE: YES, 600W; SFP: PROVIDE LC LX J4859d or COMPATIBLE
12	ACCESS POINTS; ARUBA; PART NO.: R4W01A; MODEL: AP22, POE POWERED
6	ACCESS POINTS; ARUBA; PART NO.: R9B27A; MODEL: AP25, POE POWERED

Berrien County Board of Commissioners assumes no responsibility for conclusion or interpretations derived from the information presented in this Bid, or otherwise distributed or made available during this procurement process. In addition, the County will not be bound by or be responsible for any explanation, interpretation or conclusions of the Bid or any documents provided by the bidding agency other than those given in writing by the County through the issuance of addenda. In no event may a vendor rely on any oral statement by the County or its agents, advisors or consultants. It is the full responsibility of the vendor to thoroughly investigate the needs, requirements of the County not necessarily assumed in this Bid and to submit a Bid for:

SECTION 2 – BID DOCUMENTS

Copies of the Proposal, Specifications, Plans (if required) and other document forms may be obtained from the office of the Berrien County Board of Commissioners. Bidders are required to examine the same and satisfy themselves that all requirements are fully understood. It is highly recommended that bidders also personally inspect the location of the project upon which they are bidding.

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) under **RFB # 23-0231-039 EQUIPMENT**. All firms are responsible for checking the GPR on a regular basis for updates, clarifications, announcements and addendums.

SECTION 3 – BIDDING SUBMISSION PROCEDURE

In responding to this Bid, vendors should follow the prescribed format and use the forms included, thus providing the County with data that is easily compared with data submitted by other vendors in order to fairly and objectively evaluate the proposal. Bids should be bound or stapled whereby county staff can easily make additional copies. Pages should be 8 ½" X 11" in size with larger sheets folded to fit within bindings. The bid should be ordered in the following format & **MUST INCLUDE THE FOLLOWING:**

- All Forms in Attachment "A" (included in the RFB – Pages 1-11 of Bid Forms)
- Manufacturer Specifications / Descriptive Literature
- Warranty Statements

Please advise us of the number of days from the date of order in which delivery can be expected.

Bids shall be presented in a sealed envelope with the bid number (RFB: 23-0231-039 EQUIPMENT) and the name of the company or firm submitting clearly marked on the outside of the envelope. **ONE (1) ORIGINAL (PAPER) and ONE (1) COPY MUST BE SUBMITTED.** Bids will not be accepted verbally, by fax or email. All appropriate blanks shall be completed. Any interlineations, alteration, or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the bid document. **Items in RED are requirements for bid consideration.**

Each bid must be legibly printed in ink or by printer, include the full name, business address, and telephone number of the bidder and be signed in ink by the bidder.

A bid by a firm or organization other than a corporation must include the name and address of each member.

A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.

No bidder shall submit more than one proposal nor submit two or more proposals under different names.

In order to be considered, the outside of the sealed envelope must be clearly marked with the offeror's name, address and phone number, the project number, name of the project for which the proposal is being submitted, and the bid opening date and time of **Wednesday, September 20, 2023, at 11:00 a.m.** All proposals shall be delivered by a delivery service or in person to Berrien County Board of Commissioners, 201 North Davis Street, Room 198, Attn: County Administrator, Nashville, GA 31639, on or before the time and date prescribed above.

Bids received after the time and date established for receiving bids will be rejected.

SECTION 4 – ADDENDA

Addenda are written instruments issued by the County prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification, or correction.

Copies of addenda will be posted on the Georgia Procurement Registry, the county website, and will also be available for inspection at the office of the County Manager.

No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid or an addendum which includes postponement of the bid.

Bidders shall ascertain prior to submitting their bid that they have received all addenda issued and they shall acknowledge receipt of addenda on the proposal form.

SECTION 5 – BIDDER’S REPRESENTATION

Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents and the bid has been made in accordance therewith.

Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

NON-COLLUSION AFFIDAVIT: By submitting a proposal, the bidder represents and warrants that such bid is genuine and not a sham or collusion or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other firm, person or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF: By submitting a proposal, the bidder represents and warrants that neither a commissioner, administrator, manager, employee, nor any other person employed by BERRIEN COUNTY or in any other way connected with the county has, in any manner, an interest, either directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION: By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

Various professions within the building industry are required by state law to be licensed. These professions include electricians, plumbers, conditioned air contractors, low voltage contractors, utility contractors, and certain residential and general contractors. Berrien County will be complying with state laws and board rules regarding licensure. **No bid or proposal for projects that require a licensed professional will be accepted from unlicensed persons.** In addition, the licensed contractor must be the prime contractor on the project. It is not permissible for an unlicensed individual/firm to subcontract with a licensed contractor. The validity of all licenses will be checked.

