May 16, 2019

TO ALL VENDORS:

Cobb County School District (CCSD) invites proposals for furnishing goods and/or services required for “RFP P1919, Underground Storm Water System Inspection” as described in this document.

Vendors are instructed to read carefully all terms, conditions, specifications and requirements in this RFP. Vendors are required to complete and return all forms in their entirety.

The CCSD Procurement Services Department General Terms and Conditions are hereby acknowledged, understood, and agreed to by the parties and are hereby fully incorporated into the solicitation document and the resulting contract. Refer to the CCSD Procurement Services website for the complete General Terms and Conditions. Go to www.cobbk12.org. From this screen, select “Departments”, choose “Procurement Services” and find the link to “General Terms and Conditions” on the right hand side of the page.

All proposals accepted must be submitted in a sealed envelope marked with your company name and “RFP P1919, Underground Storm Water System Inspection”. Please deliver your proposal to Cobb County School District, Procurement Services Department, Suite D, 6975 Cobb International Blvd., Kennesaw, Georgia 30152. Attn: Stephen Cochran, Senior Buyer, 770-590-4522.

A mandatory pre-proposal conference will be held on May 23, 2019 at 10:00 a.m. Eastern Time at the Maintenance and Operations Department, 560 Glover Street SE Marietta, GA 30060.

The proposal acceptance will close on June 6, 2019 at 3:00 p.m. Eastern Time. Please allow ample time for delivery. Proposals submitted after the due date/time will not be accepted, however, proposals can be submitted prior to the due date/time.

CCSD reserves the right to accept or reject any or all proposals and to waive any informalities.

Your interest and participation in the CCSD solicitation process is appreciated.

Sincerely,

David Odom, CPPO
Director of Procurement Services
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The Special Terms and Conditions are customized specifically to this solicitation. Taking exception to these terms and conditions or submitting conflicting language may be cause for rejection of vendor’s response.

Should these Special Terms and Conditions be in conflict with the General Terms and Conditions, the Special Terms and Conditions will control.

1.0 PURPOSE

The Cobb County School District (CCSD) is seeking proposals from qualified vendors to provide annual inspections and clean-out services for all underground storm water systems. There are sixteen (16) Under Ground Storm Water (UGSW) systems, eight (8) Water Quality Units (WQU), one (1) water basin/cistern and one (1) building slab dewatering piping system located at various sites within CCSD.

2.0 TECHNICAL REQUIREMENTS

2.1 This RFP requires the awarded vendor to conduct annual inspections and clean-out of all UGSW, WQU, water basin/cistern and building slab dewatering piping systems throughout the district. This includes any future sites that are built by the district.

2.2 The awarded vendor must provide confined space entry certification and certified staff to perform inspections and clean-out services for systems that qualify for this type of entry.

2.3 The awarded vendor shall be responsible for all inspection permits, required by federal, state, county and municipal agencies. Deficiencies as observed by the inspection process shall be reported to the authorized CCSD contact to determine the next steps.

2.4 The awarded vendor shall comply with all Federal, State, County and Municipal laws, codes and best management practices (BMP) governing the inspection and clean out of UGSW, WQU, water basin/cistern and building slab dewatering piping systems.

2.5 The awarded vendor shall provide inspection and clean-out reports to the authorized CCSD contact in a timely manner that is in compliance with Federal, State, County and Municipal mandates.
3.0 GENERAL REQUIREMENTS

3.1 CCSD reserves the right to request a quote from the awarded vendor for repair work that may be discovered during the inspection and/or clean-out processes. Additional work shall not be started without prior approval by an authorized CCSD contact.

3.2 Any damage done by the awarded vendor, or their subcontractors, to any site, building, fixture or any item owned by CCSD must be immediately reported to a CCSD representative. Any damage that is considered a safety issue must be repaired or replaced on the same day at no cost to CCSD. Other damages must be repaired or replaced at no cost to CCSD within 30 days and to the satisfaction of a CCSD Maintenance Representative.

3.3 The awarded vendor must remove debris and trash from the work site at the time of inspection/clean-out. The disposal of all debris and trash must meet all requirements of Federal, State, County and Municipal laws. Vendor will not be allowed to use CCSD or General Contractors dumpsters for disposal purposes.

3.4 Materials, equipment or tools shall not be left unattended.

3.5 If students are on site, the work site area shall be marked to prevent students from entering the area while work is in progress.

4.0 SCHEDULING AND EQUIPMENT

4.1 The awarded vendor must coordinate all staging of materials, equipment and scheduling of work with one of the following:

Scott Trammell 770-426-3355 or Scott.Trammell@cobbk12.org
Mike Ledford at 770-426-3355 or Mike.Ledford@cobbk12.org.

