

**BALDWIN COUNTY  
REGULAR MEETING  
July 02, 2024  
1601 N Columbia St, Suite 220  
6:00 PM**

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**AGENDA**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

1. June 18, 2024 Public Hearing  
June 18, 2024 Work Session  
June 18, 2024 Regular Meeting  
June 18, 2024 Executive Session

**ADMINISTRATIVE/FISCAL MATTERS**

2. Urban Redevelopment Plan - County Manager
  - \* Resolution Adopting the Urban Redevelopment Area
  - \* Resolution Adopting the Urban Redevelopment Plan
3. Revisions to Purchasing Policy - County Manager
4. Moratorium on Subdivisions and Commercial Developments- County Manager
5. Workforce Innovation and Opportunity Act (WIOA) Grant - Assistant County Manager
6. Drug Court Grants – Assistant County Manager

**OLD BUSINESS**

**NEW BUSINESS**

**COUNTY MANAGER'S REPORT**

**PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS**

**ADJOURNMENT**

**REMINDERS**

July 4, 2024, Thursday, ALL NON-EMERGENCY DEPARTMENTS WILL BE CLOSED IN OBSERVANCE OF INDEPENDENCE DAY.

July 8, 2024, Monday, 5:00 p.m. Baldwin County Regional Airport Advisory Committee Meeting, Location to be Announced.

July 16, 2024, Tuesday, 5:00 p.m., Public Hearing on Proposed Amendments to Code of Ordinances, Section 16-75, Short-Term Vacation Rentals, 1601 North Columbia Street, Suite 220.

July 16, 2024, Tuesday, 6:00 p.m., Regular Meeting, 1601 North Columbia Street, Suite 220.



**BALDWIN COUNTY  
PUBLIC HEARING  
June 18, 2024  
1601 N Columbia St, Suite 240  
5:00 PM**

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**MINUTES**

**MEMBERS PRESENT**

John Westmoreland  
Kendrick Butts  
Henry Craig  
Emily Davis  
Sammy Hall

**OTHERS PRESENT**

Brandon Palmer  
Carlos Tobar  
Dawn Hudson  
Cindy Cunningham

**CALL TO ORDER**

Chair John Westmoreland called the Public Hearing to order at 5:00 p.m.

**ADMINISTRATIVE / FISCAL MATTERS**

Urban Redevelopment Plan (URP)

County Manager Carlos Tobar reported the Urban Redevelopment Plan has been online and available to the public; sent to the housing team and Commissioners for their review and comment.

He stated the reason the plan has been developed is because the County is a Georgia Initiative Community Housing (GICH) community which means we are eligible to apply for Community Development Block Grant Funds every year. He stated this is a very competitive process, and we want to pursue every advantage possible to secure funding. Having an Urban Redevelopment Plan (URP) and Revitalization Area Strategy (RAS) makes the County eligible for scoring an additional twenty points on future applications which could potentially mean an extra million dollars coming into the County to replace aging infrastructure.

Mr. Tobar reported the URP focuses on the areas of Oconee Heights, Ogden, Hardwick, Harrisburg and Youngblood. The Revitalization Area Strategy is a three-year plan and focuses on a smaller area which will be Oconee Heights.

Mr. Tobar discussed comments received on the Plan and changes that will be made to the Plan. He stated there is a typographical error on page 9 that will be corrected. The Plan shows 157 acres however, the correct amount is 57 acres. He also included the statement in the Plan that Baldwin County has a Land Use Code and is in the process of updating the Code. He reported he has included the flock camera data, and the \$80 million dollar investment at Central State Hospital. Mr. Tobar reported the edits will be made, and the amended version will be posted on the website.

Mr. Tobar stated this matter will be placed on the July 2<sup>nd</sup> Agenda for the Board's consideration.

Commissioner Sammy Hall stated that the County must wait on the funding before projects can be done. These things will not happen right away. Chairman John Westmoreland requested an update on the current CHIP grant and the RAISE grant. He requested that citizens be kept informed on the status and progress of the projects.

**ADJOURNMENT**

Commissioner Emily Davis made a motion to adjourn the Public Hearing at 5:15 p.m. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

Respectfully submitted,

John H. Westmoreland  
Chairman

Cynthia K. Cunningham  
County Clerk



**BALDWIN COUNTY  
WORK SESSION  
June 18, 2024  
1601 N Columbia St, Suite 240  
5:30 PM**

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**MINUTES**

**MEMBERS PRESENT**

John Westmoreland  
Kendrick Butts  
Henry Craig  
Emily Davis  
Sammy Hall

**OTHERS PRESENT**

Brandon Palmer  
Carlos Tobar  
Dawn Hudson  
Cindy Cunningham

**CALL TO ORDER**

Chair John Westmoreland called the Work Session to order at 5:30 p.m.

**AMENDMENT TO AGENDA**

Commissioner Sammy Hall made a motion to remove the Sibley Place item from the Agenda. Commissioner Emily Davis seconded the motion and it passed unanimously.

**ADMINISTRATIVE / FISCAL MATTERS**

Pickleball

County Manager Carlos Tobar presented an update on the pickleball courts. He presented diagrams of the proposed courts. Discussion was held regarding the number of courts to be constructed and whether a pavilion with restrooms would be built.

Mr. Steve Franks addressed the Board stating he agreed that twelve courts would be sufficient; however, he felt the bathrooms should be built.

Commissioners requested County Manager Tobar request the following bids for the pickleball courts;

Base Bid – 12 courts; Option 1 – 4 additional courts; Option 2 – 4 additional courts and Option 3 – pavilion with bathrooms.

Commissioner Henry Craig recommended that all options be equal in that no option has priority over another option.

County Manager Tobar reported he will solicit bids as directed. He stated there will also be a separate bid for the lights.

**ADJOURNMENT**

Commissioner Henry Craig made a motion to adjourn the Work Session at 5:55 p.m.  
Commissioner Emily Davis seconded the motion and it passed unanimously.

Respectfully submitted,

John H. Westmoreland  
Chairman

Cynthia K. Cunningham  
County Clerk



**BALDWIN COUNTY  
REGULAR MEETING**  
June 18, 2024  
1601 N Columbia St, Suite 220  
6:00 PM

---

**MINUTES**

**MEMBERS PRESENT**

John Westmoreland  
Kendrick Butts  
Henry Craig  
Emily Davis  
Sammy Hall

**OTHERS PRESENT**

Carlos Tobar  
Brandon Palmer  
Dawn Hudson  
Cindy Cunningham

**CALL TO ORDER**

Chairman John Westmoreland called June 18, 2024 Regular Meeting to order at 6:00 p.m.

**INVOCATION**

The Invocation was delivered by County Manager Carlos Tobar.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice Chairman Kendrick Butts.

**APPROVAL OF MINUTES**

Commissioner Emily Davis made a motion to approve the minutes of the June 4, 2024 Work Session, June 4, 2024 Regular Meeting, June 4, 2024 Executive Session and June 10, 2024 Called Meeting. Commissioner Henry Craig seconded the motion and it passed unanimously.

**AMENDMENTS TO AGENDA**

Commissioner Henry Craig made a motion to amend the Agenda to include the Family Drug Court grant. Commissioner Sammy Hall seconded the motion and it passed unanimously.

Commissioner Sammy Hall made a motion to amend the Agenda to remove items # 6 & # 7 related to the Sibley Place property and preliminary engineering report. Commissioner Emily Davis seconded the motion and it passed unanimously.

**ADMINISTRATIVE/FISCAL MATTERS**

**Rural Housing Initiative Program**

County Manager Carlos Tobar asked the Board if they want to pursue the Rural Housing Initiative Program (RHI) for the unincorporated area only. He reported two proposals were previously submitted under the RHI program; however, both proposals were shifted to the City since the properties would require annexation into the City.

Vice Chairman Kendrick Butts made a motion to continue with the Rural Housing Initiative Program for unincorporated areas of the County and pursue the September funding cycle. Commissioner Emily Davis seconded the motion and it passed unanimously.

Proposed Increase in Animal Reclaim Fee

County Manager Tobar stated there has been an increase in cost to \$60 for rabies reclaims by the two veterinarians that the County uses.

Mr. Tobar reported this is being provided for informational purposes, and no Board action is required.

Roads in The Falls at Rocky Creek Subdivision

County Manager Tobar reported a letter was received from The Falls at Rocky Creek Subdivision requesting that the County accept the roads in The Falls subdivision into the County Road System. He stated County Engineer Brian Wood inspected the roads in this subdivision when they were being built, and they were built to DOT standards.

Chairman John Westmoreland recommended waiting until more development has been completed in the subdivision to consider this matter. He stated that as long as construction is going on there will be heavy trucks and equipment on those roads which could damage the roads.

Commissioner Emily Davis made a motion to table this matter. Commissioner Henry Craig seconded the motion and it passed unanimously.

Resolution of Support for Central State Hospital Demolition and Redevelopment

Chairman John Westmoreland presented a Resolution to support Governor Kemp’s Executive Orders directing the razing, demolition and disposal of vacant structures on the Central State Hospital Campus and to encourage the Central State Hospital Local Redevelopment Authority to revitalize the Central State Hospital campus. Attorney Brandon Palmer stated he has reviewed the proposed Resolution.

Commissioner Henry Craig made a motion to adopt the Resolution of Support for Central State Hospital Demolition and Redevelopment as presented. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

A copy of the Resolution is herewith attached and made an official part of the minutes at pages \_\_\_\_\_ and \_\_\_\_\_.

Drug Court Grant

Assistant County Manager Dawn Hudson presented the Family Drug Court Grant award. She reported the grant amount is \$193,356 for the grant period July 1, 2024 – June 30, 2025. She stated there is no matching requirement for the grant.

Commissioner Emily Davis made a motion to accept the grant award and to authorize the Chairman to sign necessary documents. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

**OLD BUSINESS**

Commissioner Emily Davis stated she continues to receive complaints about problems with the trash service.

**NEW BUSINESS**

Commissioner Emily Davis asked that everyone recognize June 19<sup>th</sup> as Juneteenth and June as Pride Month.

**COUNTY MANAGER'S REPORT**

County Manager Tobar reported he had submitted a County Manager’s report to the Board prior to tonight’s meeting. He presented an update on County projects. He stated the sewer lift station grant application has been submitted to the Appropriations Committee; bids for

paving projects are due June 28<sup>th</sup> and there will be an AARP tour of the Government Building on Thursday, June 20<sup>th</sup>.

**PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS**

Mr. Danny Register, 234 Mount Pleasant Church Road, addressed the Board expressing his displeasure and disappointment that the improvements to the Coopers Park will not take place sooner. He stated he has been told the estimated design completion date is now 2025 with the improvements be done in 2030. Mr. Register said he has been very active in the Coopers Community, has supported improvements to the Community and appreciates all the improvements that have been made. However, he will no longer be involved with meetings of the Coopers Community due to how this project is being handled. He concluded that the improvements to the Coopers Park were in the works before pickleball courts and the aquatic center.

Mr. Danny Blair, 585 Meriwether Road, came before the Board to express concern with Oakwood Village Subdivision. He stated the developer is building on every available lot which will be 124 structures, and the Land Use Code specifies less than 100 lots in a subdivision. Mr. Blair stated people are parking illegally along the sides of the road in the subdivision, and he is concerned that public safety vehicles such as ambulances, fire trucks and law enforcement will not be able to get down into the subdivision. Mr. Blair also expressed concern that the development on Log Cabin Road will create these problems as well.

Mr. Jeff Kelly, 143B Admiralty Way, stated he addressed the Board at the June 4<sup>th</sup> meeting regarding the current Short -Term Vacation Rental ordinance. At that time, he requested Commissioners look at the Putnam County's Ordinance since it seems to be more helpful to neighborhoods regarding the STVR and revise Baldwin County's ordinance to make it more effective to protect neighborhoods. Mr. Kelly stated he has filed numerous complaints on the County Citizen Problem Reporter site with no response.

Mr. Ed Powelski, 121 Tara Place, addressed the Board expressing concern about the increase in traffic due to Publix and the development of 100 townhouses on Log Cabin Road, He stated there was a development started about 4 years ago, and the developer didn't finish it. Now the roads are in poor condition, one resident has a cattle gate in his front yard and another resident has a retention pond in their back yard with no fencing or gates. He said the resident's property floods each time it rains since the silt fence is not effective. Mr. Powelski reported he had spoken to the County Engineer about the situation; however, he has had no response. He stated something must be done about this situation.

Commissioners Hall and Craig asked Mr. Tobar for an update on the Short-Term Vacation Rental policy review. Mr. Tobar responded the Attorney and his staff are reviewing various ordinances including Putnam County's ordinance for recommendations to Baldwin County's Short-Term Vacation Rental ordinance.

**EXECUTIVE SESSION**

Commissioner Henry Craig made a motion to adjourn into Executive Session at 6:35 p.m. to discuss real estate and litigation. Commissioner Emily Davis seconded the motion and it passed unanimously.

**RECONVENE REGULAR MEETING**

Vice Chairman Kendrick Butts made a motion to reopen the Regular Meeting at 8:00 p.m. Commissioner Emily Davis seconded the motion and it passed unanimously.

**REGULAR MEETING**

Commissioner Sammy Hall made a motion to amend the Agenda to add back to the Agenda the Sibley Property matters. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

Commissioner Sammy Hall made a motion to authorize County Manager Tobar to seek proposals to remove the house at the Sibley Property. Vice Chairman Kendrick Butts seconded the motion and it passed by the following vote:

Aye: Hall, Butts, Davis, Westmoreland                      Nay: Craig



Commissioner Emily Davis asked that the minutes reflect that proposals would be solicited by the County and not the Development Authority.

Commissioner Sammy Hall made a motion to authorize County Manager Tobar to make application for the road construction at the Sibley Property. Vice Chairman Kendrick Butts seconded the motion and it passed by the following vote:

Aye: Hall, Butts, Davis, Westmoreland                      Nay: Craig

Commissioner Emily Davis again asked that the minutes reflect that the County Manager and staff would be responsible for this matter.

**ADJOURNMENT**

Commissioner Sammy Hall made a motion to adjourn the meeting at 8:07 p.m. Commissioner Emily Davis seconded the motion and it passed unanimously.

Respectfully submitted,

John H. Westmoreland  
Chairman

Cynthia K. Cunningham  
County Clerk

# Baldwin County

GEORGIA



Urban Redevelopment Plan  
July 2, 2024

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## 1. INTRODUCTION

Baldwin County lies in central Georgia on developed lands, once held by Creek Indians for centuries. Established in 1803, the county is named for Abraham Baldwin who was a minister, signer of the United States Constitution, and U.S. congressman. Milledgeville, the county seat, served as the state capital for 64 years, including during the American Civil War. It is named for John Milledge, who fought in the American Revolution and later served as United States Representative, 26th Governor of Georgia, and United States Senator.

During the last 25 years, Baldwin County has experienced extensive economic setbacks with closures of major employers including Rheem, Shaw, Concord, Mohawk, Georgia Power and Central State Hospital. While in a stagnant economy, there has been very little investment in redevelopment within the community causing several areas to be in severe decline. Businesses have closed and/or relocated. Buildings have been left vacant. Buildings and houses have fallen into disrepair. Distressed neighborhoods and blight have begun to grow.

To combat these situations, Baldwin County has chosen to correct these problems. Over the last 6 years, the County has taken aggressive steps to improve the community by:



- Developing an aggressive program to require demolition of dilapidated structures
- Increasing code enforcement activities to require property owners to maintain their properties
- Applying for and using CDBG Housing and CHIP programs to renovate and rebuild homes
- Using American Rescue Plan Act, CDBG and SPLOST funds to improve

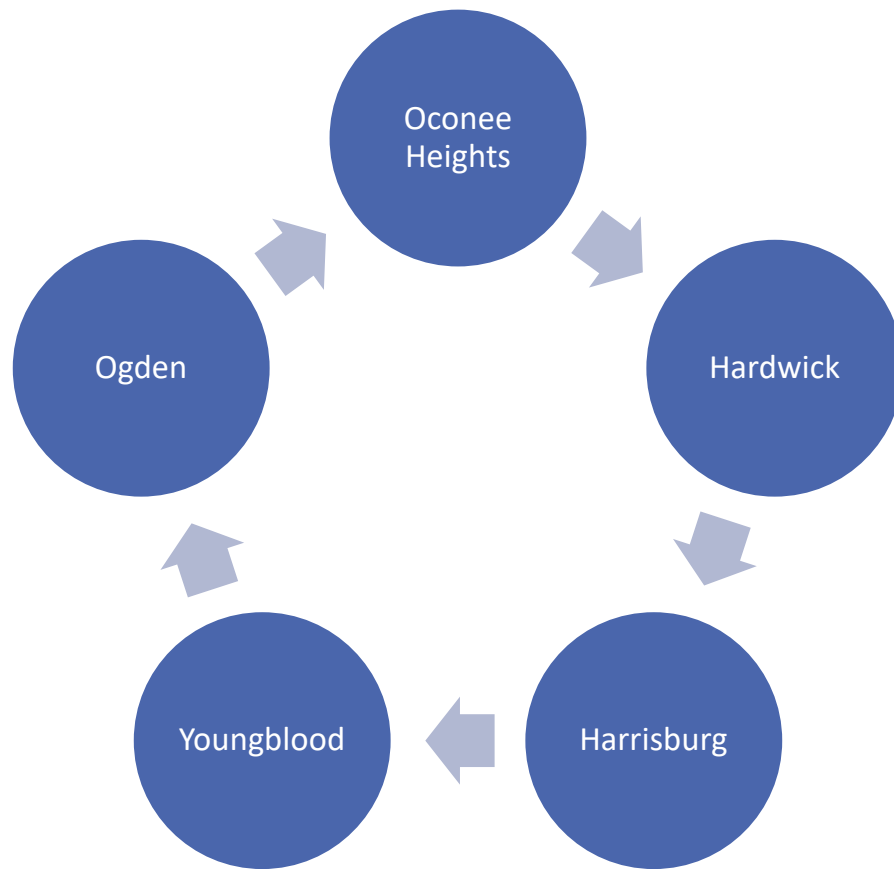
infrastructure.

Baldwin County has experienced many positive changes over its 220-year history; however, there are areas which display persistent neglect and/or stagnation. Baldwin County, through the adoption of an Urban Development Plan (URP), will build upon its past and current successes by applying directed redevelopment strategies to alleviate existing negative conditions and help the county realize their full potential as a wonderful place to live, work, and play.

## 2. REDEVELOPMENT BOUNDARIES

In accordance with Urban Redevelopment Act (O.C.G.A. § 36-61-1, *et. seq.*), Baldwin County has established its Urban Redevelopment Area (URA) by resolution. The proposed Urban Redevelopment Area encompasses a contiguous area roughly 10.3 square miles, south of Hwy 49 to Fox Hill Road and to the East bound by Central State Hospital. While the area is comprised of distinctive sub areas which have unique concerns and characteristics of their own, these areas have individual character with various needs voiced by its citizens and business owners. These areas are represented in the Urban Redevelopment Area Boundary Map located in Appendix A.