SECTION 6 – BIDDER’S SECURITY

BID BOND: Not required.

PERFORMANCE BOND: Not required.

SECTION 7 – EQUAL OPPORTUNITY

Each bidder agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, bidder shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

SECTION 8 – INDEMNIFICATION

The bidder shall indemnify and hold harmless the County, its members, its officers, and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property other than goods, materials, and equipment furnished under this contract, including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.

In any and all claims against the County or its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation listed above shall not be limited in anyway by any limitation of the amount or type of damages, compensation, or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts, or other employee benefit acts.

SUBMITTAL REQUIREMENT LABEL

Submittals must be properly labeled to ensure they are not inadvertently opened before the designated time. Affix the label below to the outside of the sealed submittal envelope or delivery package.

If this label is not used (i.e. in case of some delivery services), it is the bidder's responsibility to ensure that all required information (offeror's name, address and phone number, the project number, name of the project for which the proposal is being submitted, and the bid opening date and time) is on the **OUTSIDE** of the delivery package. Submissions that do not comply may be rejected.



FROM:

Company Name _____

Address: _____

Phone: _____

Bid/Proposal #: 23-0231-039 EQUIPMENT

Bid/Proposal Name: RFB – COMPUTER, SWITCHES, & ACCESS POINTS

Bid Opening Date/Time: Wednesday, September 20, 2023, 11:00 AM

TO:

BERRIEN COUNTY BOARD OF COMMISSIONERS

ATTN: COUNTY ADMINISTRATOR

201 NORTH DAVIS STREET

ROOM 198

NASHVILLE, GA 31639

ATTACHMENT A

BID FORM

COMPUTERS, SWITCHES, & ACCESS POINTS

Name of Vendor: _____

Street Address: _____

City/State/Zip: _____

Contact Number: _____

Email Address: _____

Contact Person: _____

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
SWA	SUPPLEMENTARY WORK ADDITION	1	LS	\$10,000.00	\$10,000.00
COMP	DELL Optiplex or HP Elite/EliteDesk DESKTOP - SFF, MFF, OR MINI SIZES ACCEPTABLE PROCESSOR: INTEL i5, i7 or AMD RYZEN 5 PRO OR 7 PRO PROCESSOR CORES: MINIMUM 6 PERFORMANCE CORES MEMORY: MINIMUM 16 GB STORAGE TYPE: SSD M2 OR 2.5-inch OS: WINDOWS 11 PRO STORAGE SIZE: 512 GB CAL: N/A TPM 2.0 or HIGHER	34	EACH		
COMP	DELL Optiplex or HP Elite/EliteDesk DESKTOP -SFF, MFF, OR MINI SIZES ACCEPTABLE PROCESSOR: INTEL i5, i7 or AMD RYZEN 5 PRO OR 7 PRO PROCESSOR CORES: MINIMUM 6 PERFORMANCE CORES MEMORY: MINIMUM 16 GB STORAGE TYPE: SSD M2 OR 2.5-inch OS: WINDOWS 11 PRO STORAGE SIZE: 1 TB CAL: N/A TPM 2.0 or HIGHER	1	EACH		
COMP	DELL Optiplex or HP Prodesk or Elite/EliteDesk DESKTOP - SFF, MFF, OR MINI SIZES ACCEPTABLE PROCESSOR: INTEL i5, i7 or AMD RYZEN 5 PRO OR 7 PRO PROCESSOR CORES: MINIMUM 6 PERFORMANCE CORES MEMORY: MINIMUM 16 GB STORAGE TYPE: SSD M2 OR 2.5-inch OS: WINDOWS 11 PRO STORAGE SIZE: 2 TB CAL: N/A TPM 2.0 or HIGHER	2	EACH		

Berrien County RFB – COMPUTERS, SWITCHES, & ACCESS POINTS

(BID FORM CONT)