4.2 Awarded vendor shall provide all equipment and personnel associated with this project.

5.0 CALENDAR OF EVENTS

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Release RFP</td>
<td>May 16, 2019</td>
</tr>
<tr>
<td>Mandatory Pre-Proposal conference, time</td>
<td>May 23, 2019; 10:00 a.m. ET</td>
</tr>
<tr>
<td>Deadline for written questions</td>
<td>May 28, 2019; 11:00 a.m. ET</td>
</tr>
<tr>
<td>Responses to questions posted on CCSD website</td>
<td>May 29, 2019</td>
</tr>
<tr>
<td>RFP due in Procurement Services by</td>
<td>June 6, 2019; 3:00 p.m. ET</td>
</tr>
<tr>
<td>Evaluation</td>
<td>June/July, 2019</td>
</tr>
<tr>
<td>Award</td>
<td>July, 2019</td>
</tr>
</tbody>
</table>
6.0 COMMUNICATIONS WITH CCSD STAFF

6.1 All communications concerning this RFP must be submitted in writing by email or fax (770) 426-3371 to the CCSD Procurement Services Department. Email to Stephen.Cochran@cobbk12.org is the preferred method of communication. Only written questions submitted via email or fax will be accepted. No response other than written, distributed by the Procurement Services Department, will be binding upon CCSD. The Procurement Services Department, in its discretion, may call upon user departments for clarification in their area of expertise. Questions concerning this solicitation must be received by 11:00 a.m. on May 28, 2019. Answers will be posted to the CCSD Current Solicitations website by May 29, 2019.

6.2 From the issue date of this RFP until completion of the entire solicitation process and announcement of award notification, all vendor communication must be authorized by the Procurement Services Department including but not limited to communications with school system employees and/or contracted agents related to this RFP. Violation of this provision may result in rejection of the vendor’s response.

6.3 It is the vendor’s responsibility to check the CCSD Current Solicitations website for any addenda, responses to vendor questions, or other communications that may be issued or released during the solicitation period. Following receipt of vendor responses to a solicitation, it is the vendor’s responsibility to be available via email, phone and/or fax during the review process in the event that clarification or additional information is required. If clarification or additional information is requested, the responsibility rests on the vendor to ensure that CCSD receives said information prior to the deadline(s) indicated.

7.0 SUBMISSION OF PROPOSALS

7.1 Responses must be on the forms furnished within this RFP and completed in their entirety. Proposals must be submitted in a sealed envelope marked with your company name and “RFP P1919, Underground Storm Water System Inspection” clearly marked on the outside of the envelope. Additionally, CCSD requests that all responses be submitted in electronic form via USB flash drive or CD. PDF format is acceptable unless otherwise stated.

7.2 Vendors are instructed to read all terms, conditions and specifications as set forth in the RFP carefully. Responses must be either typed or written in ink. Any correction made within the RFP submission (white out or strike through) must be initialed by an authorized representative of the company submitting the proposal or the proposal may be rejected by CCSD.
RFP P1919, Underground Storm Water System Inspection

COBB COUNTY SCHOOL DISTRICT
MARIETTA, GEORGIA
PROCUREMENT SERVICES DEPARTMENT
SPECIAL TERMS AND CONDITIONS

7.3 All responses submitted become the property of the CCSD and are subject to applicable open records policies and laws.

7.4 Responses are to be delivered no later than the date and time (determined by the date/time stamp of the CCSD Procurement Services Department) set forth in this RFP. Vendors are advised to consider that hand delivery assures timely receipt. Proposals and supporting documentation must be submitted to:

Cobb County School District
Procurement Services Department
“RFP P1919, Underground Storm Water System Inspection”
Attn: Stephen Cochran, Senior Buyer
6975 Cobb International Boulevard, Suite D
Kennesaw, GA 30152
Fax number: (770) 426-3371

Proposals must be submitted in sealed envelopes and vendors should complete and attach the label included in this RFP to the envelope.

Both the cost and non-cost responses must be submitted by the due date stated in this solicitation.

Any proposal received after the designated time will be deemed late and will not be considered by the CCSD. If proposals are faxed or emailed, an original hard copy of your response must be received by the Procurement Services Department no later than the next business day after the proposal due date. The original designated deadline time will be used to determine acceptability. The hard copy will serve as the legal document; it must match the fax/email copy. The CCSD Fax Number is (770) 426-3371. Use of faxed/emailed responses is at the sole risk of the vendor, and CCSD is not responsible for the failure of any computer hardware, software, telephone, facsimile or other communications systems or devices.

The Cost Proposal Form (Appendix A) must be submitted separately from the rest of your response. One original of the cost section of the proposal must be submitted in a sealed envelope labeled:

RFP P1919, Underground Storm Water System Inspection
Vendor Name
Cost Proposal

One original of the non-cost sections of your proposal response (including supporting documentation) must be submitted in sealed packaging and labeled:
RFP P1919, Underground Storm Water System Inspection
Vendor Name
Non-Cost Proposal

7.5 In addition to the paper submission, CCSD requests that all responses be submitted in electronic format via USB flash drive or CD. PDF format is acceptable unless otherwise stated. Electronic files should be named and submitted as follows

7.5.1 Non-cost Proposal, saved as: Proposal, Company Name
7.5.2 Cost, saved as: Cost, Company Name
7.5.3 Required documents, saved as: Required documents, Company Name

7.6 Submit the following documents with your proposal:

7.6.1 Vendor Questionnaire
7.6.2 IRS W-9 Form
7.6.3 Vendor Reference Form
7.6.4 Georgia Security and Immigration Compliance Act Forms
7.6.5 Confined Space Entry Certifications/Licenses
7.6.6 Disclosure of Lobbying Activities Form (if applicable)
7.6.7 Acknowledgement and Agreement Form

7.7 Non-Cost Proposal Submission Requirements: Each section should be clearly labeled with the corresponding RFP section name and number.

8.0 COST

8.1 Unless specifically consented to in writing by CCSD, prices must remain firm for a period of one year from the award date. For any additional renewal periods, the same terms and conditions as the RFP shall apply. CCSD reserves the option to renew any contract award at its sole discretion.

8.2 Quantities/amounts shown in the RFP are estimates. Vendors are advised that the actual number purchased/required may vary from those in the RFP, depending upon the needs of the CCSD and the availability of funds.

8.3 Responses that contain minimum order amounts will not be accepted unless called for in the solicitation document.

8.4 Pricing must be submitted on the Cost Proposal Form(s) as requested without conditions unless called for in the solicitation document.

8.5 Prompt payment discounts will be considered for the purposes of evaluation and award.
8.6 The CCSD does not pay late payment fees.

8.7 **FEE STRUCTURE FOR ADDITIONAL ITEMS**

Within this document, CCSD has attempted to anticipate and identify all items that may be needed under this contract throughout the length of the award period. In the event CCSD has failed to include an item(s), responding vendors are asked to provide a fee structure for additional, related items that may be purchased during the award period. Vendors are to identify the pricing source and the associated fee structure in the space provided on the attached Cost Proposal Form. Some example responses are: X% discount below MSRP; X% discount below published catalog pricing; Cost plus X% mark-up. Upon request, awarded vendor must be able to provide documentation verifying appropriate discounts are granted throughout the contract. CCSD reserves the right to conduct periodic random audits of fair market value, etc. to ensure price granted is reasonable and accurate.

8.8 **HOURLY RATE FOR ADDITIONAL SERVICES**

Within this document, CCSD has attempted to anticipate and identify all services that may be needed under this contract throughout the length of the award period. In the event CCSD has failed to anticipate all service needs, responding vendors are asked to provide a fee structure for additional, related services that may be needed during the award period. Vendors are to provide an hourly rate in the space provided on the attached Cost Proposal Form. If awarded the contract, this fee would then apply to service needs that may be identified at a later date. If there are different rates, please provide any/all rate information.

9.0 **INSURANCE REQUIREMENTS**

9.1 Commercial General Liability with limits of at least $1,000,000 single. Coverage must include products and completed operations with reporting of claims on occurrence basis.

9.2 Commercial Auto Liability with limits of at least $1,000,000

9.3 Umbrella Coverage in excess of GL and Auto of at least $2,000,000

9.4 Statutory Workers' Compensation

9.5 Employer's Liability of at least $100,000

9.6 Vendor’s insurance carrier must have financial size category of at least V

9.7 Vendors must provide proof of Financial Size category by providing a copy of the
insurance carrier's AM Best rating.

Cobb County School District must be named as an additional insured on all applicable policies. The insurance carriers should be licensed to do business in the state of Georgia. The carriers must have an AM Best rating of A- or higher.

Please Note:

- Signing of Acknowledgement and Agreement signifies that vendor complies with insurance requirements as specified.
- Proof of Insurance is not required with submission of proposal but must be available upon request (including during the evaluation process) CCSD will require proof of insurance before issuance of Award Letter/Contract.
- Vendor may choose to include proof of insurance with submission of proposal in order to expedite the evaluation process and issuance of award to the successful vendor.
- After notification of pending award, a vendor not including proof of insurance with their proposal will be given not more than five (5) business days (including day of notification) to provide proof or the proposal will be deemed non-responsive.

10.0 ESCALATION/DE-ESCALATION CLAUSE

All prices offered shall be firm against any increase for one (1) year from the effective date of the contract. Prior to renewal, CCSD may entertain a request for escalation in accordance with the most recently published Producer Price Index at the time of the request. For the purposes of this section, PCU54133-54133 Engineering services, as published by the United States Department of Labor, Bureau of Labor Statistics will be the benchmark. CCSD reserves the right to accept or reject the request for a price increase and, if appropriate, to utilize other resources in evaluating escalation requests. CCSD may entertain a request for escalation during the contract period if the current market conditions and prices at the time of the request have changed significantly. Documentation may be requested by CCSD that provides detail information about the change in market conditions and prices. If the price change is approved, the price will remain firm for 365 days from the date of the increase unless otherwise stated in the renewal award letter. This clause also enables CCSD to seek de-escalation on the basis of the same cited index, terms, and other resources.
11.0 **EVALUATION**

11.1 **Organization and Completeness of Proposal**

Vendor’s proposal must provide straightforward, concise proof of the capabilities to satisfy RFP requirements. For ease of review, responses must be organized in the exact same order as the RFP or as stipulated in the RFP. Each section should be clearly labeled with the corresponding RFP section name and number. Any additional documents provided by the vendor must also be clearly labeled with the corresponding RFP section name and number. All requested information must be included and all forms completed in entirety. (All spaces must be completed on all requested documentation.) Any proposals that do not include all required information may be considered non-responsive and disqualified.

11.2 **Evaluation Procedures**

A committee comprised of representatives from **Maintenance and Procurement Services** will evaluate the proposal responses on the basis of qualifications, relevant experience, responsiveness of proposers, as well as cost. Cost will not be the sole determining factor in the award.

Each proposal will be reviewed for completeness to ensure that all mandatory requirements are addressed satisfactorily. The committee may request additional clarification/information from the responding vendor(s).

The committee will evaluate the quality and completeness of each response as it addresses each requirement of the RFP. All non-cost related areas of the response are evaluated during this phase. A list of areas being reviewed for this specific RFP, along with the associated point values is included in the Evaluation Criteria below. The committee may in its sole discretion and in the course of the evaluation request presentation(s)/demonstration(s) with one or more selected vendors. Responses must satisfactorily meet non-cost requirements before cost is evaluated.

11.3 A determination of competitive range may be made during the evaluation process. Vendors not in the competitive range of being selected for award shall be eliminated from further discussion.

11.4 Factors being considered for the evaluation criteria of this specific RFP, along with their associated point values are listed below. Failure to address these areas in your response will result in lower non-cost scoring. Offeror must reference each section as listed below in their proposal.
11.4.1 Factor 1, Technical Requirements

Offeror’s response to the project including but not limited to the technical requirement listed in section 2.0.

11.4.1.1 Describe in detail the methodology and approach that will be used to complete annual inspections and clean-outs (where required) as described in sections 2.1, 2.2, 2.3, 2.5.

11.4.2 Factor 2, Project Approach

Offeror’s understanding of the required services, overall scope and proposed schedule. Topics considered in this category include but are not limited to:

11.4.2.1 Provide a location specific detailed schedule along with a logistics plan that indicates inspections and clean-outs will achieve completion in a timely manner so as to not interfere with daily operations of the district and meet county/municipal requirements.

11.4.3 Factor 3, Vendor Questionnaire

Offeror’s understanding and responses to the included questionnaire with regard to completeness and accuracy of the responses.

11.5 During the evaluation phase, discussions may be conducted with vendors who submit proposals determined to be reasonably likely to be selected for award. These discussions are for the purpose of negotiations, clarification, and to assure full understanding of and responsiveness to the solicitation requirements. Vendors will be accorded fair and equal treatment with respect to an opportunity for discussion and revision of proposals. Procurement Services may permit revisions, after submission and prior to award, for the purpose of obtaining best and final offers. In all events, CCSD reserves the right to re-solicit the item(s)/services(s) involved.

11.6 Evaluation Criteria

The selection of a vendor to provide underground storm water system inspection and clean-out services will be based on the review of several key elements in the proposals submitted. They include, but are not limited to the following criteria:
## SPECIAL TERMS AND CONDITIONS

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<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical Requirements (Section 11.4.1)</td>
<td>70</td>
</tr>
<tr>
<td>2</td>
<td>Project Approach (Section 11.4.2)</td>
<td>40</td>
</tr>
<tr>
<td>3</td>
<td>Vendor Questionnaire (Section 13.0)</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td><strong>Non-Cost Subtotal</strong></td>
<td><strong>140</strong></td>
</tr>
<tr>
<td>4</td>
<td>Cost Proposal (Appendix A)</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>

Cost Evaluation Formula:  \((\text{Lowest Price/R - where \text{“R” represents the cost of proposal currently being ranked}}) \times \text{Points} = \text{Score}\).

The non-cost portion of proposals (total of items 1-3) can receive a maximum of 140 points (70%) out of 200 points possible. Only non-cost proposals that receive 98 points (70% of total non-cost score) or more will have the accompanying cost evaluated.

### 12.0 AWARD

**12.1** The CCSD reserves the right to accept or reject any part of a submitted proposal, to accept the entire proposal from one vendor, to accept portions of the proposal from several vendors, or to reject all proposals submitted or waive any minor irregularity. The CCSD reserves the right to award the proposal under the most beneficial economic terms for the CCSD.

**12.2** Award will be made to the responsive and responsible vendor based on price, availability, lead time, past vendor experience, references, and compliance with the RFP specifications and requirements as outlined in the evaluation criteria included in this solicitation.
13.0 **VENDOR QUESTIONNAIRE**

Company Name:  __________________________________________________________________________

1. How long has your company been in the business of providing the services requested?
   __________________________________________________________________________

2. Provide background information on your company, including previous projects that are similar in scope. __________________________________________________________________________

3. Have you conducted business with other school systems? Yes ☐ No ☐
   If yes, name system and type of business __________________________________________________________________________

4. Is the vendor willing to extend all pricing, terms and conditions quoted to any Cobb County governmental entity under the Intergovernmental Cooperative Purchasing Program? This includes the Cobb County Government, the Cities of Acworth, Austell, Kennesaw, Marietta, Powder Springs, Smyrna, the Devereux Foundation School, and Cobb County Charter Schools (While these schools are not a part of Cobb County School District, they do provide services to students and receive pass-through funds from the State when appropriate.). Yes ☐ No ☐

5. Provide complete contact information for a point of contact DURING EVALUATION period. This person must be available to answer any questions pertaining to your response that may arise prior to award. If no information is provided below, the information on the Acknowledgement and Agreement form will be used.

   Company Name:  
   Contact Name:  
   Phone Number:  Fax Number:  
   Email Address:  

6. Does your company have the capability to perform repairs resulting from any findings in the inspection and/or clean-out process? Yes ☐ No ☐
7. Provide your company’s guaranteed response time and a step-by-step plan of action, including manpower resources, for handling emergency/last minute issues resulting from inspections (*include response on a separate sheet*).

8. Describe your processes/procedures for your internal training and certification programs (*include response on a separate sheet*).

9. Provide complete contact information for each of the following. If no information is provided below, the information on the Acknowledgement and Agreement Form will be used. **NOTE**: An IRS W-9 form should be submitted with response.

<table>
<thead>
<tr>
<th>Service Representative</th>
<th>This person will be responsible for answering CCSD questions related to products, billing issues, etc. during term of contract.</th>
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</thead>
<tbody>
<tr>
<td>Company Name:</td>
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<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
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<td>Telephone:</td>
<td>Fax:</td>
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<td>Contact Email:</td>
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**Purchase Order Address**

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<tr>
<th>Address:</th>
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<tbody>
<tr>
<td>City:</td>
<td>State:</td>
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<tr>
<td>Contact Name:</td>
<td></td>
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<tr>
<td>Telephone:</td>
<td>Fax:</td>
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<tr>
<td>Contact Email:</td>
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</tbody>
</table>

Indicate whether purchase orders are to be sent via fax or email. □ Fax  or  □ Email

<table>
<thead>
<tr>
<th>PO Fax:</th>
<th>PO Email Address:</th>
</tr>
</thead>
</table>
10. What types of payments do you accept? (Check all that apply.)
   - Check □
   - ACH □
   - Wire Transfer □
   - Procurement Card □
   - Credit Card (to pay invoices) □
   - ePayables (type of credit card to pay invoices) □

11. For any type of payment not checked in the question above, would you consider it as an option?
   Yes □  No □

12. If you responded yes to the question above, which type(s) would you consider?

13. Do the prices include all costs associated with various types of payment?
   Yes □  No □

14. If you responded no to the question above, what associated costs would be added to the prices?
15. Comments: __________________________________________________________

______________________________________________________________________

______________________________________________________________________
14.0 REFERENCES (Provide your company references):

ALL responding vendors must provide references for your company below. It is the vendor’s responsibility to provide complete and accurate reference information on the form below; completing ALL fields. Failure to do so can result in CCSD being unable to verify vendor’s past work, which may affect CCSD’s determination that the vendor is responsive and responsible. Preference may be given to references of similar size and scope. Do not list CCSD as a reference. CCSD reserves the right to consider past experience with vendor.

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<tr>
<th>Company/Entity:</th>
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<tr>
<td>Address:</td>
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<tr>
<td>Telephone:</td>
<td>Fax:</td>
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<tr>
<td>Contact:</td>
<td>Contact Email:</td>
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<tr>
<td>Provide a brief description of services/goods provided including dates.</td>
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<tr>
<td>Provide a brief description of services/goods provided including dates.</td>
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CONFLICT OF INTEREST

ALL PROSPECTIVE VENDORS PLEASE READ CAREFULLY

Please refer to Board Policy BHA, Conflict of Interest, located on the Cobb County School District website at www.cobbk12.org under Board, Policies & Rules.

Any conflict with Board policy and/or administrative rules must be disclosed at the time of proposal submission.

BOARD MEMBERS:
David Chastain, Chairman
Brad Wheeler, Vice Chairman
David Banks
Charisse Davis
Jaha Howard
David Morgan
Randy Scamihorn

EXECUTIVE CABINET MEMBERS:
Chris Ragsdale, Superintendent
John Adams
Dr. Kevin Daniel
John Floresta
Sherri Hill
Brad Johnson
Jennifer Lawson
Determine how to comply with the GA Security & Immigration Act

This section of the Agreement is related to the Georgia Security and Immigration Compliance Act, O.C.G.A. § 13-10-90 et seq. The chart below may assist the Contractor in determining which affidavit(s) must be provided as a provision of entering into this Agreement. If in doubt as to whether a document should be completed and submitted, it is recommended that the Contractor submit the information.

- **Does the Contractor physically perform service in the state of Georgia?**
  - NO
  - Initial line 2(c) on the next page. No affidavits are required.
  - STOP

- **Does the Contractor have employees and/or subcontractors or plan to hire employees and/or subcontractors to perform the work?**
  - NO
  - Initial line 2(b) on the next page; complete the Affidavit of No Employees and provide driver’s license as requested therein.
  - STOP

- **Employee(s) will perform the work.**
  - Initial lines 2(a), 3 and 5 of the next page; and completion of the Contractor Affidavit is required.
  - STOP

- **Subcontractor(s) will perform the work.**
  - Initial lines 2(a), 4 and 5 of the next page; completion of Contractor Affidavit and Subcontractor Affidavit are required.
  - STOP

- **Both subcontractor(s) and employee(s) will perform the work.**
  - STOP
TO ALL PROSPECTIVE CONTRACTORS:

If you are providing services to the Cobb County School District, this completed document, as well as the applicable Georgia Security and Immigration Compliance forms and affidavits referenced herein must be completed, signed, notarized and submitted with your bid, proposal or contract.

1) The Cobb County School District shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et seq.

2) In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603 and the Georgia Security and Immigration Compliance Act of 2006, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et seq. (collectively the “Act”) the contractor (“Contractor”) MUST INITIAL the statement applicable to Contractor below:

(a) ________ (Initial here) Contractor represents and warrants that Contractor has registered at https://e-verify.uscis.gov/enroll/ to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; and will continue to use the authorization program throughout the contract period. Contractor further represents, warrants and agrees that it shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et seq. in accordance with the terms thereof; (Complete and submit the Contractor Affidavit and Agreement); OR

(b) ________ (Initial here) Contractor represents and warrants that it has no employees and does not intend to hire employees to perform contractual services, and that Contractor has therefore provided a U.S. state-issued driver’s license or ID card in lieu of an affidavit and that such license or ID card was issued by a State that verifies lawful immigration status before issuing the license of ID card. If my status changes I will, before hiring any employees, immediately notify the School District in writing and provide all affidavits required under the Act. (Complete and submit the Affidavit of No Employees); OR

(c) _____ (Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia as defined in the Act and thus does not have to comply with the foregoing Georgia law.

3) ________ (Initial here) Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, is authorized to use, and uses the federal work authorization program and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et seq.

4) ________ (Initial here) Contractor covenants and agrees that, if Contractor employs or contracts with any subcontractor in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, then in such event Contractor will secure from each subcontractor at the time of the subcontract, the subcontractor’s name and address, the employer identification number/taxpayer identification number applicable to the subcontractor; the date the authorization to use the federal work authorization program was granted to subcontractor; the subcontractor’s attestation of the subcontractor’s compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2; and the subcontractor’s agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et seq. (Complete and submit the Subcontractor Affidavit and Agreement)

5) ________ (Initial here) Contractor agrees to provide the Cobb County School District with all affidavits of compliance as required by the Act and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 within five (5) business days of its receipt of any such documents.

6) ________ (Initial here) Contractor is a foreign company and therefore not required to provide the affidavit as required by the Act. Contractor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

Company Name: ____________________________
CONTRACTOR AFFIDAVIT PROVIDED PURSUANT TO O.C.G.A. § 13-10-91(b)(2)

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 engaged in the physical performance of services under a contract with the Cobb County School District, 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 contractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned contractor will contract for the physical performance of services in the performance of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b), and that the contractor shall forward any subcontractor’s affidavit to the School District within five (5) days of its receipt of the same.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

EEV User Identification Number
(4 to 6 Digit Number) ____________________________________________

Date of Authorization ____________________________________________

Contractor/Company Name ____________________________________________

Email Address ____________________________________________

Telephone Number ____________________________________________

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 of Authorized Officer or Agent __________________________

Title of Authorized Officer or Agent __________________________

NOTARY INFORMATION

Sworn to before me this ____ day of __________________________, 20____.

________________________
Notary Public Signature

My Commission Expires: __________________________

Affix Notarial Seal Here
SUBCONTRACTOR AFFIDAVIT PURSUANT TO O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 under a contract with ___________________________________________(name of contractor), which has a contract with the Cobb County School District, 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 subcontractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned subcontractor will contract for the physical performance of services in the performance of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b), and that the subcontractor shall forward any sub-subcontractor’s affidavit to the contractor and School District within five (5) days of its receipt of the same.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

EEV User Identification Number
(4 to 6 Digit Number)
__________________________________________

Date of Authorization
__________________________________________

Subcontractor/Company Name
__________________________________________

Email Address
__________________________________________

Telephone Number
__________________________________________

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 of Authorized Officer or Agent ________________________________

Title of Authorized Officer or Agent ________________________________

NOTARY INFORMATION
Sworn to before me this ____ day of ________________________, 20____.