The Baldwin County URP embraces the following areas:



**Oconee Heights:** Oconee Heights originally was a bedroom community of Central State Hospital, a place with well-manicured lawns and unlocked doors. However, as Central State started to decline and decay over the years, Oconee Heights started to decline and decay, as well. Oconee Heights can be loosely defined as everything between Caraker Avenue and the Milledgeville Manor, running north and south, and everything between Swint Avenue and Vinson Highway, running east and west. This area is just north of the Central State Hospital campus.

In 2023 Baldwin County applied for and received a Federal Highway Administration (FHWA) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant. This program enables the Department of Transportation (DOT) to invest in transportation infrastructure projects that align with national objectives.

Congress has allocated over \$12 billion across fourteen rounds of National Infrastructure Investments to fund projects with significant local or regional impact. The RAISE program allows DOT to evaluate projects based on their merits, ensuring that taxpayers receive the highest value for every dollar invested.

From 2013 – 2022, there were six pedestrian-related injury crashes within the target area. Five of these occurred on public roads or streets and could have been effectively mitigated and avoided by the implementation of the countermeasures identified in this project. Two of these five could have been avoided, but also had other substantive factors. The text below illustrates the issues leading to the three injury crashes or fatality crashes that are being assumed by the county as fully preventable due to roadway improvements. Highlights are specific issues that the proposed project would help to mitigate.

The project proposes two main pedestrian and bicyclist benefits:

- Installation of approximately 2,900 linear feet of new five-foot wide sidewalks
- Conversion of approximately 13,500 linear feet of two-lane roads into one-lane roads that also contain a 10-foot shared-use path, separated by decorative pedestrian bollards
- Solar Powered Streetlights
- Replacement of three narrow and failing culverts

Baldwin County submitted a Community Development Block Grant (CDBG) application in 2024. Oconee Heights is on the western end of the target area. If successful, Baldwin

County will begin the process of replacing all terra cotta sewer lines and galvanized water lines throughout Oconee Heights.

**Hardwick Community:** Much like Oconee Heights, the Hardwick Community was a bedroom community of Central State Hospital. It, too, declined and decayed over the years after mental health care was decentralized. This area is west of the Central State Campus. Hardwick Street leads directly into the hospital grounds. The population was 3,513 at the 2020 census, down from 5,135 in 2000. Hardwick was home to Oglethorpe University during the 19th century. The Hardwick Community also suffers from numerous dilapidated structures.

**Harrisburg:** Harrisburg is located just outside of the City of Milledgeville. It is centered around a former Harrisburg School, a portion of which has been converted into the Collins P. Lee Community Center. Collins P. Lee, for which the Community Center is named, was the first African-American councilman mayor pro tem, for which he served from 1977-1985 and the City of Milledgeville Public Safety Director.

Harrisburg is a mostly residential neighborhood of 645 households, mostly in single-family homes. Nearly two-thirds of the homes are owner-occupied. Eighty-four percent of Harrisburg's residents are Black, tracing back to the settlement patterns in which Blacks had to live outside the city limits of Milledgeville. Despite perceptions that might be held in other parts of Milledgeville, Harrisburg residents have a strong sense of community. The tight-knit nature of the community and the fact that so many families knew each other over multiple generations provides a strong sense of belonging and commitment.

For the residents of Harrisburg, there is hope and promise as a number of organizations have come together in a variety of important initiatives, including the creation of the Lucille Harris Community Garden and Solomon Harris Walking Path, which are located on the grounds of the former Harrisburg School.

The Community Garden and Walking Trail are located at the corner of Harrisburg Road and Laverne Circle. They are on property owned by Baldwin County Parks and Recreation, which has been very supportive of the effort and have had support from the Baldwin County Board of Commissioners and Milledgeville Community Garden Association. The Garden and Walking Path are prominent examples of an effort of a number of organizations coming together to improve the community and provide more opportunities for residents.

In the spring and fall of 2015 Habitat for Humanity, Baldwin County, Harrisburg residents, Georgia Military College, Georgia College & State University and other interested partners came together to develop a Harrisburg Neighborhood Revitalization and Park Master Plan. Habitat decided to focus its efforts on Harrisburg for a number of reasons, but most notably the fact that a coalition was already organized, there was already a huge success in the creation of the community garden, and the importance of the historic legacy of the neighborhood and committed families working together to improve the area. Efforts such as Family Focus had shown the potential for partnership efforts guided and led by residents from the Harrisburg community, backed up by organizations such as Baldwin County, Habitat, Georgia College, and Georgia Military College that can bring additional resources to support the effort.

Since the master plan was created, Baldwin County has added an outdoor basketball court, a splash pad and secured a \$1.7 million grant for streetscape and park improvements. Additionally, Georgia U.S. Senator Jon Ossoff secured a \$1.2 million appropriation to convert the Collins P Lee Center into a state-of-the-art library which will be staffed full time by the Middle Georgia Regional Library system.

Six homes in the neighborhood have been revitalized with Baldwin County's first Community HOME Investment Program (CHIP) grant. However, numerous dilapidated structures still stand and the county continues to require compliance with its Unsafe Building Abatement ordinance.

**Youngblood:** The Youngblood area has received significant public investment. Baldwin County began in 2012 to replace all the terracotta pipe sewer lines and galvanized water lines. Over three miles of sewer lines have been replaced. Over 4,000 linear feet are being replaced in the spring and summer of 2024 and the county has applied for one more Community Development Block Grant that, if funded, will replace another 4,000 linear feet.

The Youngblood area also suffered from the closure of the Southside School when the Baldwin County School District consolidated schools at its main campus. New Beginnings Outreach recently took over the campus and started a church and a homeless shelter.

**Ogden:** Baldwin County cleaned up the inert landfill at 124 Ogden Rd SE. It is a 21-acre site that has 8 buildable acres and now has a greenspace. The county is looking to developers who are interested in a Low-Income Housing Tax Credit (LIHTC) project on that site.

Mr. Randy Garza, owner of Garza Mobile Home Parks, has completely renovated and filled in the mobile home park at 119 Ogden Rd SE and 2400 Belfair Dr. The park was full of unsafe and



dilapidated single wide mobile homes. Mr. Garza added double wide and triple wide homes to make the park friendly towards children and families. The Garza Mobile Home Park is full and Mr. Garza has 80 people on his waiting list.

The Ogden Road area is adjacent to the Central State Hospital campus. Once a city unto itself, today the CSH campus has about 200 buildings and sits on about 2,000 acres of land. In its heyday, CSH was like a small city with over 12,000 clients and thousands of employees. In addition to the expected hospital and treatment centers, it included homes and apartments for both clients and staff, a network of roads, distribution systems for utilities, huge warehouse and kitchen facilities, and all of the maintenance and support apparatus to keep this large complex functioning well. Beginning in the 1960s, decentralization of mental health services coupled with new treatment methods, began to reduce the patient population until now there are less than 200 forensic mental health clients served at CSH. While many state agencies including the Department of Behavioral Health and Development Disabilities, the Department of Corrections, the Board of Pardons and Parole, the Georgia State Patrol, and the Department of Veterans Services all still have operations on the campus, many of the buildings are no longer needed and have been declared surplus by the State of Georgia.

Over the last ten years, with help from the Baldwin County Commission and the City of Milledgeville \$80 million has been invested on the CSH campus and over 700 jobs have been created. Some of these have come from the construction or expansion of facilities operated by our state agency partners such as the recently completed Treatment Mall behind the Cook Building, the Traumatic Brain Injury and PTSD facility at the Georgia War Veterans Home, and the new Headquarters for State Patrol Post 33 on Carl Vinson Road.

Private investors are also taking an interest in the development of the campus. One of the pioneers was Correct Life, LLC with the construction of their \$20 million “state of the art” 280 bed geriatric facility, Bostick Nursing Center, which has 225 employees. That purchase moved a state-owned property into private ownership and back onto the local tax digest. The success of Bostick Nursing home paved the way for over 25 other private businesses to invest on the campus.

In 2019, the Parham Kitchen Facility underwent a \$10 million renovation which now houses a frozen food processing facility. Peach State Kitchen, LLC is currently producing around 30,000 meals per day with 70 employees and has plans for further expansion.

Georgia’s Old Capitol Heritage Center purchased the old CSH Depot and is currently renovating that space for museum displays and community activities. They also have their offices and offer programming in a renovated house adjacent to the Depot.

Georgia Military College acquired the CSH Auditorium and several other properties on and behind Broad Street to meet the needs of their rapidly expanding student population.

The CSHLRA operates the former Chapel of All Faiths on Swint Avenue as the Grove Events Center. This facility, which contains both a chapel with a capacity of 300 and a reception hall, is available to the public to rent for weddings, funerals, receptions, reunions, etc.

In 2022, the 57-acre tract across Vinson Highway from the main CSH campus was sold to a private middle Georgia developer. This property contained 54 dilapidated houses that had previously been used for staff housing. The developer has completed re-roofing and renovating all but one home and put them back in service as single-family residence rentals.

The Lawrence Building was cleaned up and now houses numerous businesses including DiscHub which is owned by David Feldberg a retired champion disc golfer who designed Baldwin County’s first disc golf course that opened in October 2023, and Brighter Days Ministry which is rehabilitating houses for the needy in Baldwin County.

**3. DEMOGRAPHICS PROFILE**

Baldwin County is located in the central portion of Georgia. Milledgeville is the county seat. The closest large city, Macon, is approximately 30 miles away. The population of Baldwin County is growing, as is its diversity. Table 3.1 shows the makeup of the population in the three qualified census tracts compared to Baldwin County as a whole.

Table 3.1 Profile of General Population				
	Baldwin County	Census Tract 9706	Census Tract 9707.01	Census Tract 9707.02
Total Population	43,799	3,586	1,889	1,830
Population of one race:	42,439	3,480	1,818	1,773
White alone	22,655	965	419	626
Black or African American alone	18,404	2,448	1,345	1,084
American Indian and Alaska Native alone	83	9	4	5
Asian alone	599	9	12	22
Native Hawaiian and Other Pacific Islander alone	28	0	2	1
Some Other Race alone	670	49	36	35
Population of two or more races:	1,360	106	71	57

#### 4. REDEVELOPMENT NEED

Baldwin County has researched data for the URA compared to the County as a whole. A significant number of negative conditions have been identified including poverty, high crime rates, derelict properties, poor housing conditions, excessive rental property, visual blight, dilapidated structures, depressed growth and high occurrence of house fires.

##### 4.1 POVERTY DATA

Table 4.1.1 shows income levels for Baldwin County as a whole compared to the URA. A much larger percentage of households in the URA reflect lower income ranges (\$50,000 or less) than in the County as a whole. Of those who receive less than \$10,000 each year, the percentages are certainly higher in the URA versus Baldwin County as a whole.

Table 4.1.1 Income

	Baldwin County	Census Tract 9706	Census Tract 9707.01	Census Tract 9707.02
	Estimate	Estimate	Estimate	Estimate
Total	15,853	1,485	589	740
Less than \$10,000	11.3%	11.8%	27.5%	26.2%
\$10,000 to \$14,999	5.3%	6.1%	17.3%	5.8%
\$15,000 to \$24,999	9.3%	11.6%	18.3%	4.7%
\$25,000 to \$34,999	8.9%	15.8%	8.1%	2.6%
\$35,000 to \$49,999	10.9%	12.6%	10.4%	19.7%
\$50,000 to \$74,999	16.5%	26.1%	13.2%	20.0%
\$75,000 to \$99,999	14.3%	7.8%	1.4%	13.5%
\$100,000 to \$149,999	13.0%	6.3%	2.9%	4.5%
\$150,000 to \$199,999	6.4%	0.0%	0.8%	1.6%
\$200,000 or more	4.1%	2.0%	0.0%	1.4%
Median income (dollars)	54,699	38,505	16,773	45,618
Mean income (dollars)	83,400	56,933	26,719	47,234

Source: 2022 American Community Survey 5-Year Estimates S1901

The median household income in Baldwin County is \$54,699 compared to much lower numbers in the URA. In Table 4.1.2, we can see the age, sex, and race of those who are below the poverty level in the URA versus Baldwin County as a whole.

The CDC’s Social Vulnerability Index (SVI), which factors in census-driven components such as economic data, education, family characteristics, housing, etc., rates Baldwin County as a highly vulnerable community with an SVI score of 0.887 (on a scale of 0 to 1 with 0 being Low and 1 being High). In Baldwin County there are 12,129 individuals who are 150 percent below the poverty level, with 28% or 3,376 residing in the URA.

Table 4.1.2 Poverty

	Baldwin County			Census Tract 9706			Census Tract 9707.01			Census Tract 9707.02		
	Total	Below poverty level	Percent below poverty level	Total	Below poverty level	Percent below poverty level	Total	Below poverty level	Percent below poverty level	Total	Below poverty level	Percent below poverty level
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Population for whom poverty status is determined	39,122	8,864	22.7%	3,397	821	24.2%	1,530	747	48.8%	1,964	664	33.8%
AGE												
Under 18 years	7,894	1,854	23.5%	670	114	17.0%	317	184	58.0%	349	192	55.0%
18 to 64 years	24,524	6,054	24.7%	2,146	532	24.8%	1,046	512	48.9%	1,443	393	27.2%
65 years and over	6,704	956	14.3%	581	175	30.1%	167	51	30.5%	172	79	45.9%
SEX												
Male	19,141	4,156	21.7%	1,419	452	31.9%	851	418	49.1%	1,024	177	17.3%
Female	19,981	4,708	23.6%	1,978	369	18.7%	679	329	48.5%	940	487	51.8%
RACE												
White alone	20,555	3,888	18.9%	912	268	29.4%	364	172	47.3%	412	247	60.0%
Black or African American alone	16,506	4,475	27.1%	2,299	543	23.6%	972	413	42.5%	1,352	290	21.4%
American Indian and Alaska Native alone	43	0	0.0%	0	0	-	6	0	0.0%	0	0	-
Asian alone	668	7	1.0%	15	0	0.0%	0	0	-	0	0	-
Native Hawaiian and Other Pacific Islander	59	0	0.0%	0	0	-	0	0	-	0	0	-
Some other race alone	374	150	40.1%	0	0	-	0	0	-	132	75	56.8%
Two or more races	917	344	37.5%	171	10	5.8%	188	162	86.2%	68	52	76.5%

Source: 2022 American Community Survey 5-Year Estimates S1701

## 4.2 HIGH CRIME RATE

Table 4.2.1 shows crime data for the last two years for the County as a whole compared to the URA. From 2023 data, 30 percent of the total crime overall in Baldwin County occurs in the URA. The concentration of crime in this area is a large drain on law enforcement resources.

Table 4.2.1 Crime

	2022			2023		
	County	URA	%	County	URA	%
Homicide	6	3	50%	2	1	50%
Rape	10	3	30%	7	4	57%
Robbery	7	4	57%	7	6	86%
Aggravated Assault	39	21	54%	50	19	38%
Simple Assault	24	8	33%	13	5	38%
Burglary	65	24	37%	72	28	39%
Larceny	349	82	23%	296	69	23%
<b>Total # of Crimes</b>	<b>500</b>	<b>145</b>	<b>29%</b>	<b>447</b>	<b>132</b>	<b>30%</b>

Source: Baldwin County Sheriff Department

In 2023 the county deployed 20 Flock cameras throughout the county and partnered with the City of Milledgeville, the housing authority, and local businesses to create a network of cameras to reduce crime. The early 2024 data does show promising results. A state grant awarded to the county is funding 27 additional cameras.

**4.3 DERELICT PROPERTIES**

Baldwin County has had a full-time Code Enforcement Officer for six years. Duties include code enforcement on nuisance properties and dilapidated structures. Letters have been sent to property owners in violation of garbage, rubbish, junk or trash, overgrown, or unmaintained vegetation issues. These properties are identified by either public complaints or regular drive-by surveys. An overwhelming number of these properties were in the URA compared to the County as a whole.

One important aspect of enforcement is that the Baldwin County Board of Commissioners insisted on a complaint-based program rather than an aggressive, data-driven approach.

### 4.4 HOUSING CONDITIONS

Table 4.4.1 shows housing data from the U.S. Census Bureau for Baldwin County compared to the three URA Census Tracts. Across the three URA Census Tracts, we see a small percentage of houses being built here since 2000 compared to Baldwin County as a whole. There is a larger percentage of renter-occupied and vacant housing units in the URA. We also see that the value and condition of houses in the URA is certainly low as well.

**Table 4.4.1 HOUSING OCCUPANCY**

	Baldwin County		Census Tract 9706		Census Tract 9707.01		Census Tract 9707.02	
	Estimate	Percent	Estimate	Percent	Estimate	Percent	Estimate	Percent
<b>HOUSING OCCUPANCY</b>								
Total housing units	20,092	20,092	2,043	2,043	856	856	844	844
Occupied housing units	15,853	78.9%	1,485	72.7%	589	68.8%	740	87.7%
Vacant housing units	4,239	21.1%	558	27.3%	267	31.2%	104	12.3%
<b>YEAR STRUCTURE BUILT</b>								
Total housing units	20,092		2,043		856		844	
Built 2000 or later	4988	24.80%	197	9.60%	13	1.50%	82	9.70%
<b>HOUSING TENURE</b>								
Occupied housing units	15,853		1,485		589		740	
Owner-occupied	9,974	62.9%	1,060	71.4%	103	17.5%	310	41.9%
Renter-occupied	5,879	37.1%	425	28.6%	486	82.5%	430	58.1%
<b>SELECTED CHARACTERISTICS</b>								
Occupied housing units	15,853		1,485		589		740	
Lacking complete plumbing facilities	87	0.5%	0	0.0%	0	0.0%	27	3.6%
Lacking complete kitchen facilities	160	1.0%	44	3.0%	0	0.0%	45	6.1%
No telephone service available	224	1.4%	11	0.7%	15	2.5%	56	7.6%
<b>VALUE</b>								
Owner-occupied units	9,974		1,060		103		310	
Less than \$50,000	1,579	15.8%	239	22.5%	28	27.2%	117	37.7%
\$50,000 to \$99,999	1,779	17.8%	299	28.2%	49	47.6%	130	41.9%

Source: 2022 American Community Survey 5-Year Estimates DP04

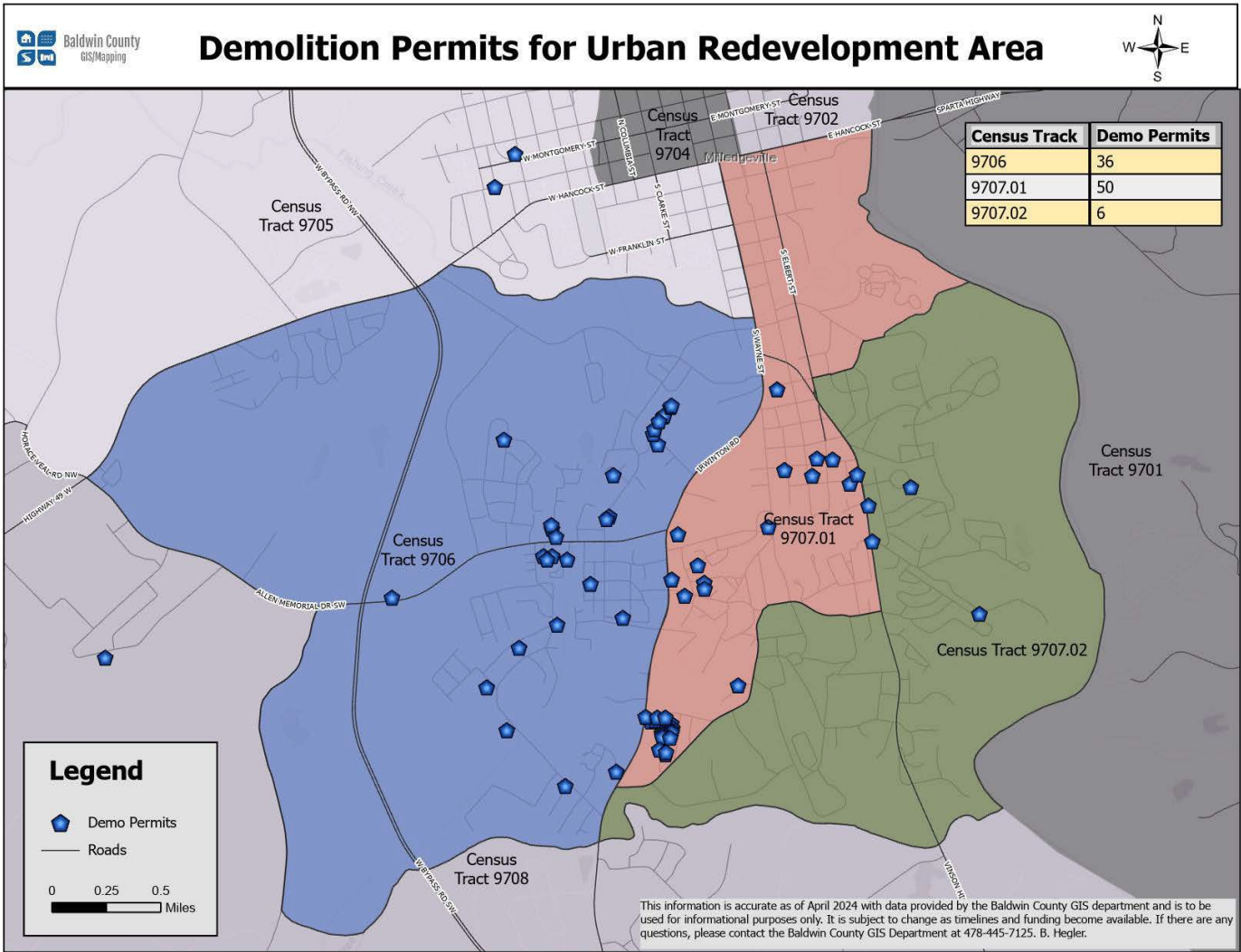
### 4.5 VISUAL BLIGHT

While conducting a visual survey of the County, blight and slum areas may not be immediately identified. The main corridors have been very well maintained. However, the visual survey tells a different story the farther south you travel. These areas are inundated with dilapidated and derelict properties. Rental housing is prevalent. The Photo Assessment in Appendix B demonstrate the existence of visual blight.

#### 4.6 DILAPIDATED STRUCTURES

The County's first goal is to prevent these houses from becoming dilapidated. Using Community HOME Investment Program (CHIP) funds, the county assisted six homeowners rebuild their homes and bring them up to modern codes. These six homes were likely going to become dilapidated structures. In 2024 the county applied for its first multiactivity CDBG grant. In addition to replacing sewer lines, three owner-occupied homes on Marion Street in Youngblood will be renovated. Also, in 2024 the county applied for and received its second CHIP grant. Up to six more homes will be rebuilt. Using CHIP, CDBG, and charity 15 homes have been or will be rehabilitated by 2025. Just south of Youngblood, in the same census tract but in the city limits, 53 homes were rehabilitated through private investment.

Baldwin County has had a very effective and successful program of removing dilapidated housing. As stated in 4.3 the commissioners were aware of the severity of the problem but recognized that the subject was politically volatile. Commissioners insisted on a complaint-driven, but kind approach in addressing dilapidated or unsafe substandard houses. To date, 256 totally dilapidated houses were demolished over the last five years. Today, dozens more houses remain on the target list, with more added regularly. However, the County will remain diligent in removing these structures if they do become dilapidated. There have been 244 demolition permits, some for multiple dilapidated mobile homes on one site, issued for the entire county since 2018. There have been 92 demo permits combined in census blocks 9706, 9701.01 and 9707.02, which is 38% of the number issued in the entire county.



#### 4.7 BUILDING PERMIT DATA

An examination of the building permits issued, excluding demolition permits, reveals that only about 30% of the total permits issued in 2022 & 2023 were located in the redevelopment area. While there were permits issued for replacing dilapidated mobile homes, very few were for new growth or new construction in the URA. Most of the permits issued in the URA are simply for service upgrades, rewiring, or repairing service.



#### 4.8 FIRE RESPONSE

Baldwin County analyzed the number of structure fire calls in the URA compared to the County as a whole. Fire call data for 2022 indicates there were 39 calls with 23 in the URA, or 59%. In 2023, there were 22 total calls with 12 in the URA, or 54%. Fires in the URA are more likely to cause total destruction than fires in other parts of the County, due to the age and poor condition of the structures. Causes of these fires include old or poorly maintained electrical systems, fires set by vagrants in vacant houses, and a complete failure to maintain a home.



#### 4.9 FINDINGS OF REDEVELOPMENT NEED

The URA comprises, geographically, approximately 4 percent of the County, or 10.3 square miles. From reviewing the negative conditions and other information above, the URA has a proportionately higher level of:

- Poverty and depressed income
- Crime
- Derelict and nuisance property
- Dilapidated and substandard housing
- Vacant houses
- Rental houses
- Visual blight
- Depressed investment
- Fires

## 5. CONSISTENCY WITH THE COMPREHENSIVE PLAN

The Urban Redevelopment Plan is consistent with the Baldwin County/City of Milledgeville Joint Comprehensive Plan. Projects highlighted within the Comprehensive Plan seek to address neighborhood specific problems through public investment in infrastructure, parks and trails, and pedestrian amenities. The Urban Redevelopment Plan is crucial for Baldwin County to continue the progress already realized. Components of the Comprehensive Plan which were used to guide the development of this plan are:

- Promoting quality housing opportunities for all citizens
- Advancing blight remediation efforts
- Continuing to seek CHIP funding to develop a housing rehabilitation program for low income residents

## 6. LAND USE OBJECTIVES

Baldwin County has a Land Use Code and is in the process of updating its code. In the past six years, Baldwin County has edited our Land Use Code to accommodate modern standards for more equitable outcomes. No districts will be changed as part of the Urban Redevelopment Plan. Some codes may be changed to facilitate affordable home building; for example, allowing more density where water and service exists already. The projected land use of the Urban Redevelopment Area remains Mixed Use, as stated in the Comprehensive Plan. There is a variety of development including residential and commercial anticipated in close proximity to these areas.

## 7. DESCRIPTIONS OF PARCELS TO BE ACQUIRED

Baldwin County does not have the intention of acquiring properties in the URA at this time. Should circumstances change making property acquisition probable or necessary, the plan will be amended to reflect those changes. The county will assume ownership of parcels whose taxes are delinquent and which do not sell at tax sales. In the enforcement of the Unsafe Building Abatement Ordinance, the county, after exhausting all other options, will demolish dilapidated structures to remedy blight and tax liens on them. This property would then be sold to a private or public entity, or gifted to the Land Bank Authority in efforts to continue creating affordable housing working with Habitat for Humanity and other non-profit organizations.

## 8. STRUCTURES TO BE DEMOLISHED OR REHABILITATED

The County does not currently have plans to demolish or rehabilitate any property, other than that which is county-owned if necessary. The county, in the last six years, demolished all dilapidated structures that were on county-owned land. We do not want to negate the possibility of future plans to partake in such activities.

## 9. PLAN TO USE PRIVATE RESOURCES

The County has identified several measures to encourage the use of private and charitable resources in redevelopment. County staff has actively worked in facilitating and brokering arrangements between property owners and nonprofit organizations and the local colleges to develop mutually beneficial outcomes to help reach the specified goals.

Special Purpose Local Option Sales Tax (SPLOST) and Transportation Special Purpose Local Option Sales Tax (T-SPLOST) funds are used regularly as leverage to obtain funding for capital projects to enhance these neighborhoods.

The county's Georgia Initiative for Community Housing team has a new member: Brighter Days Ministry. Brighter Days Ministry is a new non-profit organization that is being gifted dilapidated housing and converting them to low income rental units. The ministry also rehabilitates owner-occupied homes. The non-profit organization anticipates securing financial support from local churches to expand its reach beyond its home church: Northridge Christian Church.

The county also partnered with Habitat for Humanity. Baldwin County staff assisted the Habitat for Humanity staff in preparing a Community HOME Investment Program (CHIP) grant for new housing construction. Habitat for Humanity Milledgeville-Baldwin County received a \$600,000 CHIP grant in 2023 to build four new homes in the county. Baldwin County created a land bank authority in 2023 and will gift two lots to the authority in order for the authority to gift these two lots to Habitat to build two of the four homes with the CHIP grant.

The county has issued a Request for Proposal for the county's first Rural Housing Initiative. Developers are preparing submissions which are due on April 29, 2024. If successful the county will secure funding for public infrastructure and the developer will use its funds to build homes.

The County has and will continue to utilize all sources of available funding to revitalize this area including Community Development Block Grants (CDBG), Community HOME Investment Project (CHIP), Employment Incentive Program Grants (EIP), Economic Development Administration Grants (EDA), USDA Rural Development Grants, Georgia Department of Transportation Alternatives Programs, Low Income Housing Tax Credits (LIHTC) (for senior housing), DOT Local Maintenance and Improvement Grants (LMIG), and others sources of funds.

#### **10. STRATEGY FOR RELOCATING DISPLACED RESIDENTS**

The County does not anticipate the need to displace or relocate residents since the majority of the severely dilapidated structures are vacant. If displacement of residents or businesses becomes necessary at a later date, the URP will be amended to incorporate a strategy/plan for relocating displaced residents in accordance with all local and state statutory requirements.

#### **11. COVENANTS AND RESTRICTIONS TO BE PLACED ON PROPERTIES**

Baldwin County does not currently have plans to enter into covenants or place additional restrictions on properties in the URA. The entire County is expected to operate under the Property Standards Code. The County will reserve the right in the future to consider such additional restrictions if necessary in order to achieve its goal of redevelopment.

#### **12. PUBLIC INFRASTRUCTURE TO BE PROVIDED**

The County will continue to assess infrastructure such as transportation, water, sewer, sidewalks, lighting, streetscapes, public recreation and parks in conjunction with every project. As specific projects are identified, the County will make the necessary improvements to infrastructure at that time.

##### *Sewer Lines*

In the Youngblood area east of Vinson Highway, the county has replaced sewer lines since 2012 with five separate Community Development Block Grants. The county applied for a 2024 Multiactivity Community Development Block Grant. In 2025 it will apply for one more Multiactivity Community Development Block Grant. If both grants are funded all sewer lines will be new in Qualified Census Tract 9707.02.

With the 2024 CDBG application the county will begin its westward from Youngblood to replace sewer lines in Oconee Heights in Qualified Census Tract 9707.01. In 2010 the county replaced sewer and water lines in Ogden which is at the south end of Qualified

Census Tract 9707.01. The county plans to replace all the sewer lines in Oconee Heights and Hardwick. That will conclude the sewer replacements in 9707.01. After all the work is done in QCTs 9707.01 and 9707.02 the county will begin the work to replace sewer lines in QCT 9706 or the Harrisburg Community.

#### *Water Lines*

The county is undergoing a galvanized water line inventory to determine the location of the remaining galvanized lines in the county. The county plans to replace all those lines regardless of location. Some of the CDBG projects did replace galvanized water lines already; for example, Frazier Dr in QCT 9707.02 and Ogden Dr in QCT 9707.01.

#### *Roads*

In 2023 Baldwin County residents voted for the Transportation Special Local Option Sales Tax (TSPLOST). Among the first roads to be paved the first year are in the Hardwick area. Deteriorating roads in the other neighborhoods, except Oconee Heights, will be paved with TSPLOST over the next five years.

#### *Parks*

Baldwin County, in partnership with Georgia College & State University is converting a county-owned parcel at the corner of Coombs and S. Elbert Street in Oconee Heights into a micropark which will be ADA accessible and have a playground set.

#### *RAISE Grant*

In 2023 the county received a \$4.9 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) that will rebuild all the roads in Oconee Heights, replace three narrow box culverts, create one-way streets with adjacent shared-use paths, and install hundreds of solar-powered streetlights. The grant will also pay for the extension of the sidewalk on Vinson Highway from Caraker to McDade's Grocery store. This will give residents in Oconee Heights walking/bicycling access to the Piggy Wiggly on north side of Oconee Heights and McDade's Grocery on the south side of the heights.

## 13. STRATEGY FOR IMPLEMENTING GOALS AND OBJECTIVES

### GOALS

#### **#1: Encourage Citizen Participation**

1. Adopt a Resolution defining the Urban Redevelopment Area.
2. Advertise and host a Public Hearing to receive public comment on the Urban Redevelopment Plan.
3. Approve the Resolution adopting the Urban Redevelopment Plan.
4. Publicize and make URP information available to local citizenry on website and social media.

#### **#2: Promote Economic & Community Development**

1. Continue to assist the Development Authority and Chamber of Commerce with recruiting and retaining industry and business.
2. Apply for and obtain CHIP funding for housing improvement projects.
3. Apply for and obtain CDBG Multiactivity Grant.
4. Review and Update available GDOT and FHWA funds.
5. Apply for and obtain GDOT and/or FHWA funds.
6. Explore other eligible grant sources.

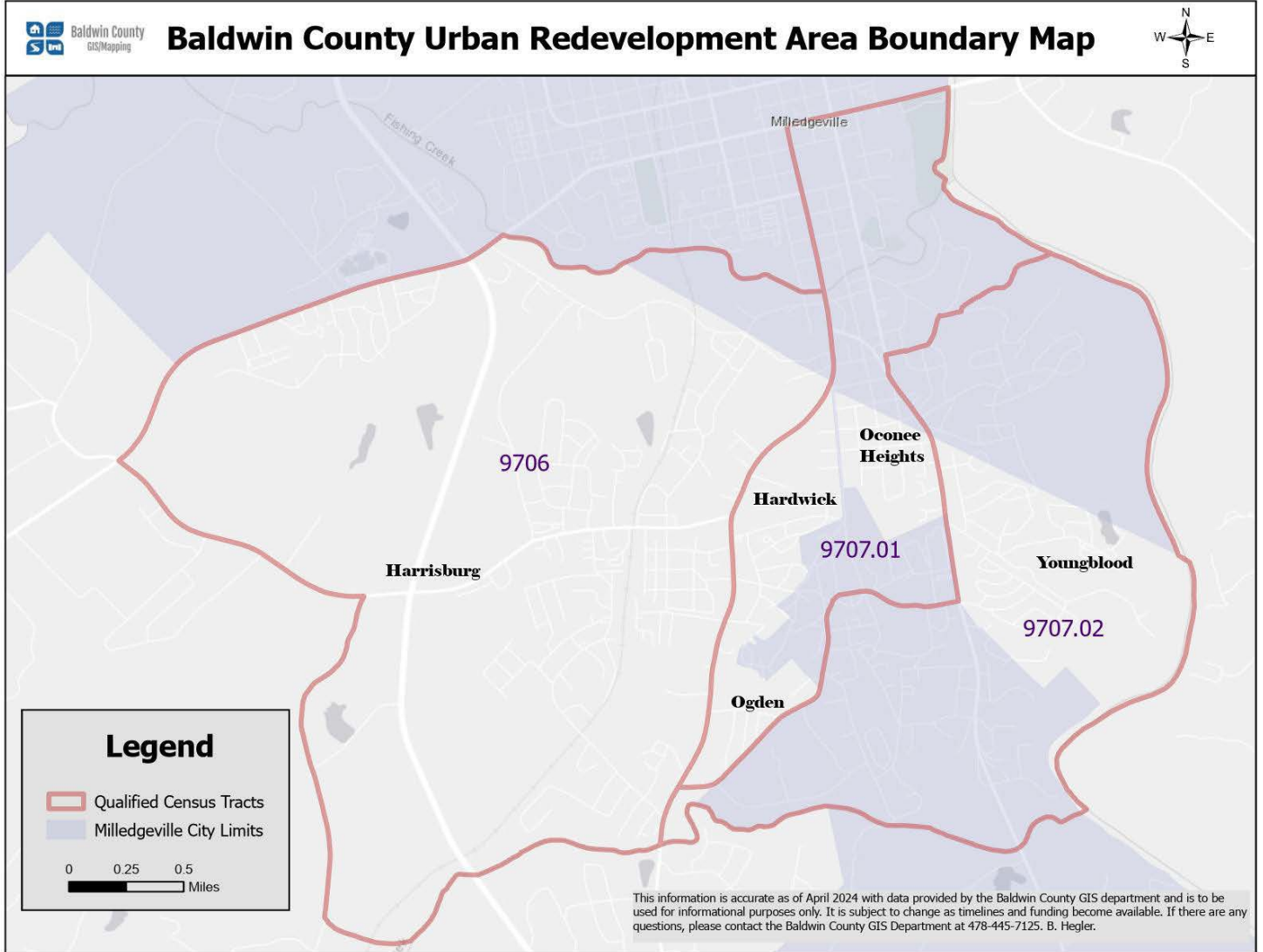
#### **#3: Continue Aggressive Code Enforcement Activities**

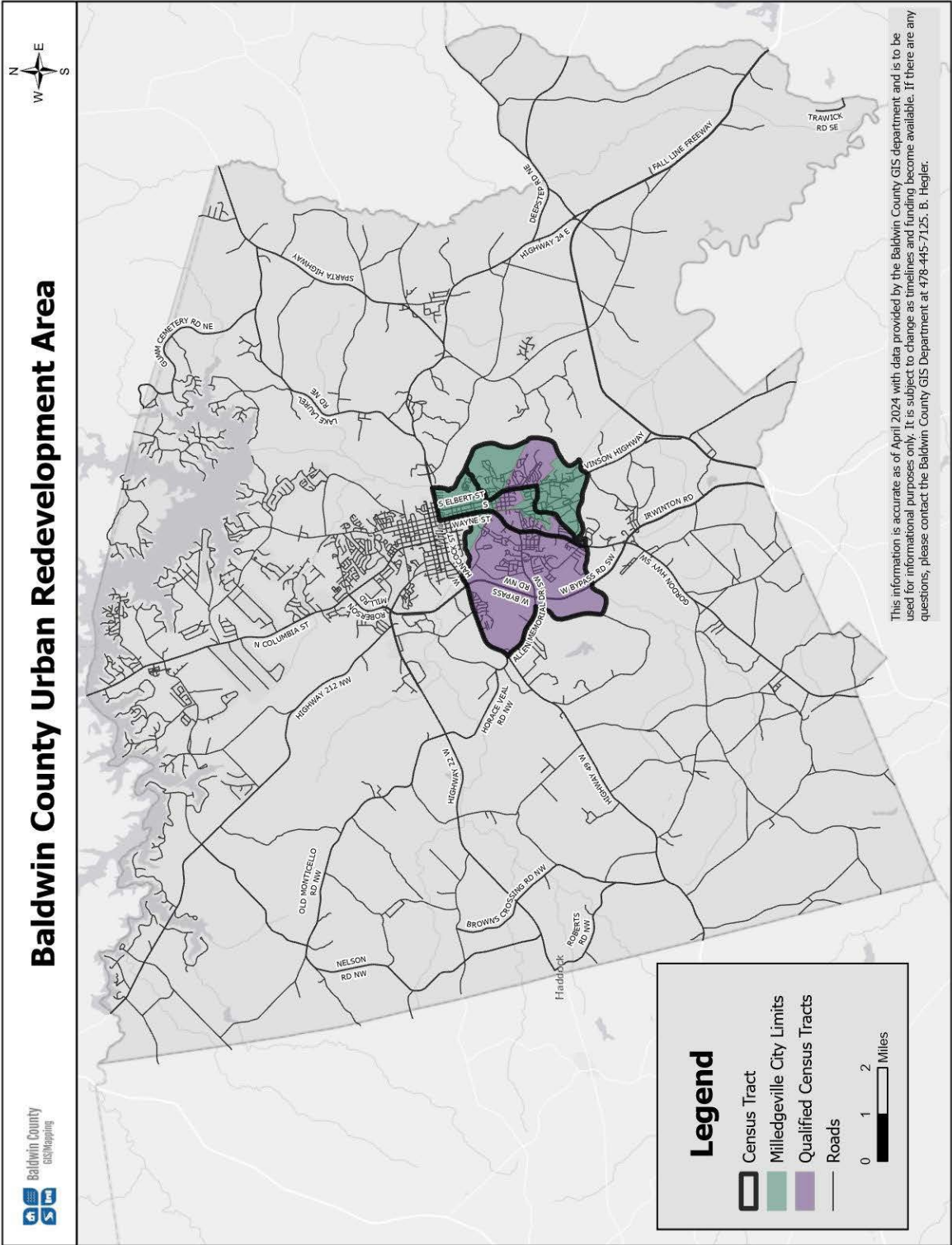
1. Enforce the Property Maintenance Code & Unsafe Building Codes.
2. Encourage owners to demolish totally dilapidated structures.
3. Encourage renovation of substandard houses.

#### **#4: Improve Housing Conditions**

1. Apply for Rural Housing Initiative Grants.
2. Work on establishing partnership with local groups. (i.e. Habitat for Humanity, Brighter Days Ministry)
3. Encourage Workforce Housing Developments.

APPENDIX A: URBAN REDEVELOPMENT AREA BOUNDARY MAP





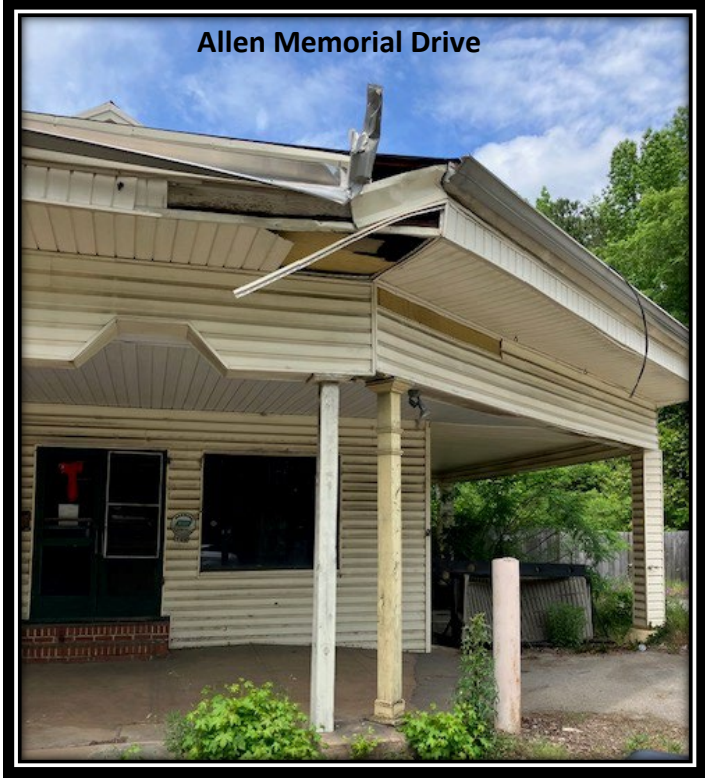


**APPENDIX B: PHOTO ASSESSMENT OF THE URBAN REDEVELOPMENT AREA**



As a result of homeowners not having the financial means for maintenance, houses and mobile homes fall into disrepair over time and force the residents out. This leaves the vacant property a safety hazard for the community.





Many businesses and stores that have been closed for decades remain an eye-sore to the community.





Negative conditions have been identified in the URA including poverty, high crime rates, poor housing conditions, depressed growth and high occurrence of house fires.



**APPENDIX C: URBAN REDEVELOPMENT AREA RESOLUTION**

BALDWIN COUNTY, GEORGIA

**RESOLUTION ADOPTING THE URBAN REDEVELOPMENT AREA**

**WHEREAS**, the rehabilitation, conservation, or redevelopment, or a combination thereof, of blighted areas is necessary in the interest of the public health, safety, or welfare of the residents of Baldwin County; and

**WHEREAS**, O.C.G.A. § 36-61-1, et. seq., entitled the "Urban Redevelopment Law," authorizes Baldwin County, Georgia to designate an "urban redevelopment area," which is defined to contain one or more "pockets of blight"; and

**WHEREAS**, the Urban Redevelopment Law defines "pocket of blight" to mean an area in which by reason of the presence of a substantial number of deteriorated or deteriorating structures; unsanitary or unsafe conditions; deterioration of site or other improvements; the existence of conditions which endanger life or property by fire and other causes; or any combination of such factors, substantially impairs or arrests the sound growth of the County, inhibits the provisions of housing accommodations, or constitutes an economic or social liability and is a menace to the public health, safety, or welfare in its present condition and use; and

**WHEREAS**, after careful study and investigation, Baldwin County desires to designate the area described in the attached map titled, "Baldwin County Urban Redevelopment Area Boundaries Map" and dated July 2, 2024 as an urban redevelopment area;

**NOW, THEREFORE, BE IT RESOLVED** by the County Manager and Board of Commissioners that the area shown in the map attached to this resolution is hereby determined to be a "pocket of blight" which substantially impairs or arrests the sound growth of Baldwin County or constitutes an economic or social liability, and that such area is therefore designated as appropriate for an urban redevelopment project.

Adopted this 2<sup>nd</sup> day of July, 2024.

## APPENDIX D: URBAN REDEVELOPMENT PLAN RESOLUTION

BALDWIN COUNTY, GEORGIA

### RESOLUTION ADOPTING THE URBAN REDEVELOPMENT PLAN

**WHEREAS**, Baldwin County, Georgia has prepared an Urban Redevelopment Plan adopted under O.C.G.A. 36-61-1 et. seq. to rehabilitate, conserve, or redevelop a defined geographical area; and

**WHEREAS**, the Urban Redevelopment Plan can be used alone, or in combination with many of Georgia's other legislative redevelopment tools to support local comprehensive planning, revitalize faltering commercial corridors, recruit and nurture small businesses, rehabilitate older homes and neighborhoods, ensure architecturally compatible infill development and generate new adaptive reuses for old industrial and agricultural facilities; and

**WHEREAS**, Baldwin County has identified a defined geographic boundary that constitutes the Urban Redevelopment Area. The Urban Redevelopment Area is comprised of these subareas: Oconee Heights, Hardwick, Harrisburg, Youngblood, and Ogden. The boundaries of these areas are described in detail in the Baldwin County Urban Redevelopment Plan; and

**WHEREAS**, Conditions within this delineated area suffer from pockets of blight, are detrimental to public health, safety, and welfare, and are negatively affecting the community. (36-61-5); and

**WHEREAS**, Baldwin County desires to work with public and private sector partners to ensure that the desired redevelopment is achieved; and

**WHEREAS**, Baldwin County hereby identifies the influences on the geographic areas designated and intends to work diligently to foster conditions conducive to redevelopment within these areas; and

**WHEREAS**, a public hearing on the adoption of the Baldwin County Urban Redevelopment Plan was held on June 18, 2024, at the Baldwin County Government Building, 1601 N. Columbia St, Milledgeville, GA 31061; and

**WHEREAS**, the said Baldwin County Urban Redevelopment Plan shall be included as part of this resolution as Exhibit A.


**NOW, THEREFORE, BE IT RESOLVED THAT**, the County Manager and Board of Commissioners does hereby approve and adopt the Baldwin County Urban Redevelopment Plan.

Adopted this 2<sup>nd</sup> day of July, 2024.

APPENDIX E: PUBLIC HEARING NOTICE, AGENDA, AND MINUTES

www.unionrecorder.com Weekend, June 1, 2024 - June 2, 2024

# Public Notices

**THE UNION-RECORDER** 

<p>Dated: May 7, 2024 Carol Walker Executrix of the Estate of Leon Walker, Jr., deceased, 138B Fox Hill Rd. Milledgeville, GA 31061 5/11, 5/18, 5/25, 5/29</p>	<p>NW Milledgeville, Georgia 31061 By: W. Ryan Frier, Esq. FRIER &amp; OULSNAM, P.C. 5/18, 5/25, 6/1, 6/8 798054  </p>	<p>which are a lien, whether or not now due and payable), the right of redemption of any taxing authority, any matters which might be disclosed by an accurate survey and inspection of the prop-</p>
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<p>STATE OF GEORGIA COUNTY</p>	<p>VIN 1C3CDZCB6DN636664 Case Number 2024-10AV 5/25, 6/1 799390  </p>	<p>NOTICE OF PUBLIC SALE The undersigned, wishing to avail</p>
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**Baldwin County**  
**Notice of Public Hearing**  
**URBAN REDEVELOPMENT PLAN**

Pursuant to O.C.G.A. Section 36-13-8, notice is hereby given that a Public Hearing will be held to present the Urban Redevelopment Plan (URP) on June 18, 2024, at 5:00 p.m., Baldwin County Government Building, 1601 North Columbia Street, Suite 220, Milledgeville GA. The purpose of this hearing is to brief the community on the Urban Redevelopment Plan (URP), provide an opportunity for public participation and input, and answer any questions or concerns. The Baldwin County Urban Redevelopment Plan is available for review at <https://www.baldwincountyga.com/commissioners/page/urban-redevelopment-plan> or at the Government Building; 1601 North Columbia Street, Suite 230. Persons with hearing disabilities may contact the Georgia Relay Service at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135

ADVERTISEMENT FOR BIDS proposals will be received by the City of Milledgeville, Georgia, located at City Hall, 119 East Hancock Street, Milledgeville, Georgia 31061. Date June 18, 2024, at 3:30 (p.m.) local time. Bid No. 60550-13. The work to be performed consists of furnishing all materials to complete 4 LMIG Roadway Repairs in the City of Milledgeville. More specifically, the project will consist of Repair of roadways, full depth reconstruction, resurfacing, and stripings. Specifications, and bid documents are open for inspection at the City of Milledgeville, Georgia, located at City Hall, 119 East Hancock Street, Milledgeville, GA 31061. Dodge



**BALDWIN COUNTY COMMISSIONERS  
PUBLIC HEARING**

**June 18, 2024  
1601 N Columbia St, Suite 220  
5:00 PM**

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**AGENDA**

**CALL TO ORDER**

**PUBLIC HEARING**

1. Urban Redevelopment Plan - County Manager

**ADJOURNMENT**



**BALDWIN COUNTY  
PUBLIC HEARING  
June 18, 2024  
1601 N Columbia St, Suite 240  
5:00 PM**

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**MINUTES**

**MEMBERS PRESENT**

John Westmoreland  
Kendrick Butts  
Henry Craig  
Emily Davis  
Sammy Hall

**OTHERS PRESENT**

Brandon Palmer  
Carlos Tobar  
Dawn Hudson  
Cindy Cunningham

**CALL TO ORDER**

Chair John Westmoreland called the Public Hearing to order at 5:00 p.m.

**ADMINISTRATIVE / FISCAL MATTERS**

**Urban Redevelopment Plan (URP)**

County Manager Carlos Tobar reported the Urban Redevelopment Plan has been online and available to the public; sent to the housing team and Commissioners for their review and comment.

He stated the reason the plan has been developed is because the County is a Georgia Initiative Community Housing (GICH) community which means we are eligible to apply for Community Development Block Grant Funds every year. He stated this is a very competitive process, and we want to pursue every advantage possible to secure funding. Having an Urban Redevelopment Plan (URP) and Revitalization Area Strategy (RAS) makes the County eligible for scoring an additional twenty points on future applications which could potentially mean an extra million dollars coming into the County to replace aging infrastructure.



Mr. Tobar reported the URP focuses on the areas of Oconee Heights, Ogden, Hardwick, Harrisburg and Youngblood. The Revitalization Area Strategy is a three-year plan and focuses on a smaller area which will be Oconee Heights.

Mr. Tobar discussed comments received on the Plan and changes that will be made to the Plan. He stated there is a typographical error on page 9 that will be corrected. The Plan shows 157 acres however, the correct amount is 57 acres. He also included the statement in the Plan that Baldwin County has a Land Use Code and is in the process of updating the Code. He reported he has included the flock camera data, and the \$80 million dollar investment at Central State Hospital. Mr. Tobar reported the edits will be made, and the amended version will be posted on the website.

Mr. Tobar stated this matter will be placed on the July 2<sup>nd</sup> Agenda for the Board's consideration.

Commissioner Sammy Hall stated that the County must wait on the funding before projects can be done. These things will not happen right away. Chairman John Westmoreland requested an update on the current CHIP grant and the RAISE grant. He requested that citizens be kept informed on the status and progress of the projects.

**ADJOURNMENT**

Commissioner Emily Davis made a motion to adjourn the Public Hearing at 5:15 p.m. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

Respectfully submitted,

John H. Westmoreland  
Chairman

Cynthia K. Cunningham  
County Clerk

## BALDWIN COUNTY, GEORGIA

**RESOLUTION ADOPTING THE URBAN REDEVELOPMENT AREA**

**WHEREAS**, the rehabilitation, conservation, or redevelopment, or a combination thereof, of blighted areas is necessary in the interest of the public health, safety, or welfare of the residents of Baldwin County; and

**WHEREAS**, O.C.G.A. § 36-61-1, et. seq., entitled the "Urban Redevelopment Law," authorizes Baldwin County, Georgia to designate an "urban redevelopment area," which is defined to contain one or more "pockets of blight"; and

**WHEREAS**, the Urban Redevelopment Law defines "pocket of blight" to mean an area in which by reason of the presence of a substantial number of deteriorated or deteriorating structures; unsanitary or unsafe conditions; deterioration of site or other improvements; the existence of conditions which endanger life or property by fire and other causes; or any combination of such factors, substantially impairs or arrests the sound growth of the County, inhibits the provisions of housing accommodations, or constitutes an economic or social liability and is a menace to the public health, safety, or welfare in its present condition and use; and

**WHEREAS**, after careful study and investigation, Baldwin County desires to designate the area described in the attached map titled, "Baldwin County Urban Redevelopment Area Boundaries Map" and dated July 2, 2024 as an urban redevelopment area;

**NOW, THEREFORE, BE IT RESOLVED** by the County Manager and Board of Commissioners that the area shown in the map attached to this resolution is hereby determined to be a "pocket of blight" which substantially impairs or arrests the sound growth of Baldwin County or constitutes an economic or social liability, and that such area is therefore designated as appropriate for an urban redevelopment project.

Adopted this 2<sup>nd</sup> day of July, 2024.

## BALDWIN COUNTY, GEORGIA

**RESOLUTION ADOPTING THE URBAN REDEVELOPMENT PLAN**

**WHEREAS**, Baldwin County, Georgia has prepared an Urban Redevelopment Plan adopted under O.C.G.A. 36-61-1 et. seq. to rehabilitate, conserve, or redevelop a defined geographical area; and

**WHEREAS**, the Urban Redevelopment Plan can be used alone, or in combination with many of Georgia's other legislative redevelopment tools to support local comprehensive planning, revitalize faltering commercial corridors, recruit and nurture small businesses, rehabilitate older homes and neighborhoods, ensure architecturally compatible infill development and generate new adaptive reuses for old industrial and agricultural facilities; and

**WHEREAS**, Baldwin County has identified a defined geographic boundary that constitutes the Urban Redevelopment Area. The Urban Redevelopment Area is comprised of these subareas: Oconee Heights, Hardwick, Harrisburg, Youngblood, and Ogden. The boundaries of these areas are described in detail in the Baldwin County Urban Redevelopment Plan; and

**WHEREAS**, Conditions within this delineated area suffer from pockets of blight, are detrimental to public health, safety, and welfare, and are negatively affecting the community. (36-61-5); and

**WHEREAS**, Baldwin County desires to work with public and private sector partners to ensure that the desired redevelopment is achieved; and

**WHEREAS**, Baldwin County hereby identifies the influences on the geographic areas designated and intends to work diligently to foster conditions conducive to redevelopment within these areas; and

**WHEREAS**, a public hearing on the adoption of the Baldwin County Urban Redevelopment Plan was held on June 18, 2024, at the Baldwin County Government Building, 1601 N. Columbia St, Milledgeville, GA 31061; and

**WHEREAS**, the said Baldwin County Urban Redevelopment Plan shall be included as part of this resolution as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the County Manager and Board of Commissioners does hereby approve and adopt the Baldwin County Urban Redevelopment Plan.

Adopted this 2<sup>nd</sup> day of July, 2024.

PROCUREMENT POLICIES AND PROCEDURES HANDBOOK

BALDWIN COUNTY, GEORGIA

PREPARED BY THE COUNTY MANAGER

BALDWIN COUNTY, GEORGIA PROCUREMENT POLICIES AND PROCEDURES HANDBOOK  
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## **Baldwin County, Georgia Procurement Policies and Procedures Handbook**

### 1-100 GENERAL PROVISIONS

#### 101 Basis and Purpose

These policies and procedures are promulgated in accordance with Baldwin County, Georgia' (the County) administrative policies. They set forth the following elements of a controlled procurement function:

- The concept of a central procurement authority, which will institute and maintain an effective and economical program for the acquisition of goods and services for the County's departments and agencies.
- The purchase of equipment, materials, supplies, and services at favorable prices in keeping with suitability, appropriate quality, and reliable vendor performance.
- These policies and procedures are designed to formalize, simplify, clarify, improve and up-date the procurement and contracting process of the County.
- These policies and procedures are intended to encourage effective competition and to ensure that County procurement is carried out in a prudent manner.
- These policies and procedures are designed to assure a procurement system of quality and integrity and are consistent with Georgia statutes.

#### 1-102 Application

These policies and procedures shall apply to every department and Constitutional Officer of the County, except as set forth below:

- When procurement involves the expenditure of Federal assistance or contract funds, the County shall follow any mandatory requirements of applicable Federal law and implementing regulations, as stipulated by the language in the actual grant award. Nothing in these policies and procedures shall prevent the County from complying with the terms and conditions of any grant, gift, bequest, or cooperative agreement, provided that, competitive procedures as described in these policies and procedures, shall be followed whenever possible.
- Procurement of professional services is exempt from using sealed bids/Invitation for Bids (IFB's). The preferred method for procuring these services will be using Request for Proposals (RFP's) under the guidelines set forth in Section 3-100 these policies and procedures.

- These policies and procedures shall not be applicable to the leasing, rental, acquisition or disposition of real property.
- For 5311 Transit to be compliant with FTA guidelines and purchases made with FTA funds, please refer to Addendum A for all purchases related to 5311 Transit.

#### 1-103 Procurement Authority

The County will maintain a centralized procurement control system where all County purchases will be coordinated by the Purchasing Department. The County Manager serves as the County's Purchasing Director. However, the County Purchasing Director may delegate to personnel within the finance department the authority to purchase certain commodities or services.

#### 1-104 (a) Procurement Competition Thresholds - excludes Federal Grant Funded Purchases

Generally, all County procurement shall be subject to the following procurement thresholds:

- Electronic requisition and purchase order (written requisition or quote for Purchasing Card purchases) (estimated costs below \$500);
- Informal sealed bids or proposals (i.e., not legally advertised nor a public bid opening) (estimated costs of \$500 - \$99,999); and
- Formal sealed bids or proposals (estimated costs of \$100,000 or greater).

#### 1-104 (b) Procurement Competition Thresholds - Federal Grant Funding Purchases

All County procurement with funds received/reimbursed with federal grant funding (i.e., GADOT Transit) shall be subject to the following thresholds:

- Micro-purchases - Awarded without soliciting competitive quotations or obtaining three verbal (estimated costs \$10,000 or less)
- Small purchases - Awarded based on soliciting quotations from an adequate number of qualified sources (estimated costs \$10,000.01 - \$250,000)
- Procurement by sealed bids (estimated costs \$250,000.01 or more)
- Local bidder preference is not allowable for federal grant funding purchases

#### 1-105 Budget Authority

Unless a budget appropriation is available, no procurement shall occur which obligates

the County to pay for goods or services. Each respective Department Head or designee has the responsibility for reviewing budget availability prior to beginning the procurement process. Exclusions shall be made only for emergency purposes (see 4104).

#### 1-106 Georgia Statutes

Without regard to the contents of these purchasing policies and procedures, the County will adhere to all Georgia Statutes that address County procurement and contracts. Throughout these purchasing policies and procedures, some but not all applicable Georgia Statutes are referenced.

#### 2-100 Competitive Sealed Bidding 2-101 Invitation for Bids (IFB's)

The statement of work or specifications of the Invitation for Bids (IFB) is critical to the successful procurement since the award using sealed bidding must be made without negotiations. Basic considerations include the contractual terms and conditions which must be written to protect the interest of the County; openness of specifications; requirements for transportation and delivery; and instructions as to how the bidder is to submit the proposal. A solicitation should seek full and open competition for all purchases and provide fair and equal opportunity for all qualified persons or firms to compete. IFB's is the preferred method of procurement for the County, subject to the applicability below.

2-101.1 Applicability - All acquisitions for supplies, equipment, materials, and construction with costs estimated to exceed \$100,000 for public works and road construction projects shall be processed formally using Competitive Sealed Bid procedures contained herein section 2-100, unless the acquisition is otherwise documented to use other formal methods described in 3-100, 4-100 or has been determined by written justification to be exempt from formal competition for reasons allowed by these policies and procedures. Sealed competitive bids may be used to acquire any goods, services or construction if the Purchasing Director determines it to be the most appropriate method of procurement.

2-101.2 Invitation for Bids — Contents — At a minimum, the IFB shall include the following data:

- Instructions and information to bidders concerning the bid submission requirements, including the time and closing date, and the address of the office to which bids are to be delivered;
- The procurement description, basis of award, delivery or performance schedule and inspection and acceptance requirements;
- The sample contract and contract terms and conditions, including warranty and bonding or security requirements, as applicable.

2-101.3 Incorporation by Reference - The IFB may incorporate documents by reference provided that the IFB specifies where such documents may be obtained.

2-101.4 Bidder Submissions - Bid Form - The IFB shall provide a form which shall include space(s) in which the bid price(s) shall be inserted and which the bidder shall sign and submit along with all other necessary submissions. Also, this signature confirms that the bidder shall abide by these rules and regulations.

2-101.5 Multiple or Alternate Bids - The solicitation shall prohibit multiple or alternate bids unless such bids are specifically provided for in the IFB. When prohibited, the multiple or alternate bids shall be rejected, and a clearly indicated base bid will be considered for award as though it were the only bid or offer submitted by the bidder. As an example, if the IFB includes the phrase "To be Product A or approved equal," it is acceptable for the vendor to submit an alternative bid

2-101.6 Local Bidder Preferences — All County purchases with an estimated cost of less than \$100,000 are subject to local bidder preference. This policy provides preference procurement to County bidders. A County bidder is defined as a bidder with either a Baldwin County or City of Milledgeville business license or has a physical business location within Baldwin County, both for at least one year prior to the procurement award. All bidders must have a valid business license.

If the local bidder's price is within the 7% of the out of County bidder's price, the transaction is subject to local bidder preference. In these instances, the local bidder is given up to five working days to match the price of the out of County bidder (i.e., the lowest submitted price). If the local bidder matches the price in writing and all other things being equal, the local bidder will be awarded the procurement. In the event of a tie bid between a local bidder and an out of County bidder, award will be made to the local bidder if all factors, including price, quality, terms, and delivery are determined to be equal. The County encourages local contractors to hire County residents to assist them with contracts with the County.

2-101.7 Equal Opportunity - The Purchasing Director shall be responsible for ensuring the procurement of products, commodities, and services are in a manner that affords all responsible businesses a fair and equal opportunity to compete on a full and open competition basis.

2-101.8 Specifications - Using departments and agencies and the Purchasing Director shall issue product, supply, and service specifications, which are not unduly restrictive. This may include the utilization of life cycle costing and/or value analysis in determining the lowest responsible bidder, provided the specifications indicate the procedure and

evaluative factors to be used. Performance specifications may be used provided they include evaluative criteria to be used in making the award. (See Section 2-103)

2-101.9 Adequate Competition - It is the responsibility of the Purchasing Director, with assistance from the applicable departments, to ensure that an adequate selection of bidders is solicited for every requirement for achieving optimum competition. This responsibility includes using other advertising methods or vehicles when sources may be limited, and personally contacting potential bidders either via email, mail, or fax if deemed necessary. Informal solicitations will contain the necessary information for a business to submit a bid. Informal bids may be received by email, mail or fax. Purchasing Director shall indicate in the informal solicitation the due date for the bid. Due date shall be no less than 14 calendar days from the date of solicitation. Solicitations issued via email shall be sent with a read receipt and delivery receipt.

All issued and outstanding "IFBs" shall be available on the County's web page and shall be advertised on the Georgia Procurement Registry. Contracts shall be procured competitively either informally or formally if the aggregate estimated total is \$500 or more (see Section 1-104) with the exception of purchases or contracts made using the following (Applicable exceptions must be cited in the comments section of the Purchase Order or in a formal memo signed by the proper approving authority when applicable and placed in the file for audit purposes):

- Purchases made on a contract or agreement written by the State of Georgia, (known as the State Contract), the Federal Government agency (e.g., specific grant provisions) or the ACCG for identical goods or services. The agreement or contract must be currently in use or active (including option periods) and have been formally competed by the State of Georgia or Federal Government Agency. This includes the General Services Administration (GSA) contracts up to the limits specified in the GSA schedule.
- Purchases directly from federal, state, county or other local government units.
- Purchases made from contracts awarded through a joint purchasing alliance.
- Subscriptions for magazines, books, or periodicals.
- Purchases for inventory items intended for the purpose of resale for the County enterprises.
- Professional Services with justification approved by Purchasing Director.
- Unusual and compelling urgency - an unusual and compelling urgency precludes full and open competition and the delay in award of a contract would result in serious injury, financial or other to the County.

- Advertisements in specific publications.
- Other exceptions as approved by the Purchasing Director (see Sole Source requirements 2-101.12.2)

2-101.10 State Contracts — The County is able to purchase goods and services through state procured contracts at favorable prices. Using the State Contracts facilitates the acquisition of goods and services without the County required to advertise bids, etc. The County will utilize State Contracts whenever product quality meets County requirements and the price is favorable.

2-101.11 Minimum Competition Requirements - These minimum competition requirements as included in 1-104 apply to the purchase of goods and services, which are not exempted from competition under 2-101.10 above.

2-101.11.1 Waiver of Competition - The Purchasing Director may elect to waive the competitive bidding process (although required under Section 2-100) under certain conditions including:

- A needed product or service which is available from only one supplier (i.e., sole source) (2-101.11.2)
- A particular product is wanted for experimentation, testing or to be used on a trial basis,
- Additional like-products are required to complete an current ongoing project,
- The amount of the purchase does not meet the procurement competition threshold.
- A purchase is made from another unit of government,
- The purchase of a used item is advantageous and the item is available only on short notice and subject to prior sale, or
- Justified emergencies as defined in 4-105.

The Purchasing Director shall require competition wherever practicable, and except for small purchases, the basis and reasons for each waiver shall be documented as public record.

2-101.11.2 Sole Source Procurement — Sole source procurement is permissible if a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify sole source procurement if there is more than one potential bidder or offeror for that item or service. Sole source purchase requirements may arise from a number of circumstances including, but not limited to:



- Compatibility of technical equipment, accessories, or replacement parts is the paramount consideration.
- The purchase of an item or service where compatibility is the overriding consideration.
- There is clear and compelling reason that sole source is justified and is approved by the proper authority(s) in these policies and procedures.
- The purchase of a particular product for trial or testing. (If this justification is used and additional items are required after testing, then competition must be sought if possible)
- The Purchasing Director, in writing, determines use of a sole source to be in the best interest of the County based on unusual or compelling urgency, such as in emergency situations.
- The use of other than OEM parts would void a still valid warranty.
- The purchase of a used item, which becomes immediately available and is subject to prior sale.

The Purchasing Director shall make a written determination that procurement is sole source, setting forth the reasons. In cases of reasonable doubt, competition should be solicited. Any request by a using department that procurement be restricted to one potential supplier shall be accompanied by a written explanation as to why no other will be suitable or acceptable to meet the need.

2-101.12 Disposition of Bid Security - Bid security, if any, shall be returned to the bidder when withdrawal of the bid is permitted; contract is awarded to another firm or invitation for bids are canceled after the bid opening. Normally bid securities in the form of bonds, will not be returned to unsuccessful bidders unless requested since they normally expire after contract is awarded and become invalid automatically.

2-101.13 Solicitation Time - Except as provided for under Section 4-104 and declared emergencies, the minimum time for solicitation of bids shall be 14 calendar days from the date the advertisement is posted on the County's Web site. When special requirements exist, the Purchasing Director may lengthen or shorten the bid time, but in no case shall the time cycle be shortened if it will reduce competition. Complicated procurements may have a time period that is longer than the standard 14 calendar days. Solicitation times of less than 14 days shall be documented by the Purchasing Director as to why a reduced bid period was required.

2-101.14 Contract Duration - The length or duration of contracts for goods or services may be written for a period up to but not to exceed five (5) years unless circumstances or conditions exist which are documented to be in the best interest of the County to enter into contracts for longer periods of time. Each requirement will be closely reviewed by the Purchasing Director to determine the duration of the requirement to ensure the County will benefit from contracts with longer or shorter durations. The normal procedure for contracts that are longer than one year in duration will be to write them on a yearly basis with option to extend provisions, which will be exercised at the sole discretion of the County each year.

2-101.15 Option Periods - Contractors should be notified in writing of the County's intent to exercise an option period or not, within 30 calendar days from the expiration date of the current contract period. The County will consider the following criteria prior to exercising or entering in to an extension of a contract under an option provision:

- Contractor has performed satisfactorily under original contract term.
- Services are still required under the contract.
- Current market conditions have not changed from original contract, therefore the contractor's prices under the option period are still considered fair and reasonable
- Scopes of services have not significantly changed from original contract. (If scopes of services are significantly changed then re-bid of contract is recommended.)

2-101.16 Bidding Option Periods - The County may require Contractors to bid option periods in solicitations. If option periods are bid in solicitations then they should be considered to some extent when evaluating the overall low bidder prior to making an award. If options periods are bid in solicitations, Contractors will not be allowed to increase their prices when an option period is entered into unless there have been drastic economic changes that could not be realistically considered by the contractor when they submitted their original bid. In such cases the contractor must submit proper justification of their proposed increase prior to entering into the option period. The Purchasing Director will then determine if the contractor's request is reasonable, or if it is in the best interest of the County to re-bid the requirement.

2-102 Receipt of Bids - Upon receipt, each bid shall be time-stamped by machine or by hand and shall be stored in a secure place until bid opening time. Bids shall not be opened upon receipt, with the exception of bids that must be opened in order to identify those bids, which cannot be visibly identified by the information on the envelope. If bids are opened for identification purposes only, they will be opened and resealed in the presence of witness (s) and documented as such on the front of the envelope. The bidder should be contacted if the County staff had to open the bid to identify the appropriate IFB.

2-102.1 Opening & Recording of Bids - A member of the Purchasing Division, in the presence of one or more witnesses, shall open bids publicly, at the time and place designated in the Invitation for Bids. The clock at 1601 N. Columbia Street, Suite 230 lobby will be used as the official clock for calling the time for bids. The name of each bidder, the bid price(s), and other information as is deemed appropriate by the Purchasing Director, or their designee, shall be read aloud and recorded, or otherwise be made available. (Responsiveness, Reliability, and Responsibility are not determined during the bid opening) The bid abstract or tabulation shall be available at the conclusion of the bid opening for public inspection and distribution. Except for those items identified as proprietary information, trade secrets or other information protected under the Open Records Act all data regarding any particular bid becomes public information immediately after a decision as to responsiveness and responsibility for award relating to that bid has been made.

2-102.2 One Bid Received - If only one responsive bid is received in response to the Invitation for Bids, an award may be made to the single contractor if the Purchasing Director finds that the price(s) submitted are fair and reasonable and that all other prospective bidders had reasonable time to respond, or there is not adequate time for re-solicitation. Otherwise, the bid may be rejected and (a) new bids may be solicited, (if new bids are solicited, the prices originally submitted shall not be released to the public in order to maintain the integrity of the procurement) or (b) the proposed procurement may be canceled.

2-102.3 Extension of Time for Bid or Proposal Acceptance - After opening of bids, the Purchasing Director may request low bidder(s) to extend the time during which the County may accept their bids, provided that no other change is permitted. The reasons for requesting such extensions shall be documented.

2-102.4 Rejection of Bids • The Purchasing Director has the authority to reject any bid based on but not limited to the following:

- Any bid that fails to conform to the essential requirements of the invitation for bids shall be rejected.
- Any bid that does not conform to the applicable specifications shall be rejected unless the invitation for bid specifically authorizes the submission of alternate bids.
- Any bid that fails to conform to the specified delivery schedule
- A bid shall be rejected when the bidder imposes conditions that would modify the requirements of the invitation or limit the bidder's liability to the County, since to allow bidder to condition their bid would be prejudicial to other bidders.

- Any bid in which the price is considered to be unreasonable or is over budget
- Bids received from any person or contractor that is suspended debarred, proposed for debarment, or under investigation for fraud, including failure to pay Federal, State or County taxes.
- Bids that do not comply with applicable state and federal laws, rules, and regulations.
- Any bid that was prepared and submitted by a vendor whom has been determined by the Purchasing Director to have an unfair advantage over the other bidders. Examples of an unfair advantage include but are not limited to the following:
  - o A previous or prior employee who in the last 12 months was directly involved in the design or specification preparation of the competed procurement.
  - o A vendor who was directly involved in design or specification preparation of the competed project either for pay or voluntarily.

2-103 Bid Evaluation - All products or services shall be evaluated against the requirements stated in the County's solicitation. In addition to price, the following factors may be considered in evaluating any bid response:

- delivery date after receipt of order,
- cash discounts,
- warranties (type/length),
- future availability,
- results of product testing,
- local service,
- cost of maintenance agreements,
- future trade-in value or availability of re-purchase agreement,
- availability of training courses,
- financial terms,
- space limitations,
- aesthetics,
- adaptability to environment,

- cost of operation (if any),
- safety and health features relating to regulatory codes or requirements.

The Purchasing Director, applicable department personnel, or applicable engineer or consultant, will evaluate the proposal and make the award recommendation to the Purchasing Director. The Purchasing Director will recommend the award of the IFB to the County Commissioners.

2-103.1 Bid Evaluation - Product Acceptability - The Invitation for Bids may require the submission of bid samples, descriptive literature, technical data, or other material necessary to determine product acceptability. The acceptability evaluation is not conducted for the purpose of determining whether one bidder's item is superior to another but only to determine whether a bidder's offering will meet the County's needs as set forth in the IFB. Any bidder's offering, which does not meet acceptability requirements, will be rejected as non-responsive.

Award Using Sealed Bidding - The contract shall be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and the criterion set forth in the IFBs and is determined to be in the best interest of the County; provided, however, that if the bid from the lowest responsive and responsive bidder exceeds the funds budgeted for a public works construction contract with estimated costs of at least \$100,000, the County may negotiate with such apparent low bidder to obtain a contract price within the budgeted amount. Such negotiations may include changes in the scope of work and other bid requirements.

2-104.1 Low Tie Bids - Tie bids are low responsive bids from responsible bidders that are identical in price and which meet all the requirements and criteria set forth in the IFB. At the discretion of the Purchasing Director, award shall be made if possible by methods including split orders, rotations, or if not possible to make split or rotational awards, then drawing of lots or flipping of a coin will be used to determine the award. If a local vendor is involved in a tie bid, award shall be made in accordance with rule 2-101.6.

2-104.2 Telephone Bids - Telephone bids will not be accepted, unless the Purchasing Director shall make written determination that market conditions are of such a nature that it is in the best interest of the County to solicit telephone bids during a declared state of emergency.

2-104.3 Electronic and Facsimile Bids - Bids and quotes submitted by facsimile to the Purchasing Office prior to the bid opening. These bids may be accepted under the following conditions subject to the procurement competition thresholds included in 1-104:

- the facsimile or email bid must refer specifically to the applicable IFB; and
- it must set forth the items, quantities, prices, and deliveries offered; and
- it shall state that the bid complies with the terms and conditions of the Invitation for Bids, and is being confirmed by submission of the bid documents properly executed. Facsimile transmissions to the Purchasing Director will not be accepted in the formal competitive sealed bid process unless the IFB specifically allows them.

2-105 Modification or Withdrawal of Bids - Bids may be modified or withdrawn by written correspondence or facsimile notice to the Purchasing Office prior to the time set for bid opening.

2-105.1 Withdrawal of Bid Prior to Bid Opening - The bidder, prior to the specified bid opening time and date, may withdraw any bid if the bidder's representative appears at the Purchasing office, or the Purchasing Director receives a written request for withdrawal at the Purchasing office. The Purchasing Director may return via U.S. Postal Service the unopened bid.

2-105.2 Withdrawal of Bid after Opening but Prior to Award - No bid may be withdrawn or contract negated unless the bidder or contractor can establish that the bid or contract contains mistakes despite the exercise by the bidder or contractor of reasonable care. The test of reasonable care shall be that:

- the mistake relates to a material feature of the contract; and
- the mistake occurred despite the exercise of reasonable care; and
- withdrawal is deemed by the Purchasing Director to be in the best interest of the County.

The Purchasing Director will contact the County Attorney in these instances to evaluate the test of reasonable care.

2-105.3 Records - All documents relating to the modification or withdrawal of bids shall be made part of the appropriate procurement file.

2-105.4 Minor Informalities/Irregularities in Bids - A minor informality or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is considered immaterial when the effect on price, quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the services being acquired. If the Purchasing Director determines that the bid submitted contains a minor informality or

irregularity, and then he/she either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid, or waive the deficiency, whichever is to the advantage of the County. In no event will the bidder be allowed to change the bid amount. Examples of minor informalities or irregularities include but are not limited to the following;

- Bidder fails to return the number of copies of signed bids required by the invitation for bid.
- Bidder fails to sign the bid, but only if - the unsigned bid is accompanied by other material evidence, which indicates the bidder's intention to be bound by the unsigned bid. (such as bid bond, or signed cover letter which references the bid number or title, and amount of bid)
- Bidder fails to acknowledge an amendment - this may be considered a minor informality only if the amendment, which was not acknowledged, is insignificant and involves only a matter of form or has either no effect or merely a negligible effect on price, quantity, quality, or delivery of the item or services bid upon.

2-106 Late Bids - Any bid, withdrawal or modification to bids received after time and date set for opening, shall be considered late and shall be rejected and returned unopened to the bidder, except as provided herein. All sealed competitive bids shall be opened as soon as possible after the time designated by the Invitation. Bids received after the bid opening time shall not be opened, but shall be rejected as a late bid. The responsibility to ensure that bid solicitations are obtained and that bids are received prior to the opening date and time rests with the vendor. Situations such as "flat tires, accidents, or parking problems" shall not be cause for acceptance of late bids. The Purchasing Director may permit the following exceptions:

- In the event of a public labor unrest (employee strike, work slow down, etc.) which may effect mail delivery, the Purchasing Director may develop and issue emergency procedures,
- There is conclusive evidence that the bid was submitted to the office designated in the IFB or RFP, on time and was mishandled by the Purchasing Director responsible for handling/receiving bids (i.e. lost or misplaced). Mishandling by other departments or offices of the County does not constitute Purchasing personnel.
- It was the only bid received.
- The Purchasing Director shall rule any other situation, which is beyond the control of both the County and the vendor, as to the acceptability of the bid.

2-107 Public Notice - Advertisement - Invitations for Bids or notices of the availability of IFBs shall be posted on the Georgia Procurement Registry (meets thresholds in 1-104), the County's website, emailed, mailed, faxed, or otherwise furnished to a sufficient number of prospective bidders to secure adequate competition. Formal IFBs for road construction projects and public works construction projects exceeding \$100,000, shall have public notices published in the Georgia Procurement Registry. Formal IFBs for road construction projects involving the expenditure of at least \$100,000 shall also be inserted once a week for two weeks in such newspaper wherein the County sheriff's sales are advertised or in such other newspaper or publications, or both, as will ensure adequate publicity, the first insertion to be two weeks prior to the opening of the sealed bids, the second to follow one week after the publication of the first insertion. Some Public Works projects may require longer advertisement periods or advertisement in the County's legal organ..

2-107.1 Waiver of Public Notice-Advertisement - The Purchasing Director may authorize the waiver of public notice for requirements in excess of \$100,000 (Other than those for public works construction contracts and road construction contracts) in a declared state of emergency.

2-107.2 Public Availability - A copy of the Invitation for Bids shall be made available for public inspection at the Purchasing Office or via the Purchasing Web Site.

2-107.3 Pre-Bid Conferences - Pre-bid conferences may be conducted for the purpose of explaining the procurement requirements. They shall be announced to all prospective bidders known to have received the IFB. The conference should be held long enough after the IFB has been issued, to allow bidders to become familiar with it, but with adequate time before bid opening to allow consideration of the conference results in preparing the bid. The Pre-bid conferences may be mandatory if determined necessary to ensure familiarity of the project prior to bidding by all bidders. Nothing stated at such conference shall change the IFB unless the change is made by written amendment.

2-108 Addenda/Amendments to Invitations for Bids - Amendments to Invitations for Bids shall be identified as such and may require that the bidder acknowledge receipt of all amendments issued. The amendment shall reference the portions of the Invitation it amends. Amendments shall be sent to all prospective bidders known to have received an Invitation for Bids as well as made available on the Purchasing WEB site. Amendments shall be distributed within a reasonable time to allow prospective bidders to consider them in preparing their bids. If the time set for bid opening will not permit such preparation, to the extent possible the bid preparation time shall be increased in the amendment, or if necessary, by telephone and confirmed in the amendment. Questions received by prospective bidders concerning the Invitation for Bid, both technical and contractual in



nature will be answered in the form of an amendment to allow all potential bidders to share the same information. The Purchasing Office shall issue all amendments.

2-108.1 Addenda/Amendments to Invitation for Bids — Form - Addenda/Amendments to Invitations for Bids shall be identified as such and shall require that the bidder acknowledge receipt of all amendments issued with their bid or proposal. The addenda shall reference that portion of the Invitation it amends.

2-108.2 Distribution - Addenda/Amendments shall be sent to all prospective bidders known to have received an Invitation for Bids and posted on the Purchasing Web Site for electronic distribution (downloading). Regardless of the distribution, it is still the overall responsibility of the bidder to ensure they have received all previously issued Addenda/Amendments prior to submission of their bid.

2-109 Confidential Data - Any bidder submitting records containing trade secrets that wishes to keep such records confidential shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia. The Purchasing Director shall examine all bids to determine the validity of any requests for nondisclosure of trade secrets or other proprietary data identified in writing. If the parties do not agree as to the disclosure of data, the Purchasing Director shall inform the bidder in writing what portions of the bid will be disclosed and that, unless the bidder protests, the bids will be so disclosed.

2-110 Mistakes in Bids - Confirmation of Bid - When it appears from a review of the opened bid that a mistake has been made, the Purchasing Director shall be responsible for requesting the bidder to confirm their bid in writing. Situations in which the confirmation should be requested include obvious, apparent errors on the face of the bid or a bid unreasonably lower than the other bids submitted. If the bidder alleges mistake, the bid may be withdrawn only if the provisions of Section 2-105.2 are followed. Bidders may request in writing to Purchasing Director that they be allowed to correct a mistake in their bid, however, the mistake has to be apparent and substantiated by evidence provided by the bidder that the mistake was valid. The Purchasing Director will evaluate the request and make a determination in writing as to whether or not the correction of the mistake is allowed. Further, bidders will not be allowed to correct other than apparent typographical errors if their correction would displace another bidder.

2-110.1 Mistakes Where Intended Correct Bid is Evident - If the mistake and the intended correct bid are clearly evident to the Purchasing Director on the face of the bid document, the bid shall be corrected by the bidder to the intended correct bid and may not be

withdrawn. Examples include typographical errors, errors in extending unit prices, and transposition errors.

2-110.2 Mistakes Where Intended Correct Bid is not Evident to the Purchasing Director - A bidder may be permitted to withdraw a bid if the bidder submits proof of evidentiary value in accordance with provisions of Section 2-105.2

2-110.3 Mistakes Discovered Before Opening - A bidder may correct mistakes discovered before bid opening by withdrawing or correcting the bid.

2-110.4 Determination Required - Any decision to permit or deny correction or withdrawal of a bid under this section shall be supported by a written determination by the Purchasing Director.

2-110.5 Mistakes after Award of Contract - When a mistake in a contractor's bid is not discovered until after award of a contract, the mistake may be corrected by contract change order if correcting the mistake would be favorable to the County without changing the specifications. If the mistake is not in the favor of the County, the Purchasing Director will have the following options;

- To rescind the contract via termination
- Deny the Contractor's request to correct the mistake, or
- To reform the contract by the following actions;
  - o Delete the item (s) involved in the mistake
  - o To increase the price of the contract by allowing the correction of the mistake, as long as the correction or increase in price does not exceed the price of the next lowest bidder. Note: Partial corrections will not be allowed in order to stay below the next lowest bidder's price.

In all cases, the burden of proof rests with the contractor. The alleged mistake must be proven by clear and convincing evidence that a mistake was indeed made. The Purchasing Director shall request the contractor to support the alleged mistake by submission of written statements and pertinent evidence such as, but not limited to; Contractor's file copy of bid, contractor's original worksheets, including supporting data used to prepare bid, subcontractor or supplier quotes, and any other evidence that will serve to establish the mistake, the manner in which the mistake occurred, and the bid actually intended. If there is not clear and convincing evidence to support the alleged mistake then no action will be taken.

### 3-100 REQUESTS FOR PROPOSALS (RFP)

Basis and Purpose - Requests For Proposals (RFP) also known as Competitive Sealed Proposals, is an objective method of contracting for goods or services whereby proposals are solicited from qualified contractors, and evaluated in accordance with specified criteria. RFP's are considered negotiated procurements and following submission and review, discussions and changes in proposals and prices are allowed. The offer or proposal deemed by the County to be most advantageous in terms of criteria as designated in the RFP and is determined by the Purchasing Director to be in the best interest of the County may then be accepted. An RFP should not be used when the service or equipment to be contracted is standard, routine or common "off the shelf" type items or if there is an industry standard associated with the service or commodity to be contracted. RFPs are a very time consuming and costly method of procurement, which should only be used when sealed bidding is not appropriate.

3-101 When Requests for Proposals are Practicable - Factors to be considered in determining whether requests for proposals are practicable include:

- Estimated contract value is more than \$50,000.
- Requirement is highly technical, unusual, is not standard "off the shelf" item, or there is not any clear standards or specifications available to use in the solicitation.
- If the contract needs to be other than fixed-price type.
- If it may be necessary to conduct oral or written discussions with offerors concerning technical and price aspects of their proposals.
- If it may be necessary to afford offerors the opportunity to revise their proposals.
- If it may be necessary to base award on a comparative evaluation as stated in the request for proposals of differing price, quality, and contractual factors in order to determine the most advantageous offering to the County.
- If the primary consideration(s) in determining award may be factors other than price(s).

3-102 When Requests for Proposals are Advantageous

A determination will be made to use competitive sealed proposals if it is determined to be advantageous to the County. Factors to be considered in determining whether Requests for Proposals are advantageous include:

- If prior procurements indicate that competitive sealed proposals may result in more beneficial contracts for the County.
- The requirement is highly technical or complex in nature and would be more advantageous to the County to use the Request for Proposal method of source selection.
- And if the factors listed in this section are more desirable than necessary in conducting the procurement; if they are, then such factors may be used to support a determination that Requests for Proposals are advantageous.
- When negotiations would be the preferred method to finalize the contractual arrangement.

### 3-103 Determinations

Before a solicitation is issued by using competitive sealed proposals (RFP), the Purchasing Director shall determine that competitive sealed bidding is either not practicable or not advantageous to the County. The Purchasing Director may make determinations by category of supply, service, or construction item(s) that it is either not practicable or not advantageous to the County to procure specified types of supplies, services, or construction by competitive sealed bidding. Procurements of the specified types may then be made by competitive sealed proposals based on this determination. The Purchasing Director may revoke such determination at any time, and all such determinations shall be reviewed from time to time for current applicability.

### 3-104 Dollar Thresholds for RFP's

Formal Requests for Proposals shall be issued by the Purchasing Office for requirements that are estimated to exceed \$100,000. Solicitations in the form of informal RFP's may be issued for requirements estimated to be less than \$100,000, if more than one vendor is known to exist that has the capabilities of providing the product or service. The Purchasing Director may accept written justification from the using agency for a sole source professional service contract, even though it may exceed \$100,000. The Department Director prior to submission to the Purchasing Director must approve this justification.

### 3-105 Content of the Request for Proposals

The Request for Proposals shall be prepared generally using the following sections as a minimum:

- **SECTION I — Proposal Information:** This section includes where to submit proposals, how many copies, when they are due, information regarding amendments, basis of award and acceptance time period.

- SECTION II — Minimum Specifications: This section will include project scope, location, performance period and general information.
- SECTION III - Proposal Content: This section includes a list of the requirements a potential offeror must address and include in his proposal.
- SECTION IV — Evaluation Criteria: This section includes the evaluation process, the evaluation criteria and its order of importance, and how the proposals will be evaluated.
- SECTION V — Terms and Conditions/Attachments/Exhibits: This section includes attachments such as sample evaluation score sheets, Drawings, sketches, sample contract, general conditions, special instructions, insurance requirements, etc.

### 3-106.1 Evaluation of Proposals

RFP's shall be evaluated as per the stated criteria in the Request for Proposal. The Request for Proposals shall clearly define all evaluation factors including price if applicable. Numerical rating systems may be used for evaluation. Factors not specified in the Request for Proposals shall not be considered.

### 3-106.2 Best and Final Offers (BAFO's)

Upon completion of discussions, the evaluation selection committee may issue to all offerors still within the competitive range a request for best and final offers. Oral requests for Best and Final Offers shall be confirmed in writing.

The request shall include:

- Notice that discussions are concluded.
- Notice that this is an opportunity to submit a Best and Final Offer.
- A due date for submission of the Best and final offer.
- Note that this is only an opportunity to revise their proposals. If they chose not to submit a Best and Final offer then their original proposal as submitted will be considered.
- After receipt of Best and Final Offers, the evaluation selection committee shall evaluate them accordingly and recommend award be made to the offeror whose best and final offer is most advantageous to the County, considering price and the other factors included in the RFP.

### 3-106 Proposal Preparation Time

Proposal preparation time should be set to provide offerors 30 calendar days under normal circumstances to prepare and submit their proposals. The Purchasing Director may modify

this requirement to require less time on less complicated requirements, but in no event will the period be less than 14 calendar days, unless there is written justification which warrants an emergency procurement approved by both the Purchasing Director.

### 3-107 Form of Proposal

The manner, in which proposals are to be submitted, including any forms for that purpose, may be designated as a part of the Request for Proposals in Section 3.

### 3-108 Public Notice-Advertisements

Public Notice shall be given by advertising the Request for Proposals in the same manner provided for the Invitation for Bids. See 2-101.10

### 3-109 Pre-Proposal Conference

Pre-proposal conferences may be held. Any such conference should be held a minimum of 10 calendar days prior to the submission of initial proposals.

### 3-110 Amendments to RFP

Amendments to Requests for Proposals may be made in accordance with Amendments to Invitation for Bids prior to submission of proposals. After submission of proposals, any amendments shall be distributed to all offerors who submitted proposals.

### 3-111 Modification or Withdrawal of Proposal

Proposals may be modified or withdrawn by any offeror prior to the established due date and time.

### 3-112 Receipt of Proposals

The time and date for receipt of Proposals will be included in the RFP and may read a specific time or "close of business" on a certain date. If a specific time is cited then proposals must be received by the time or they are considered late and will not be accepted. If "close of business" is cited then proposals may be accepted at any time during business hours on the date specified. Proposals shall be opened or received as to avoid disclosure of contents to competing offerors during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after contract award.

### 3-113 Late Proposals

Late proposals shall be handled in the same manner as "Late Bids" in section 2-106.

### 3-114 Only One Proposal Received

If only one proposal is received in response to a Request for Proposal (RFP), the Purchasing Director has the following options:

- Determine if there was sufficient time allotted for offerors to submit a proposal (if not, the solicitation may be amended to extend the receipt of proposal date and the only proposal received shall be returned unopened to the only offeror,
- Proceed with the evaluation of the proposal from the single offeror; if the offer meets the requirements of the County as stated in the RFP, and the cost is determined to be fair and reasonable through negotiations, an award may be made.

- If the evaluation determines that the only offeror does not meet our needs, or negotiations of the cost do not result in a fair and reasonable price, then the solicitation may be canceled and re-solicited at a later date. Note: If the solicitation is canceled the proposal shall be returned to the offeror and the canceled solicitation file shall be documented as to why it was canceled.

### 3-115 Evaluation of Proposals

The Request for Proposals shall clearly define all evaluation criteria in order of importance, including price. Numerical rating systems and/or weights may be used but are not mandatory to be listed in the RFP. However, the criteria listed in the RFP must be listed in order of importance and the weights or points assigned by the evaluation committee prior to evaluating proposals, must follow the listed importance accordingly. The evaluators shall not consider criteria that are not specified in the Request for Proposals when evaluating proposals. Selection for the award shall be conclusive based on scoring criteria as specified in the RFP. The County reserves the right to enter into Contractual Negotiations with the highest ranked firm selected by the evaluation committee. If a mutual contractual relationship cannot be established that will meet the County's needs, then the County reserves the right to enter into negotiations with the second highest ranked firm and so on.

### 3-116 Proposal Discussions with Individual Offerors

Discussions are held to promote understanding of the County's requirements and the offeror's proposal, to facilitate arriving at a contract that will be most advantageous to the County taking into consideration price and the other evaluation factors set forth in the Request for Proposals. Clarifications may be requested from Offeror's on their proposals during initial evaluations to determine the acceptability of their proposal. Furthermore, Offerors determined to be within the competitive range shall be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of proposals, and prior to award, for the purpose of obtaining best and final offers. Auction techniques or

disclosure of any information derived from competing proposals are prohibited. Any substantial oral clarification of a proposal shall be reduced to writing by the offeror.

### 3-117 Mistakes in Proposals

Since proposals are considered to be competitive negotiations there is more leeway allowed for correction of mistakes by an offeror. When it appears from a review of the proposal during evaluation and before award that a mistake has been made, the offeror may be asked to clarify their proposal in lieu of withdrawal.

### 3-118 Award of Contract

Award shall be made to the responsible offeror whose proposal is determined to be most advantageous to the County, and in the best interest of the County, based on the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation. If an evaluation committee is established, that committee may make that determination, or may make recommendation to other levels of the County organization and the Purchasing Director. The contract file shall contain the basis on which the award is made.

### 3-119 Using Requests for Information (RFI's)

Requests for Information (RFI's) may be used by the County to gather information necessary for planning purposes regarding estimated prices, delivery, research market trends, or determine capabilities of industry or technology. An RFI is only used to gather information and shall not be used to enter into a binding agreement or contracts. There is no required format for RFI's.

- General information about County or specific department's needs and future requirements may be disclosed in the RFI.
- The information gathered in response to the RFI may be used to compile or prepare specifications to be used by the County in a future procurement.
- All information received in response to the RFI shall be made available to the public and potential future Offerors as soon as practicable in order to avoid an unfair competitive advantage. Unless release of the information would harm the firm's confidential business strategy such as trade secrets or information that is protected from release under the Georgia Open Records Act.
- All firms submitted a response to an RFI shall be invited to propose on any future Requests for Proposals or Invitations for Bid which were a result from the information gathered from the RFI.



## 4-100 OTHER PURCHASES

### 4-101 Definition

The procurement of supplies, equipment, materials, or services having an estimated value of less than \$100,000 may be made on the open market by informal methods without public notice and advertisements and without following steps outlined in 2-100.

### 4-102 Competition Not Required

The County may acquire supplies, materials, equipment, or services costing less than \$500 without benefit of documented email quotations or written competitive bids. The Purchasing Director or County Department acquiring goods or services in this manner shall be expected to use professional judgment to ensure that the County is receiving overall best value. This rule does not preclude the option to receive written or email quotations. Procurement requirements shall not be artificially divided (split) so as to constitute a small purchase under this rule. The preferred method for placing orders under \$500 is the Baldwin County purchasing card (see Section 4-109).

#### 4-102.1 Additional Decentralized Authorities for County Groups/Units

This regulation allows the Purchasing Director to decentralize limited purchasing authority to every Department/Division, agency, commission, bureau or other units of the County as follows:

- Authority to use the P-Card for purchase of goods and services (that are not 1099 vendors), up to \$3,000.
- Authority to solicit competitive quotes via email or fax (see 2-104.3), and up to \$99,999. All Purchase Orders are subject to audit by the Purchasing Department to ensure compliance with the County's Procurement regulations.

### 4-103 Documented Written Quotations

The individual departments within the County may procure supplies, equipment, materials, and services less than \$99,999 by securing documented email or fax or written quotations which provide:

- the name of the company or firm,
- the person providing the quotation,
- the delivery date,
- FOB information,

- Cash terms, and
- price(s) of item(s).

Written quotations shall be required. Solicitations should be submitted to a minimum of three (3) businesses, if available, handling the particular commodity or service shall be requested to provide email, fax or written quotations. All solicitations must state the date and time the bids or quotes are due. Bids or quotes shall be due no less than 14 days from the date of issuance. Documentation of the solicitation shall be submitted with along with the bids and/or quotes. Award shall be made to the business offering the lowest acceptable quotation, delivery and terms being a consideration. The Department shall maximize the opportunity for small, minority, disadvantaged and women owned businesses to participate in informal bids.

#### 4-104 Emergency Procurement - Definition

An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or other such reason as may be proclaimed by a using agency. The existence of such condition creates an immediate and serious need for supplies, equipment, materials, and services that cannot be met through normal procurement methods and the lack of which would threaten the function of County government, or the health, safety or welfare of County residents.

##### 4-104.1 Scope of Emergency Procurements

Emergency procurement shall be limited only to a quantity of those supplies, equipment, materials, or services necessary to meet the emergency.

##### 4-104.2 Authority

Subject to emergency disaster declarations, any using agency may make emergency procurements when an emergency condition arises, and the need cannot be met through normal procurement methods. All efforts should be made to contact the Purchasing Director regarding emergency purchases as soon as feasible. In the event an emergency arises after normal working hours, the using agency shall notify the Purchasing Director on the next business day.

#### 4-105 Equipment Leasing

A municipal lease is a contract under which title to the equipment will not pass to the lessee (i.e., an operating lease). A municipal lease with an option to purchase, however, allows title to pass if the purchase option is exercised (i.e., a capital lease). It has, or has

the effect, of a conditional sales agreement. Leases and purchase options should never be used to circumvent the requirements for competition. The soundest and safest approach is that any lease of equipment be subject to the requirements for competition that apply to outright purchases, either as outlined in 2-100. Municipal leases with the option to purchase should normally not be considered unless there are insufficient funds available for the outright purchase of the equipment, and there is a written justification reviewed by the Finance Director concurring that the municipal lease purchase is the preferred method of procurement, and funds are available for the term of the proposed lease.

#### 4-105.1 Execution of Lease Agreements

All lease agreement for capital equipment shall be reviewed by the Purchasing Director and County Attorney and shall be signed by the Purchasing Director, after appropriate review and negotiation of terms and conditions. The Purchasing Director may elect to seek additional proposals from third party leasing companies. Lease agreements signed by unauthorized parties may be voided and may result in personal liability. The County Manager may designate other members of County government, to sign contracts, which have been reviewed and approved by the Purchasing Director, and approved as to form by the Office of the County Attorney.

#### 4-106 County Purchasing Cards

The County Purchasing card may be used for small purchases in accordance with the regulations and regulations set forth in the Baldwin County Purchasing Card Program Policies and Procedures. The P-Card is the preferred method of Procurement for small purchases.

### 5-100 CANCELLATION OR REJECTION OF BIDS OR PROPOSALS

#### 5-101 Scope

The provisions of this rule shall govern the cancellation of any solicitation issued by the Purchasing Department under competitive sealed bidding, competitive sealed proposals, small purchases, or any other source selection method, and rejection of bids or proposals in whole or in part, whether rejected for being nonresponsive or non-responsible.

#### 5-102 Policy

Solicitations should only be issued when there is a valid procurement need. Solicitations should not be issued to obtain estimates or to "test the water". A solicitation is to be canceled only when there are valid and compelling reasons to believe that the cancellation is in the County's best interest.

### 5-103 Cancellation or Rejection of All Bids or Proposals Prior to Opening

Prior to opening of bids, a solicitation may be canceled in whole or in part when the Purchasing Director and using agency determine in writing that such action is in the County's best interest for reasons including:

- The County no longer requires the supplies, equipment, materials, or services.
- The County can no longer reasonably expect to fund the procurement.
- Proposed amendments to the solicitation would be of such magnitude that a new solicitation is desirable.

#### 5-103.1 Notice

When a solicitation is canceled prior to opening, notice of cancellation shall be sent to all businesses solicited. The notice of cancellation shall identify the solicitation, explain the reason for the cancellation, and where appropriate, explain that an opportunity will be given to compete on any re-solicitation.

#### 5-103.2 After Opening

After opening, but prior to award, any or all bids or proposals may be rejected in whole or in part when the Purchasing Director determines in writing that such action is in the County's best interest for reasons including but not limited to:

- The supplies, equipment, materials, or services being procured are no longer needed.
- Ambiguous or otherwise inadequate specifications were part of the solicitation.
- The solicitation did not provide for consideration of all factors of significance to the County.
- All acceptable bids received exceed the budgetary constraints of the proposed contract and the County is unable to obtain additional funds.
- All otherwise acceptable bids or proposals received are at clearly unreasonable prices, or terms.
- There is reason to believe that the bids or proposals may not have been independently arrived at in open competition, bids may have been collusive, bids may have been submitted in bad faith, or bidder(s) have been determined to have unfair advantage over other bidders.

#### 5-103.3 Cancellation - Negotiation of Bids

It is a strict rule that sealed bids are never negotiable unless the bid from the lowest responsible and responsive bidder exceeds the funds budgeted for a public works construction contract. However, the County in rare, urgent and compelling situations, when it can be documented that time is of the essence or the County would be harmed financially if the solicitation is cancelled and re-solicited at a later date under a reduced scope as normally required, reserves the right to consider negotiations as follows: In the event that all bids for a capital improvement or construction project exceed the available funds and the solicitation will be otherwise cancelled, the Purchasing Director is authorized to cancel the solicitation and enter into negotiations with each of the responsible bidder(s) responding to the original sealed bid acquisition. The Purchasing Director shall be required to give written notice to the respective bidders that negotiations will be conducted and each responsive bidder will be given the opportunity to participate in negotiations, by responding to a formal Request for Proposal and the award will be made to the responsible bidder offering the lowest negotiated price.

#### 5-103.4 Documentation

The reasons for cancellation or rejection shall be made a part of the procurement files and shall be available for public inspection.

#### 5-103.5 Disposition of Documents

When bids or proposals are rejected, or a solicitation canceled after bids or proposals are received, the bids or proposals which have been opened shall be retained in the procurement files, or if unopened, returned to the bidders or offerors upon request, or otherwise disposed of.

#### 6-100 Vendor Qualifications

##### 6-101 Standards of Responsibility

Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective contractor or vendor has:

- Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them necessary to indicate capability to meet all contractual requirements.
- A satisfactory record of past performance, including conduct and cooperation.
- A satisfactory record of integrity.

### 6-101.1 Information Pertaining to Responsibility

The prospective contractor shall supply information requested by the Purchasing Director or using department concerning the responsibility of such contractor. If the contractor fails to supply the requested information, the Purchasing Director and using agency shall base the determination of responsibility upon any available information or may find the prospective contractor non-responsible if such failure is unreasonable.

### 6-102 Ability to Meet Standards

The prospective contractor or vendor may demonstrate the availability of necessary financing, equipment, facilities, expertise, and personnel by submitting upon request:

- Evidence that such contractor or vendor possesses such necessary items.
- Acceptable plans to subcontract for such necessary items.
- A documented commitment from or explicit arrangement with, a satisfactory source to provide the necessary items.

### 6-103 Written Determination of Non-responsibility Required

If a bidder or offeror who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsibility setting forth the basis of the finding shall be prepared by the Purchasing Director and using department. A copy of the determination shall be sent promptly to the non-responsible bidder or offeror. The final determination shall be made part of the procurement files.

### 6-104 Suspension or Debarment

The Baldwin County Board of Commissioners shall have the authority to suspend, or debar any vendors or contractors for the following:

- Default on awarded contract. (debarment)
- Failure to enter into a contract resulting in a demand or collection of a Bid Bond by the County (Suspension)
- Routinely perform unsatisfactory work. (Suspension or debarment)
- Violated contract terms and conditions without cure or remedy. (Suspension or debarment depending on severity)
- Have pending litigation against the County. (may only be suspended pending results of litigation)

- Default on the payment of any taxes, license fees, or other moneys due the County. (Suspension)
- Convicted of Fraud or criminal acts while performing as a contractor on any contracts, even those not associated or written by the County. (Debarment)
- If documentation substantiates a consistent past performance record of habitually or continuous unsatisfactory performance, safety violations, repeated violations of contract provisions, or delinquent performance by a contractor. (Suspension)

The Purchasing Director may debar vendors from bidding on, or performing as a subcontractor on all County contracts for a minimum period of 1 year up to a maximum of 3 years. Vendors may be suspended from doing business with the County, for a minimum period of 3 months, up to a maximum period of 12 months. However, if a vendor under suspension fails to correct or cure the deficiency in which they have been suspended during the suspension period, the Purchasing Director may convert the suspension into a debarment. Prior to formally suspending or debarring any vendor, the Purchasing Director shall review and investigate all reasons and evidence supporting such a decision and shall inform the suspended or debarred vendor in writing of such decision. The suspended or debarred vendor may at the conclusion of the suspension or debarment period, submit a formal request to be removed from such status. Upon receipt of this request the Purchasing Director will be required to investigate current and past performance since the suspension or debarment by the suspended contractor to determine responsibility.

## 7-100 Specifications

### 7-101 General Purpose and Policy

The purpose of a specification is to serve as a basis for obtaining a supply item or service adequate and suitable for the County's needs in a cost effective manner, taking into account, to the extent practicable, the costs of ownership and operation as well as initial acquisition costs. It is the policy of the Purchasing Office that specifications permit maximum practicable competition consistent with this purpose.

#### 7-101.1 Use of Functional or Performance Descriptions

Specifications shall, to the extent practicable, emphasize functional or performance criteria while limiting design or other detailed physical descriptions to those necessary to meet the need of the using agency

#### 7-101.2 Preference for Commercially Available Products

To the extent practicable, preference shall be given to the procurement of standard commercial products. In developing specifications, accepted commercial standards should be used and unique requirements should be avoided.

#### 7-102 Brand Name or Equal Specifications-Conditions for Use

Brand name or equal specifications may be prepared when it is in the best interest of the County and when the item to be procured is best described by the use of such a specification. Brand name or equal specifications shall seek to designate, as many different brands as are practicable as "or equal" references, and shall further state those substantially equivalent products, which will be considered for award.

#### 7-103 Brand Name Specifications - Conditions for Use

Since use of a brand name specification is restrictive, it may be used only when the brand name or items will satisfy the using agency's needs or the item is to be used for resale purposes. The Purchasing Director shall seek to identify sources from which the designated brand name or item can be obtained and shall solicit such sources to achieve whatever degree of competition is practicable. If only one source can supply the requirement, the procurement shall be made under provisions of Section 2-101.11.2.

#### 7-104 Qualified Products List - Conditions for Use

A qualified products list may be developed when testing or examination of the materials or equipment is required prior to the issuance of the solicitation.

#### 7-105 Specifications Prepared by Other Than County Staff

All specifications prepared by other than County Staff, including consultants, architects, engineers, and designers, shall not be restrictive but shall, to the extent practicable, allow for maximum competition.

### 8-100 BID SECURITY

#### 8-101 General Policy

Invitations for Bids for construction, labor, and public improvement contracts in excess of \$100,000 shall require the submission of bid security in an amount equal to at least five percent (5%) of the bid, at the time the bid is submitted. The Purchasing Director may set bid security requirements, in an amount of not more than 5% of the contract amount, for other types and dollar amounts of contracts if deemed necessary. The Purchasing Director may determine it necessary to require bid security on projects less than \$100,000. If a



bidder fails to accompany the bid with the required bid security, the bid may be rejected as nonresponsive.

8-101.1 Acceptable Bid Security Acceptable bid security shall be limited to:

- A one-time bid bond underwritten by a company licensed to issue bonds in the State of Georgia
- A bank cashier's check made payable to the County
- A bank certified check made payable to the County

The bid security is submitted as a guaranty that the bid will be maintained in full force and effect for a period of not less than sixty (60) days after opening of the bids or as specified in the IFB.

8-102 Contract Bonds

For contracts in excess of \$100,000, a separate Performance Bond, Labor and Materials Payment Bond, and Maintenance Bond may be required for all construction, labor, and public improvement contracts each in the amount of 100% of the contract price. The contractor shall deliver these bond(s) to the County within 10 calendar days after receipt of the Notice of Award, or at the same time the contract is executed. If the contractor fails to deliver the required Bond(s), the contractor's bid or contract may be rejected or terminated for default. The Bond(s) must be submitted on Bond form(s) prepared and approved by the County Attorney's Office, and executed by a surety company authorized to do business in the state of Georgia. Performance, Payments and Material, and Maintenance Bonds may be required on contracts less than \$100,000 if the Purchasing Director determines it to be in the best interest of the County

8-103 Legal Review of Bonds/Insurance Certificates

All Bonds shall be on Bond Forms prepared and approved by the County Attorney's office, including bonds required on solicitations/contracts less than \$100,000. All contract Bonds or other sureties shall be reviewed with the contract for legal sufficiency. Deletions or additions to the Bond terms by contractors or sureties shall not be permitted

8-104 Insurance Requirements

The Purchasing Director may require such insurance as the Purchasing Director may deem necessary for the protection of the County, or as may be required by County Code or Regulation. When a contract requires contractor insurance, the insurance certificates shall be provided with the contract, including all exceptions and riders attached to the certificate, and shall be reviewed for legal sufficiency by the County Attorney's office. All

County contracts shall include a requirement for the provision of Worker's Compensation insurance. All contractors shall carry worker's compensation insurance. At a minimum, this insurance coverage shall be in the statutory amount. Independent Contractors shall carry Worker's Compensation insurance to cover themselves and any employees or agents working, or who may work, under the County contract. Workers and contractors who are not protected by Worker's Compensation insurance shall not participate in a County contract.

#### 8-105 Additional Bonding

If at any time during the continuance of a Contract, a surety on the Contractor's bond or bonds becomes irresponsible, the County shall have the right to require additional and sufficient sureties which the contractor shall furnish within 10 calendar days after written notice to do so. Such surety bond shall cover the entire contract amount, regardless of changes in total contract amount.

#### 8-106 Exceptions

If it is deemed by the Purchasing Director to be in the County's best interest, the Purchasing Director may waive or reduce the dollar amounts of any Bonds or insurance, except Worker's Compensation Insurance, if the actual contract price is less than \$50,000. However, in the event that the price or any construction, labor, or public improvement contract for which the Purchasing Director has reduced or waived Bonds should reach a value of \$100,000 or more, through change orders or otherwise, then the contractor may be required to provide separate Bonds each in the amount of 100% of the new contract price, and additional insurance, as determined by the Purchasing Director.

#### 8-107 Execution of Contracts

All County contracts shall be procured in accordance with these regulations. No County contract shall be approved or executed unless and until sufficient funds have been appropriated by the County Commission and are available for the contract. All contracts shall be written on County contract forms (not other company's contracts) and include provisions for termination in the event of non-appropriation of funds. County Purchasing Office shall maintain the original copy of all contracts.

#### 8-108 Legal Review of Contracts

All County contracts in excess of \$100,000 and any other contracts determined necessary by the Purchasing Director, shall be reviewed as to legal form by the County Attorney's office except as may otherwise be provided in these regulations or by written agreement between the County Attorney and the Purchasing Director. County contracts shall utilize

only those contract terms and standard forms, including purchase orders, which have been approved for use by the Purchasing Director, unless the Purchasing Director and the County Attorney determine that an alternative term or form should be used.

#### 8-109 Legal Notice to Bidders — Required Contract Provisions

All County Contracts, regardless of dollar value, shall contain the County appropriation of funds clause, and shall contain a clause designating the law governing the contract, shall be Georgia Law and that venue and court jurisdiction for all legal actions shall be in Georgia Courts, unless otherwise specifically required by Federal or State Law

#### 9-100 Procurement Ethics

##### 9-101 Conflicts of Interest

O.C.G.A. § 16-10-6 of the Georgia Code only allows any employee, appointed officer, or elected officer to sell real and personal property to the County in the following circumstances:

- Sales of personal property of less than \$200 per calendar quarter;
- Sales of personal property made pursuant to sealed competitive bids made by the employee, appointed officer, or elected officer, either for himself or herself or on behalf of any business entity; or
- Sales of real property in which a disclosure has been made:

Also, O.C.G.A. § 36-1-14 no County Commissioner or County employee shall purchase such goods or property from any store in which such County, any member thereof, or other County officer is an employee, or in which he is directly or indirectly interested, or from any person or partnership of which he is a member or by whom he is employed, unless by sanction of the majority of the members of the County Commission or unless it is made clearly to appear that such individual, partnership, or owner of the store offers and will sell the goods or property as cheaply as or cheaper than the same can be bought elsewhere.

9-102 Employee Owned Business — The County shall not contract for goods or services for any department if the contract is with an employee of that department. Furthermore, contracting for goods or services with an employee, administrative officer, member of the employees immediate family, or a company which is owned in whole or part by an employee, administrative officer, or a member of his/her immediate family, or a company in which an employee, administrative officer, or a member of his/her immediate family has a financial interest (as defined below), is permitted providing strict adherence to the following requirements;

- The Purchasing Office shall be notified immediately in writing of such an ownership interest or financial interest. Stock owned in a corporation listed on one of the stock exchanges does not constitute an ownership or financial interest. No contract for goods or services shall be written to an employee-owned business if it could be construed or there is an appearance that the County employee owned business has an advantage over other competitors.
- No solicitation of business by the employee shall take place during his/her normal duty hours.
- All Purchases or Contracts involving employee owned businesses, regardless of estimated cost, shall be completed by the Purchasing and Contracts Division.
- No Master Agreements or Annual Purchase Orders will be allowed.

DEFINITIONS: For the Purpose of this provision, "owned in part" means having an ownership interest of more than 10% of the business. "Financial Interest" means any interest in the business by means of a loan or other evidence of indebtedness, in excess of 10% of said business's outstanding indebtedness. "Immediate family" is defined as a spouse, parent, child, or sibling.

9-103 Gratuities - An employee directly connected to a County Contractor by performing contract oversight/contract administration, ordering/receiving goods or services from, or potentially involved in the selection of a contractor, shall not solicit or accept a gratuity. A gratuity is defined as any gift, favor, entertainment, loan, tip, or any other item of monetary value from any person or corporation that is in one of the following circumstance in regard to the County:

- Seeking to obtain contractual or other business or financial relations with the County.
- Conducts operations or activities that are regulated by the County. (i.e., a County contract)
- Possesses interests that may be substantially affected by the employee's performance of assigned duties and responsibilities.

Services or product discounts offered universally to all employees through a regulated County process do not constitute gratuities. An employee may accept the following without it being considered a gratuity:

- Food and refreshment at a luncheon, dinner meeting, or inspection in conjunction with County business.

- Unsolicited advertising or promotional material of nominal value when used only in the employee's performance of assigned duties.

Appendix A

Purchasing Thresholds

The following table identifies when each competitive purchasing method applies to procure goods and services.

Estimated Total Cost	Purchasing Method to Use	Position with Oversight Authority
Below \$500	Informal purchases Electronic requisition & purchase order	Department Purchasing Coordinator
\$500 to \$99,999	Written quotes, bids or proposals Written specifications; requires submittal to at least three businesses, minimum 14 day advertising period and due date	County Manager or Designee
\$100,000 or greater	Road Construction Projects Baldwin County Commissioners	Invitation for Bid
\$100,000 or greater	Invitation for Bid/RFP Formal Contract Required	Baldwin County Commissioners

## Appendix B Definition of Terms

"AWARD" - The acceptance of a bid or proposal; the presentation of a purchase agreement or contract to a bidder.

"BEST BID" — A bid which is not necessarily the lowest, but rather best fits the needs and interest of the County when taking into account the responsibility of the bidders.

"BEST INTEREST OF THE COUNTY" - A term granting a purchasing official the authority to use discretion to take action felt to be the most advantageous to the County, including award of a contract to the lowest best bid.

"BID" - An offer, as a price, whether for payment or acceptance, given to the County by a bidder on a County contract.

"BID BOND" - An insurance agreement in which a third party surety agrees to be liable to pay a certain amount of money in the event that the bidder's bid is accepted by the County and the bidder fails to accept the contract as awarded and approved as to form by the County Attorney.

"BRAND NAME SPECIFICATION" - A specification that cites the brand name, model number, or some other designation that identifies a specific product to be offered exclusive of others.

"BRAND NAME OR EQUAL SPECIFICATION" - A specification that cites brand names, model numbers, or other identifications as representing quality or performance called for, when inviting bids on comparable items or products of any manufacturer.

"CALCULATION OF SOLICITATION DOLLAR VALUE" - When calculating the estimated value of procurement to determine whether it is solicited under informal or formal procedures, the agency shall use the estimated value of the services or items being purchased plus the value of any applicable option years.

"COUNTY" - The County, including all County Departments/Divisions.

"CENTRALIZED PURCHASING" - A system of purchasing in which the authority, responsibility, and control of purchasing activities is concentrated in one administrative unit.

"COMPETITIVE BIDDING" - The submission of prices by individuals or firms for a contract, privilege, or right to supply merchandise or services.

"COMPETITION DOLLAR THRESHOLD" — The maximum dollar amount for a requirement that does not require competitive quotes (Below \$500)

"CONFIDENTIAL INFORMATION" — Subject to the Open Records Act, any information which is available to a County employee only because of the employee's status as a public employee and is not a matter of public knowledge, such as trade secrets and test data, which may be provided to the County on a confidential basis during the contracting process.

"CONTRACT" - Any type of County agreement, regardless of what it may be called, for the procurement or disposal of supplies, equipment, materials, or services.

"DISCUSSIONS" — Terminology synonymous or meaning negotiations.

"EMERGENCY PURCHASE" - A purchase made without following the normal purchasing procedures in order to obtain goods or services to meet an urgent and unexpected requirement.

"EVALUATION OF BID" - The process of examining a bid after opening to determine the bidder's responsibility, responsiveness to requirements, and to ascertain other characteristics of the bid that relate to determination of the successful bidder.

"FORMAL SOLICITATION PROCESS" — The process used for soliciting and awarding contracts, which exceed \$100,000. This process involves formally advertising the requirement as per these policies and procedures, issuing either a formal IFB or RFP, and making the resultant award on a contract. The formal solicitation process may also be used on requirements less than \$100,000 if deemed appropriate by the Purchasing Director.

"INVITATION FOR BIDS" (IFB) - All documents, whether attached or incorporated by reference, utilized for soliciting bids. Preferred Method of Procurement of Goods, services, and Construction by the County.

"INFORMAL SOLICITATION PROCESS" — The process of soliciting bids or proposals for requirements less than \$100,000 from prospective contractors without formally advertising or issuing a formal IFB or RFP. Following the approved Purchasing Thresholds (Appendix A), under the informal process bids or proposals may be conveyed and received by letter, telephone, fax, or other means and under conditions different from those required for formal bidding. Competition is still required using this process unless waived in writing by the Purchasing Director.

"LEGAL NOTICE" - Notice of a proposed purchase as required by law. Depending on the legal requirement, notice may be satisfied by posting an announcement of the purchase in a public place, notification of the appropriate bidders from the plan holders list, formal advertisement in a newspaper of general circulation, or a combination of these methods.



"LOWEST RESPONSIBLE BIDDER" - The bidder submitting the lowest initial price and has been determined to be responsible based on past performance, financial capabilities, and ability to perform the required work.

"LOWEST RESPONSIVE BIDDER" — The bidder submitting the lowest and best bid and who meets all requirements of the bid invitation.

"MISTAKE IN BID" - A miscalculation in composing a bid resulting in an incorrect price or other term which will affect the bidder's eligibility to be awarded a contract.

"MULTI-STEP BIDDING" - Source selection involving two competitive steps, the first constituting a technical proposal for furnishing the product or service described in the solicitation and the second a submission of prices.

"NO BID" - A response to an Invitation for Bid stating that the respondent does not wish to submit a bid.

"NONRESPONSIVE BID" - A bid that does not conform to the requirements of the Invitation for Bids; non-conforming bid; unresponsive bid.

"PERFORMANCE BOND" - A contract of guaranty executed subsequent to award by successful bidder to protect the County from loss due to contractor inability to complete the contract as agreed.

"PERFORMANCE SPECIFICATION" - A specification describing the performance characteristics sought in a product or service; a purchase description accenting performance over design; a functional rather than a generic or physical specification.

"PROFESSIONAL SERVICES" - Those services which are essentially intellectual in character and which include analysis, evaluation, prediction, planning, or recommendation. Professional services involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Professional services include, but are not limited to, services performed by accountants, auditors, analysts, consultants, lawyers, physicians, planners, artists, engineers, and architects. Preferred method of procurement of Professional Services is using RFP's; however, they are not required.

"PROTEST" - A written statement concerning an unresolved disagreement or controversy arising out of the solicitation or award of a contract.

"PRE-QUALIFICATION OF BIDDERS" - The screening of potential suppliers or contractors in which the Procurement Analyst considers such factors as financial capability, reputation,

management, etc., in order to develop a list of prospective bidders qualified to be sent invitations to bid.

"PURCHASE REQUISITION" - That document whereby a using agency requests that a contract be entered into for a specific need and may include the description of a request item, delivery schedule, transportation data, criteria evaluation, suggested source of supply, and information supplied for the making of a written determination. The Purchase Requisition is required prior to soliciting bids or proposals.

"PROPRIETARY INFORMATION" — Subject to the Open Records Act, information or data describing technical processes, mechanisms, or operational factors that a business wishes to keep confidential and restricted from public access.

"PROPOSAL" - An offer made by one party to another as a basis for negotiations for entering into a contract.

"PURCHASE ORDER" - A County document which formalizes a purchase transaction with a vendor. A purchase order contains statements as to quantity, description, price, terms, discounts, and date of performance, transportation, and other factors pertinent to the purchase and its execution by the vendor. Acceptance of a purchase order by the vendor constitutes a contract.

"PURCHASING DIRECTOR" - The County Manager is the Purchasing Director.

"QUALIFIED PRODUCTS LIST" - An approved list of supplies, services or construction items described by model or catalog numbers, which, prior to competitive solicitation, the County has determined will meet the applicable specification requirements.

"REQUEST FOR PROPOSALS" (RFP) - All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals; the RFP procedure permits negotiation of proposals and prices as distinguished from competitive bidding and an Invitation for Bids.

"RESPONSIBLE BIDDER" — A bidder who in the County's sole judgment, has the financial capability, technical ability, and a record of satisfactory past performance in all respects, to perform in full the contract requirements, and the integrity and reliability that will assure good faith performance.

"SEALED BID" - A bid which has been submitted in a sealed envelope, to prevent its contents from being revealed or known before the deadline for the submission of all bids. Sealed Bids are associated with IFB's. Sealed bids are awarded without discussions/negotiations.

"SIMPLIFIED PURCHASE PROCEDURES" — Procedure in which purchases for goods or services less than \$50,000 may be purchased by using the informal bid process.

"SPECIFICATIONS" - Any description of the physical, functional, or performance characteristics, or have the nature of a supply, service, or construction item. A specification includes, as appropriate, requirements for inspecting, testing, or preparing a supply, service, or construction item for delivery.

"TRADE SECRET" - Any aspect of a business or its operation not made available to competitors.

"VALUE ANALYSIS" - An organized effort to analyze the function(s) of products, systems specifications and standards, and practices and procedures, intended to satisfy the required function(s) in the most economical manner.

"WAIVER OF BIDS - A process authorized by the Director to procure items without competitive bidding procedures because of unique circumstances related to a particular need or procurement, including emergency provisions.

"SOLE SOURCE JUSTIFICATION" - The written justification which rationalizes or justifies a specified procurement which was accomplished without using full and open competition.

Adopted 7/02/24

Baldwin County Board of Commissioners Communication  
1601 North Columbia Street, Suite 230, Milledgeville, GA 31061



**AGENDA ITEM:** Purchasing Policy Update

**MEETING DATE:** July 2, 2024

**PREPARED BY:** County Manager

**RECOMMENDED ACTION:** Update Purchasing Policy to Provide Flexibility and Lower Costs

**BACKGROUND INFORMATION:** I updated the Purchasing Policy to address some outdated procedures and raise the purchasing threshold to reflect current inflationary pressures. The spirit of the policy does not change: the county places an emphasis on competition. All quotes and bids must be submitted in writing regardless of threshold. All purchases over \$500 must be approved by the Purchasing Manager who is my designee. The Purchasing Manager will receive and store the quotes and bids received. Grant state and federal purchasing requirements must be adhered to. Any project or purchase over \$100,000 must be approved by the Baldwin County Board of Commissioners at a regular or called meeting.

Baldwin County Board of Commissioners Communication  
1601 North Columbia Street, Suite 230, Milledgeville, GA 31061



**AGENDA ITEM:** Moratorium on Subdivision and Commercial Development

**MEETING DATE:** July 2, 2024

**PREPARED BY:** County Manager

**RECOMMENDED ACTION:** Place a moratorium on new subdivision and commercial development in Baldwin County.

**BACKGROUND INFORMATION:** The Middle Georgia Regional Commission has provided staff with District-Based Land Use Codes. Staff is in the process of reviewing. This will affect new development in the county. The intent is to update standards and protect neighborhoods. This moratorium is expected to be for a short period of time. This does not affect existing subdivisions with vacant lots, vacant lots in traditional neighborhoods that wish to place a home or projects that have been presented to the Land Use Committee.

Technical College System of Georgia, Office of Workforce Development  
GEORGIA WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

STATEMENT OF GRANT AWARD

RECIPIENT: Balwin County

LOCAL WORKFORCE AREA: 011 REGION: 06

GRANT NO: 15-24-24-06-011

FAIN: 24A55AY000074

GRANT PERIOD:

FROM: 04/01/2024 THRU: 6/30/2026

TOTAL FUNDS: \$ 718,979  
Admin not to exceed: \$ 71,898

GRANT YEAR: PY2024

PROGAM TITLE/TYPE: I Youth Program

CFDA NO: 17.259

This award is hereby made, in the amount and for the period shown above, from a grant under the Workforce Innovation and Opportunity Act (P.L. 113-128), as amended, to the above mentioned recipient, and in accordance with the Workforce Innovation Plan project application. This award is subject to any attached assurances, revisions, special conditions, or waivers.

This award is subject to all applicable policies, rules and regulations, and conditions as prescribed by the Technical College System of Georgia's Office of Workforce Development (OWD) and the United States Department of Labor. It is also subject to such further laws, rules, regulations and policies as may be reasonably prescribed by the State of Georgia or the Federal Government under Public Law 113-128, as amended.

This grant becomes effective on the beginning of the grant period, provided that within thirty (30) days of the award execution date (below), the properly executed original Statement of Grant Award and any of the attached properly executed revisions, waivers and special condition statements are returned to OWD.

- This award is subject to Certification Regarding the Role of the Local Grant Recipient
- This award is subject to Subrecipient Designation (if applicable)
- This award is subject to Liability Waiver
- This award is subject to Certification on Nondiscrimination and Equal Opportunity Requirements
- This award is subject to Certification Regarding Drug-Free Workplace Requirements
- This award is subject to Certification Regarding Debarment and Suspension
- This award is subject to Certification For Lobbying
- This award is subject to Statement of Assurances
- This award is subject to special conditions (attached)

Technical College System of Georgia  
Title I Executive Director, Office of Workforce Development

Date Executed

I, John Westmoreland (typed) acting under my authority to contract on behalf of the recipient of the above described grant on the terms and conditions stated above or incorporated by reference therein, do hereby accept this Grant Award.

Date of Acceptance

John Westmoreland

Chairperson

Authorized Signature

Chair

Title (typed)

**OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE COORDINATING COUNCIL**

REFERENCE NO.: 01

Item 6.

State of Georgia

**SUBGRANT AWARD**

**SUBGRANTEE:** Baldwin County Board of Commissioners

**IMPLEMENTING**

**AGENCY:** Baldwin County BOC

**PROJECT NAME:** Adult Felony Drug Courts

**SUBGRANT NUMBER:** J25-8-037

**FEDERAL FUNDS:** \$ 359,783

**MATCHING FUNDS:** \$ 63,491

**TOTAL FUNDS:** \$ 423,274


**GRANT PERIOD:** 07/01/24-06/30/25

This award is made under the Council of Accountability Courts Judges State of Georgia grant program. The purpose of the Accountability Court Grants program is to make grants to local courts and judicial circuits to establish specialty courts or dockets to address offenders arrested for drug charges or mental health issues. This grant program is subject to the administrative rules established by the Criminal Justice Coordinating Council.

This Subgrant shall become effective on the beginning date of the grant period, provided that a properly executed original of this "Subgrant Award" is returned to the Criminal Justice Coordinating Council by June 30, 2024.

**AGENCY APPROVAL**

**SUBGRANTEE APPROVAL**

  
\_\_\_\_\_  
Jay Neal, Director  
Criminal Justice Coordinating Council

\_\_\_\_\_  
Signature of Authorized Official      Date

Date Executed: 07/01/24

John H Westmoreland CHAIRMAN  
\_\_\_\_\_  
Typed Name & Title of Authorized Official

58-6000782-003  
\_\_\_\_\_  
Employer Tax Identification Number (EIN)

\*\*\*\*\*  
INTERNAL USE ONLY

TRANS CD	REFERENCE	ORDER	EFF DATE	TYPE	PAY DATE	INVOICE	CONTRACT #
102	01	1	07/01/24	9		**	J25-8-037
OVERRIDE	ORGAN	CLASS	PROJECT			VENDOR CODE	
2	46	4	01				

ITEM CODE	DESCRIPTION 25 CHARACTERS	EXPENSE ACCT	AMOUNT
1	Adult Felony Drug Courts	624.41	\$ 359,783

OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE COORDINATING COUNCIL

State of Georgia

**SUBGRANT AWARD**

**SUBGRANTEE:** Baldwin County Board of Commissioners

**IMPLEMENTING**

**AGENCY:** Baldwin County BOC

**PROJECT NAME:** Mental Health Court

**SUBGRANT NUMBER:** J25-8-076

**FEDERAL FUNDS:** \$ 351,481

**MATCHING FUNDS:** \$ 62,026

**TOTAL FUNDS:** \$ 413,507


**GRANT PERIOD:** 07/01/24-06/30/25

This award is made under the Council of Accountability Courts Judges State of Georgia grant program. The purpose of the Accountability Court Grants program is to make grants to local courts and judicial circuits to establish specialty courts or dockets to address offenders arrested for drug charges or mental health issues. This grant program is subject to the administrative rules established by the Criminal Justice Coordinating Council.

This Subgrant shall become effective on the beginning date of the grant period, provided that a properly executed original of this "Subgrant Award" is returned to the Criminal Justice Coordinating Council by June 30, 2024.

**AGENCY APPROVAL**

**SUBGRANTEE APPROVAL**

  
\_\_\_\_\_  
Jay Neal, Director  
Criminal Justice Coordinating Council

Date Executed: 07/01/24

\_\_\_\_\_  
Signature of Authorized Official Date

**John H Westmoreland CHAIRMAN**

\_\_\_\_\_  
Typed Name & Title of Authorized Official

58-6000782-003

\_\_\_\_\_  
Employer Tax Identification Number (EIN)

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INTERNAL USE ONLY

TRANS CD	REFERENCE	ORDER	EFF DATE	TYPE	PAY DATE	INVOICE	CONTRACT #
102	01	1	07/01/24	9		**	J25-8-076
OVERRIDE	ORGAN	CLASS	PROJECT			VENDOR CODE	
2	46	4	01				

ITEM CODE	DESCRIPTION 25 CHARACTERS	EXPENSE ACCT	AMOUNT
1	Mental Health Court	624.41	\$ 351,481