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
COMP	DELL Optiplex or HP Elite/EliteDesk DESKTOP - SFF, MFF, OR MINI SIZES ACCEPTABLE PROCESSOR: INTEL i5, i7 or AMD RYZEN 5 PRO OR 7 PRO PROCESSOR CORES: MINIMUM 6 PERFORMANCE CORES MEMORY: MINIMUM 16 GB STORAE TYPE: SSD M2 OR 2.5-inch OS: WINDOWS 11 PRO STORAGE SIZE: 4 TB CALs: N/A TPM 2.0 or HIGHER	1	EACH		
FILE SERVER	DELL POWEREDGE or HPE PROLIANT TOWER SERVER PROCESSOR: XEON SILVER PROCESSOR CORES: MINIMUM 8 PERFORMANCE CORES MEMORY: 16 GB MINIMUM TPM 2.0 5-YEAR WITH 4-HOUR RESPONSE WARRANTY STORAGE TYPE: 3.5 OR 2.5 BUSINESS CRITICAL, HOT-SWAPPABLE OS: SERVER 2022 STANDARD STORAGE SIZE: 3 - 2 TB HARD DRIVES BUSINESS CRITICAL HOT SWAPPABLE RAID CONTROLLER FOR RAID 5 CONFIGURATION REDUNDANT POWER SUPPLIES WINDOWS 2022 STANDARD WITH 10 USER CALS ENTERPRISE LIGHTS OUT REMOTE ACCESS WITH DEDICATED NIC ACCESS CARD - DELL iDRAC OR HPE iLO	1	EACH		
WinGAP SERVER	DELL POWEREDGE or HPE PROLIANT TOWER SERVER PROCESSOR: XEON SILVER PROCESSOR CORES: MINIMUM 8 PERFORMANCE CORES MEMORY: 16 GB MINIMUM TPM 2.0 5-YEAR WITH 4-HOUR RESPONSE WARRANTY STORAGE TYPE: 3.5 OR 2.5 BUSINESS CRITICAL MINIMUM OS: SERVER 2022 STANDARD STORAGE SIZE: 4 - 1 TB HARD DRIVES BUSINESS CRITICAL HOT SWAPPABLE RAID CONTROLLER FOR RAID 10 CONFIGURATION REDUNDANT POWER SUPPLIES WINDOWS 2022 STANDARD WITH 10 USER CALS ENTERPRISE LIGHTS OUT REMOTE ACCESS WITH DEDICATED NIC ACCESS CARD - DELL iDRAC OR HPE iLO	1	EACH		
LE FILE SERVER	DELL POWEREDGE or HPE PROLIANT TOWER SERVER PROCESSOR: XEON SILVER PROCESSOR CORES: MINIMUM 8 CORES MEMORY: 32 GB MINIMUM STORAGE TYPE: 3.5 OR 2.5 BUSINESS CRITICAL, HOT-SWAPPABLE OS: SERVER 2022 STANDARD STORAGE SIZE: 3 - 4 TB DRIVES RAID CONTROLLER FOR RAID 5 CONFIGURATION REDUNDANT POWER SUPPLIES WINDOWS 2022 STANDARD WITH 40 USER CALS 5-YEAR WITH 4-HOUR RESPONSE WARRANTY ENTERPRISE LIGHTS OUT REMOTE ACCESS WITH DEDICATED NIC ACCESS CARD - DELL iDRAC OR HPE iLO	1	EACH		

Berrien County RFB – COMPUTERS, SWITCHES, & ACCESS POINTS

(BID FORM CONT)

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
LAPTOP	DELL LATITUDE or HP ELITEBOOK LAPTOP DISPLAY: MINIMUM 14 INCH - MAXIMUM 15.6 INCH PROCESSOR: INTEL i5, i7 or AMD RYZEN 5 PRO OR 7 PRO PROCESSOR CORES: MINIMUM 6 PERFORMANCE CORES MEMORY: MINIMUM 16 GB STORAGE TYPE: SSD M2 OR 2.5 OS: WINDOWS 11 PRO STORAGE SIZE: 512 GB MINIMUM CALs: N/A TPM 2.0 OR HIGHER	3.0	EACH		
SWITCH	ARUBA PART NO.: JL809A MANAGED SWITCH WITH RACK MOUNTING KIT PORTS: 48 GB ETHERNET PORTS, 2-10G Baset, 2 SFP+ POE: YES, 600W SFP: PROVIDE LC LX J4859d or COMPATIBLE	8.0	EACH		
AP	ACCESS POINTS ARUBA PART NO.: R4W01A MODEL: AP22, POE POWERED	12	EACH		
AP	ACCESS POINTS ARUBA PART NO.: R9B27A MODEL: AP25, POE POWERED	6	EACH		
Total Costs					

Estimated time to build in days from receipt of order: _____

Estimated delivery date if order is placed within 30 days of bid closing: ____ (day) of ____ (month), 20__ (year)

Addenda Acknowledgement: #1_____ #2_____ #3_____ #4_____ #5_____

I understand that failure to confirm the receipt of addendums/amendments is cause for rejection of bids.

Berrien County RFB – COMPUTERS, SWITCHES, & ACCESS POINTS

The Bid shall be in the form of a firm price for the entire contract period. The Bid price shall include, and Contractor shall be responsible for: all costs and charges other than the Bid price, including without limitation storage, transportation / delivery, environmental fees, insurance, bonding, and all other costs. The County shall not be responsible for any charges or cost not set forth in Contractor’s Bid documents.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FOREGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THE BID BY THE COUNTY, WILL REPRESENT THE AGREEMENT BETWEEN THE PARTIES. Sign in ink in the space provided below. UNSIGNED Bids will be considered incomplete and will be subject to rejection.