__________________________________________
Notary Public Signature

My Commission Expires: ________________________________

Affix Notarial Seal Here
AFFIDAVIT OF NO EMPLOYEES PURSUANT TO O.C.G.A. § 13-10-91(b)(5)

The undersigned, in connection with a proposed contract or subcontract with the Cobb County School District (the “School District”) for the physical performance of service in the State of Georgia (the “Contract”), hereby affirms and certifies under penalties of perjury that:

(a) I am a sole proprietor.
(b) I do not employ any other persons.
(c) I do not intend to hire any employees to perform the Contract.
(d) A true, correct and complete copy of my driver’s license is attached hereto.
(e) If at any time hereafter I determine that I will need to hire employees to satisfy or complete the physical performance of services under the Contract, then before hiring any employees, I will:
   (i.) immediately notify the School District and all higher tier contractors (if any) in writing; and
   (ii.) register with, participate in and use, a federal work authorization program operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986, P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-90; and
   (iii.) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rule 300-10-1-.01 et seq.

Print Company Name / Name of Sole Proprietor

BY: Signature of Authorized Officer/Agent    Date

NOTARY INFORMATION
Sworn to before me this ___ day of _______________________, 20 ___.

______________________________
Notary Public Signature

My Commission Expires: _________________________

[Attach copy of driver’s license]
Acknowledgement and Agreement

Request For Proposal (RFP) P1919, Underground Storm Water System Inspection

This acknowledgement and agreement must be properly signed and submitted with your proposal. The acknowledgement becomes a part of your proposal and without it your proposal is not complete and will be subject to rejection.

I, the undersigned, have carefully examined and fully understand both the CCSD General Terms and Conditions and this solicitation in their entirety and agree to conform with every requirement. I certify that I am authorized to sign this proposal for the vendor. I further acknowledge that failure to prepare, submit, or execute this proposal in the exact manner requested will be just cause to reject any or all of my proposal submission.

Withdrawals, cancellations, etc., will not be accepted unless authorization is given by the Director of Procurement Services. In the event vendor fails to comply, they may be removed from the vendors’ list.

Failure to respond using the most recent forms/information posted to the CCSD Current Solicitations website may be cause for rejection. It is the vendor’s responsibility to check the CCSD Current Solicitations website for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation period. Vendor acknowledges and incorporates each applicable Addendum number listed below in their response:

Check all that apply:  Addendum No. 1 _____, Addendum No. 2 _____, Addendum No. 3 _____
Addendum No. 4 _____, No Addenda_____

Prices must remain firm as specified on the award notification letter.

Company Name  Company Representative’s Name (type or print)

Address  Representative’s Signature (must be signed in ink)

City, State, and Zip Code  E-Mail Address

Date  Telephone Number and Extension

Fax Number

Terms (If payment terms are not indicated, net 30 days.)

Signing the Acknowledgement and Agreement affirms that the original Request for Proposal document has not been altered in any way.
It is CCSD’s desire to notify all potential vendors; however, we do not want to send notifications to those vendors who may no longer be interested in participating in the CCSD solicitation process.

If you choose not to respond to this RFP, please complete this form and return via:

Fax: (770) 426-3371 or Email: Stephen.Cochran@cobbk12.org

Thank you for your cooperation.

"NO RESPONSE" REPLY FORM: RFP P1919, Underground Storm Water System Inspection

I hereby submit a “NO RESPONSE” to this RFP for the reason(s) checked below:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Specifications were unclear or restrictive.</td>
<td>7. Do not offer the goods or services requested.</td>
</tr>
<tr>
<td>2. Could not meet bonding requirements.</td>
<td>8. Cannot supply at this time.</td>
</tr>
<tr>
<td>3. Our schedule will not permit us to respond.</td>
<td>9. Cannot meet delivery schedule.</td>
</tr>
<tr>
<td>4. Terms &amp; Conditions were unclear or restrictive.</td>
<td>10. Other/Remarks:</td>
</tr>
<tr>
<td>5. Could not meet specifications.</td>
<td></td>
</tr>
<tr>
<td>6. Could not meet insurance requirements.</td>
<td></td>
</tr>
</tbody>
</table>

I wish to remain on CCSD’s vendor list for these goods/services: Yes ______ No _______

Company Name ________________________________ Company Representative Name ________________________________
RFP # P1919, Underground Storm Water System Inspection

We encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included a response.

This checklist is intended to aid in preparation and submission of vendor’s response. It may not be all-inclusive. Responsibility rests upon the vendor to ensure all information requested within this document is provided.

- Submitted required number of copies plus an original of the Cost Proposal Form & Required Information
- Submitted response in electronic format via USB flash drive or CD.
- Submitted Vendor Questionnaire
- IRS W-9 Form
- Submitted Vendor Reference Form
- Submitted Applicable Georgia Security and Immigration Compliance Act OCGA 13-10-90 documents -- signed by an authorized company representative
- Submitted Disclosure of Lobbying Activities: - signed by an authorized company representative. Mark N/A on Form if it does not apply
- Submitted Acknowledgement and Agreement – signed by an authorized company representative
- Non-Cost Response per Section 11.4
- Submitted Cost Proposal Form – Appendix A
PLEASE CUT LABEL AND SECURELY TAPE TO THE FRONT OF SEALED PROPOSAL PACKAGE.

Cobb County School District  
Procurement Services Department  
6975 Cobb International Blvd.  
Kennesaw, GA 30152

Company Name: 
RFP Number: P1919 
RFP Name: Underground Storm Water System Inspection 
Due Date & Time: June 6, 2019; 3:00 p.m. ET 
Procurement Officer: Stephen.Cochran@cobbk12.org

*Please tape this return label on your sealed proposal***
## ELEMENTARY SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone</th>
<th>Address</th>
<th>City, Zip</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarkdale</td>
<td>770.819.2422</td>
<td>4725 Ewing Road</td>
<td>Austell, 30106</td>
<td>770.819.2424</td>
</tr>
<tr>
<td>King Springs (2-5)</td>
<td>678.842.6944</td>
<td>1041 Reed Road</td>
<td>Smyrna, 30082</td>
<td>678.842.6946</td>
</tr>
<tr>
<td>King Springs (K-1)</td>
<td>678.842.6944</td>
<td>3265 Brown Road SE</td>
<td>Smyrna, 30080</td>
<td>678.842.6946</td>
</tr>
<tr>
<td>Mableton</td>
<td>770.819.2513</td>
<td>5220 Church Street</td>
<td>Mableton, 30126</td>
<td>770.819.2515</td>
</tr>
<tr>
<td>Mountain View</td>
<td>770.578.7265</td>
<td>3151 Sandy Plains Road</td>
<td>Smyrna, 30082</td>
<td>770.578.7267</td>
</tr>
<tr>
<td>Norton Park</td>
<td>678.842.5833</td>
<td>3041 Gray Road</td>
<td>Smyrna, 30082</td>
<td>678.842.5835</td>
</tr>
<tr>
<td>Riverside Primary (K-1)</td>
<td>770.819.5851</td>
<td>461 South Gordon Road</td>
<td>Mableton, 30126</td>
<td>678.398.0040</td>
</tr>
<tr>
<td>Teasley</td>
<td>770.437.5945</td>
<td>3640 Spring Hill Parkway</td>
<td>Smyrna, 30080</td>
<td>770.437.5947</td>
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## HIGH SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone</th>
<th>Address</th>
<th>City, Zip</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campbell</td>
<td>678.842.6850</td>
<td>5265 Ward Street</td>
<td>Smyrna, 30080</td>
<td>678.842.6852</td>
</tr>
<tr>
<td>Cobb Horizon</td>
<td>678.594.8240</td>
<td>1560 Joyner Avenue</td>
<td>Marietta, 30060</td>
<td>678.331.8309</td>
</tr>
<tr>
<td>Hillgrove</td>
<td>678.331.3961</td>
<td>4165 Luther Ward Road</td>
<td>Pwdr. Sprgs., 30127</td>
<td>678.331.8128</td>
</tr>
<tr>
<td>North Cobb</td>
<td>770.975.6685</td>
<td>3400 Old 41 Highway, North</td>
<td>Kennesaw, 30144</td>
<td>770.975.6687</td>
</tr>
<tr>
<td>Sprayberry</td>
<td>770.578.3200</td>
<td>2525 Sandy Plains Road</td>
<td>Marietta, 30060</td>
<td>770.578.3202</td>
</tr>
<tr>
<td>Walton</td>
<td>770.578.3225</td>
<td>1590 Bill Murdock Road</td>
<td>Marietta, 30062</td>
<td>770.578.3227</td>
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<tr>
<td>Wheeler</td>
<td>770.578.3266</td>
<td>375 Holt Road</td>
<td>Marietta, 30068</td>
<td>770.578.3268</td>
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</tbody>
</table>

## SPECIAL SCHOOLS AND PROGRAMS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone</th>
<th>Address</th>
<th>City, Zip</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Academy at Osborne High</td>
<td>770.437.5900</td>
<td>2451 Favor Road</td>
<td>Marietta, 30060</td>
<td>770.437.5902</td>
</tr>
</tbody>
</table>

## OTHER CCSD FACILITIES

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone</th>
<th>Address</th>
<th>City, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker Bus Shop</td>
<td>770.975.6714</td>
<td>2351 Baker Road</td>
<td>Acworth, 30101</td>
</tr>
<tr>
<td>Pitts Bus Transportation</td>
<td>770.429.5860</td>
<td>620 South Cobb Drive</td>
<td>Marietta, 30060</td>
</tr>
<tr>
<td>Sanders Bus Shop</td>
<td>770.222.6291</td>
<td>3826 Sanders Road</td>
<td>Pwdr. Sprgs., 30127</td>
</tr>
</tbody>
</table>