SIGNED: _____ DATE: _____

NAME PRINTED: _____ TITLE: _____

Berrien County RFB – COMPUTERS, SWITCHES, & ACCESS POINTS

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the County and to enter into contract with Berrien County.

_____ COMPANY NAME	_____ BY (SIGNATURE)
_____ STREET ADDRESS or P. O. BOX	_____ (PRINT NAME)
_____ CITY, STATE ZIP CODE	_____ (TITLE)
_____ TELEPHONE NO. FAX NO.	_____ (DATE)
_____ EMPLOYERS FEDERAL I.D. NO or	_____ Email SOCIAL SECURITY NUMBER

The Bidder(s) whose signature(s) appears on this document, having personally appeared before me, and being duly sworn, deposes and says that the above statements are true and correct.

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary signature: _____

My commission expires: _____ (seal)

Request for Bids

BERRIEN COUNTY, GEORGIA

NON-COLLUSION AFFIDAVIT

The following affidavit shall accompany the bid:

STATE OF: _____

COUNTY OF: _____

Owner, Partner or Officer of vendor: _____

Company Name, Address, County and State:

The undersigned, being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the vendor to submit the attached bid and that neither he/she nor the vendor has directly or indirectly violated any of the provisions of Section 36-91-21(d) of the Official Code of Georgia Annotated. In making such representation, the affiant further states for himself/herself and on behalf of the vendor, that he/she is not a party to any collusion among vendors in restraint of competition or by agreement to submit a bid at a fixed price or to refrain from submitting a bid; or with any office of Berrien County or any of its employees as to the quantity, quality, or price in the prospective contract; or any discussion between vendors and any official of Berrien County or any of its employees concerning the exchange of money or other things of value for special consideration in submitting a Bid for:

PROVIDING INSURANCE CONSULTING/BROKERAGE SERVICES TO BERRIEN COUNTY.

VENDOR NAME _____

SIGNATURE _____

TITLE _____

Subscribed as sworn to before me this day of 20 __ .

NOTARY PUBLIC _____

Request for Bids

VENDOR'S DECLARATION

The vendor understands, agrees, and warrants:

That the vendor has carefully read and fully understands the full scope of the specifications.

That the vendor can successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid may be withdrawn by requesting such withdrawal in writing at any time before the designated Bid Open date and time whereas bid may not be withdrawn after such date and time.

That Berrien County reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. Berrien County reserves the right to waive any technicalities and formalities in the bid process.

That by submission of this bid the vendor acknowledges that Berrien County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the vendor.

That the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

Vendor's Name: _____

Phone: _____

Name Print: _____

Signature: _____

Date: _____

Email _____

Request for Bids

BERRIEN COUNTY GEORGIA
DRUG-FREE WORKPLACE CERTIFICATE

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

1. A drug-free workplace will be provided for the vendor’s employees during the performance of the contract; and
2. Each vendor 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 (vendor’s name), (subcontractor’s name) certifies to the vendor 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 vendor 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 the contract.

Vendor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Request for Bids

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the vendor agrees as follows:

The vendor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry, or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry, or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

In the event of the vendor is in non-compliance with this nondiscrimination clause, the contract may be canceled or terminated by Berrien County. The vendor may be declared, by Berrien County, ineligible for further contracts with Berrien County until satisfactory proof of intent to comply shall be made by the vendor.

The vendor agrees to include this nondiscrimination clause in any sub-contracts connected with the performance of this agreement.

VENDOR

SIGNATURE

TITLE

Request for Bids

O.C.G.A. § 50-36-1(e)(2) S.A.V.E Affidavit

By executing this affidavit under oath, as a vendor for contracted services, as referenced in O.C.G.A. § 50-36-1, from **Berrien County Georgia**, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States Citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in any affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowable by such criminal statute.

Executed in _____ (City), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____.

NOTARY PUBLIC
My Commission Expires:

Request for Bids

BERRIEN COUNTY GEORGIA

E-VERIFY COMPLIANCE AFFIDAVIT

By executing this affidavit, the undersigned vendor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Berrien County, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned vendor will continue to use the federal work authorization program throughout the contract period and the undersigned vendor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the vendor with the information required by O.C.G.A, § 13-10-91 (b). Vendor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number
(Not Required if Less than 10 Employees)

Signature (if less than 10 employees)

Date of Authorization

Name of vendor

Name of Project

Name of Public Employer

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

Executed on _____, _____, 20____ in _____(City) _____ (State).

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 _____, 20____

NOTARY PUBLIC
My Commission Expires: