

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION AGENDA - THURSDAY, NOVEMBER 17, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
6:00 PM**

A. ROLL CALL

B. OPENING PRESENTATION

Citizens' Government Academy Graduation

C. INVOCATION

D. PLEDGE OF ALLEGIANCE

E. ANNOUNCEMENTS

F. APPROVAL OF MINUTES

[Minutes](#) of the Voting Session held on November 3, 2016

[Minutes](#) of the Work Session held on November 10, 2016

G. APPROVAL OF AGENDA

H. PUBLIC COMMENT

I. NEW BUSINESS

- [1.](#) Consideration of Bid #285-16 RFP Sports Officials Services
- [2.](#) Consideration of FTA FY18 Section 5311 Grant Application
- [3.](#) Consideration of Updated Purchasing Policy (*to be re-presented at a future work session*)
- [4.](#) Consideration of Board Appointment:
 - a. **Dawson County Industrial Building Authority Board**
 - i. Mike Ball- *replacing Tom Alexander* (Term: November 2016 through December 2018)

J. PUBLIC COMMENT

K. ADJOURNMENT

Backup material for agenda item:

Minutes of the Voting Session held on November 3, 2016

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION MINUTES – NOVEMBER 3, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE
6:00PM**

ROLL CALL: Those present were Chairman Berg; Commissioner Fausett, District 1; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Attorney Homans; County Manager Headley; Public Works Director David McKee filling in for County Clerk Yarbrough and interested citizens of Dawson County. Commissioner Swafford was not present.

OPENING PRESENTATION:

Charlie Auvermann- Development Authority of Dawson County

INVOCATION: Chairman Berg

PLEDGE OF ALLEGIANCE: Chairman Berg

ANNOUNCEMENTS:

Chairman Berg announced that “Trunk or Treat” was a great success on Monday, October 31st at Rock Creek Park.

Chairman Berg recognized and thanked a Cub Scout for attending the meeting in order to earn a badge.

APPROVAL OF MINUTES:

Motion passed unanimously to approve the minutes from the Voting Session held on October 20, 2016. Nix/Hamby

APPROVAL OF THE AGENDA:

Motion passed unanimously to approve the agenda as written. Fausett/Nix

NEW BUSINESS:

Consideration of Ambulance Billing Ordinance Revision (Two Public Hearings were held on October 13, 2016 and October 27, 2016)

Motion passed unanimously to approve the Ambulance Billing Ordinance Revision. Fausett/Nix

Consideration of Amendment to the 2016-2017 Emergency Management Performance Grant (EMPG)

Motion passed unanimously to approve the amendment to the 2016-2017 Emergency Management Performance Grant. Hamby/Nix

Consideration of Contract Renewal for Shoal Creek Road Parcel to Grow Crops

Motion passed unanimously to approve the contract renewal for Shoal Creek Road Parcel to Grow Crops. Fausett/Hamby

Consideration of Request to Cancel Bid #284-16 IFB Awning and Covered Walkway at the Dawson County Government Center

Motion passed unanimously to approve the request to cancel Bid #284-16 IFB Awning and Covered Walkway at the Dawson County Government Center. Nix/Hamby

Consideration of 2017 Local Maintenance and Improvement Grant (LMIG) Application

Motion passed unanimously to approve the 2017 Local Maintenance and Improvement Grant (LMIG) Application. Nix/Hamby

Consideration of Board Appointment:

Motion passed unanimously to approve the following board appointment:

a. Dawson County Parks & Recreation Board

i. Chris Conowal- (Term: November 2016 through December 2021)
Fausett/Hamby

EXECUTIVE SESSION:

Motion passed unanimously to go into Executive Session. Hamby/Fausett

Motion passed unanimously to come out of Executive Session. Nix/Fausett

ADJOURNMENT:

APPROVE:

ATTEST:

Mike Berg, Chairman

Danielle Yarbrough, County Clerk

Backup material for agenda item:

Minutes of the Work Session held on November 10, 2016

DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES – NOVEMBER 10, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE
6:00PM

ROLL CALL: Those present were Chairman Berg; Commissioner Fausett, District 1; Commissioner Swafford, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Attorney Homans; County Manager Headley; Public Works Director David McKee filling in for County Clerk Yarbrough and interested citizens of Dawson County.

PROCLAMATION:

Farm City Week Proclamation- Tammy Wood, Dawson County Farm Bureau

Motion passed unanimously to approve the Farm City Week Proclamation as presented.
Nix/Fausett

PUBLIC HEARING:

Proposed FY2017 Dawson County Budget (*2nd of 2 hearings. 1st hearing was held on October 20, 2016*)

Chairman Berg opened the hearing and asked if there was anyone present who wished to speak on the Proposed FY2017 Dawson County Budget, and hearing none, closed the hearing.

Motion passed 3-1 to approve the Proposed FY2017 Dawson County Budget with the following revisions:

- Removal of the Benefits Specialist position (Reduction of \$52,098.50)
- Rate Change for the HR Specialist (Addition of \$7,044.22)
- Reduce the Public Defender Supplement by half (Reduction of \$6,459)
- Remove the contribution to Good Shepherd (Reduction of \$2,000)
- Rate change for the Fleet Director (Addition of \$11,841.50)
- Remove the allocation to the Development Authority (Reduction of \$150,000)
- Allocation change for Planning Director Salary/Benefits (Addition of \$10,885.88)
- Increase supplies line item for Clerk of Court (Addition of \$3,000)
- Reduce contribution to No One Alone by half (Reduction of \$2,500)
- Remove the per meeting stipend for Development Authority Board (Reduction of \$4,200)
- Remove the per meeting stipend for the Park Board (Reduction of \$3,000)
- Remove the per meeting stipend for the Library Board (Reduction of \$2,000)
- Increase amount for Chief Deputy (Addition of \$10,048.50)

- IT Salary adjustment due to FLSA Requirements and approval of moving 2 IT employees from Part-Time to Full-Time Status (Addition of \$10,486.17)

Hamby/Nix- Commissioner Swafford voted against the motion

NEW BUSINESS:

1. Presentation of Bid #285-16 RFP Sports Officials Services - Parks & Recreation Director Lisa Henson
2. Presentation of FTA FY18 Section 5311 Grant Application - Transit Director Dawn Pruett
3. Presentation of Updated Purchasing Policy - Purchasing Director Davida Simpson
4. Presentation of Board Appointment:
 - a. **Dawson County Industrial Building Authority Board**
 - i. Mike Ball- *replacing Tom Alexander* (Term: November 2016 through December 2018)
5. County Manager Report
6. County Attorney Report

EXECUTIVE SESSION:

Motion passed unanimously to go into Executive Session. Hamby/Fausett
Motion passed unanimously to come out of Executive Session. Nix/Fausett

ADJOURNMENT:

APPROVE:

ATTEST:

Mike Berg, Chairman

Danielle Yarbrough, County Clerk

Backup material for agenda item:

1. Consideration of Bid #285-16 RFP Sports Officials Services



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Park & Recreation

Work Session: 11/10/2016

Prepared By: Purchasing Director Davida Simpson

Voting Session: 11/17/2016

Presenter: Park & Rec Director Lisa Henson

Public Hearing: Yes No

Agenda Item Title: Presentation of Bid #285-16 RFP Sports Officials Services

Background Information:

This is a standard service contract for sports official services at Park & Recreation. Contract will terminate on December 31, 2016 and has exhausted all renewal options.

Current Information:

Two (2) bids were received but one (1) was deemed non-responsive because the vendor failed to sign and complete the price proposal form as required. RFP was released and staff reviewed submittals and has recommended Amicalola Officials Association, Inc. Amicalola Officials Associations, Inc. (AOA) is the incumbent vendor and the department has been satisfied with the services they have provided. All vendor evaluations have been positive. Pricing is approximately an 11% increase from 2013 contract.

Budget Information: Applicable: Not Applicable: Budgeted Yes No

IN FY 17 Proposed

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	6120	523850	<i>\$53,000</i>			

Recommendation/Motion: Staff respectfully requests the Board to award #285-16 RFP Sports Officials Services to the most responsive, responsible bidder Amicalola Officials Association, Inc., from Dawsonville, GA, in the estimated amount of \$44,400.00 annually and approve the contract as submitted.

Department Head Authorization: Lisa Henson

Date: 11/01/2016

Finance Dept. Authorization: *Vickie Newbuck*

Date: 11/04/2016

County Manager Authorization: *Dawn Hensley*

Date: 11/07/2016

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Attachments: Bid document can be found on www.dawsoncounty.org > Bids&RFPs > Under Evaluation. Exhibit A is the bid and any addenda issued. Exhibit B is the Bidder's Price Sheet and the Contract Amendment are proposed changes to the terms as requested by the vendor and submitted by staff.

#285-16 RFP Sports Officials Services

WORK SESSION NOVEMBER 10, 2016



Background

- ▶ Standard service contract bid every three (3) years
 - ▶ All renewals have been exhausted
 - ▶ Term will begin January 1, 2017
 - ▶ With two (2) one (1) year renewals – effective expiration date of December 31, 2019
- ▶ Benefit to having a contract with vendor is to have a pool of qualified officials and vendor handles management of staff
- ▶ Sports covered:
 - ▶ Basketball, softball, baseball and T-Ball
 - ▶ Spring, Fall and Winter seasons
 - ▶ Officials must be certified with Dizzy Dean, ASA or GHSA
- ▶ Released RFP on September 28, 2016

Historical Information

- ▶ Park Director has been satisfied with services of provider
- ▶ Vendor evaluations have been positive
- ▶ Contract Value:
 - ▶ FY2014 – \$39,828.50
 - ▶ FY2015 – \$43,528.00
 - ▶ FY2016 - \$38,197.00 YTD

Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry
- ▶ Emailed notification through vendor registry
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notification through Chamber of Commerce
- ▶ Notified previous vendors
- ▶ **2 bids received**

Evaluation Committee

- ▶ Lisa Henson, Park & Rec Director
- ▶ Joey Carder, Athletic Director
- ▶ Kris Rowan, Administrative Assistant
- ▶ Davida Simpson, Purchasing Director (facilitator)

Evaluation Criteria

Company	Points Allowed	Amicalola Officials Association, Inc. (incumbent)	Hall County Officials
Company Experience & Staff	30	30	Disqualified
References	25	25	
Financial Stability & Business Litigation	15	15	
Price Proposal	30	20	
Total Points	100	91.67	

Pricing

Company	Cost
Amicalola Officials Association, Inc. (incumbent)	\$44,400.00*
Hall County Officials	Disqualified

Note: Contract value is a best based on the estimated number of games scheduled per year.

Contract Amendments

- ▶ Vendor requested two (2) amendments be made to the current contract:
 - ▶ AOA shall have first right of refusal for any games played on Dawson County fields where sporting officials are being compensated; and
 - ▶ Dawson County agrees to pay 1.5 times the contracted rate if single games are scheduled.
- ▶ Staff has approved changes and clarified responsibility:
 - ▶ It is not the responsibility of Dawson County to qualify or vet officials to ensure they meet the requirements needed
 - ▶ It is not the responsibility of Dawson County to negotiate terms and rates for games outside the purview of this contract
 - ▶ Games played at Park & Recreation facilities that are “overflow” games from other agencies/counties are exempt from this contract
 - ▶ AOA understands that at any time they are not able to meet the certification requirements needed; outside agencies may be contracted to perform the officiating of the games.

Recommendation

Staff respectfully requests the Board to award #285-16 RFP Sports Officials Services for Dawson County Parks & Recreation to the most responsive, responsible bidder Amicalola Officials Association, Inc., from Dawsonville, GA, in the estimated amount of \$44,400.00 annually and approve the contract as submitted.

ANNUAL CONTRACT AND AGREEMENT

Contract Start Date: January 1, 2017
Contract End Date: December 31, 2017
Contract Name: Sports Officials Services
Vendor Name: Amicalola Officials Association, Inc.
Address: 301 Grace Drive
Dawsonville, GA 30534
Telephone No.: 770-361-1456
Contact Person: Lannie Henson
Payment Terms: Net 30 days

This Agreement is hereby made and entered into this _____ day of _____, 2016, by and between Dawson County, Georgia (hereinafter referenced as "County") and Amicalola Officials Association, Inc., a Georgia corporation (hereinafter referenced as "Contractor").

The Request for Proposals received pursuant to Dawson County Project No. #285-16 RFP Sports Officials Services and addenda issued for the Request for Proposals referenced herein, and the Contractor's bid are hereby incorporated herein by reference and made a part of this contract and agreement between the parties.

1. Scope of Services

Contractor shall furnish the services in accord with: the Request for Proposals and the addenda issued for the Request for Proposals set forth within "Exhibit A" that is hereto incorporated herein by reference. Such services shall be performed by employees or agents of the Contractor and not by employees of the County. If the services are to be provided or performed upon property owned or controlled by the County, then the Contractor's employees shall abide by all rules established by the County.

2. Term of Agreement

This Agreement shall commence on January 1, 2017 and shall terminate on December 31, 2017 with two (2), one (1) calendar year renewals permitted if both parties agree. The Contractor shall provide the County with a minimum of ninety (90) days' notice of any price increase requests however, that any price increase shall not exceed three percent (3%) of the contract price for the term being renewed for any renewal term. This contract shall be automatically renewed in accord with the terms hereof, unless the County takes action to terminate the Contract by providing thirty (30) days' notice of the intent not to renew the terms thereof.

If, at any time, the County determines it is in its best interest to discontinue use of these services the County reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.

3. Multi-Year Contract

This Contract and Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year in which this Contract is executed and at the close of each succeeding calendar year for which the Contract may be renewed. This Contract shall be automatically renewed in accord with the terms hereof, unless the County takes action to terminate the Contract by providing 30 days' notice of the intent not to renew the terms hereof.

The total obligation of the County for the calendar year of execution shall be in accordance with services rendered based on the rates provided under the Bidder's Price Proposal Form ("Exhibit B") in response to Bid #285-16 RFP Sports Officials Services. The total obligation that will be incurred in each calendar year renewal term, if renewed, shall be as in accordance with services rendered based on the rates provided under the Vendor's Price Proposal Form ("Exhibit B") in response to the Bid #285-16 RFP Sports Officials Services. Title to any supplies, materials, equipment, or other personal property shall remain in the Contractor until fully paid for by the County.

This Contract shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the terms of this Contract or any renewal.

4. **Payment**

Compensation to the Contractor shall be as set forth in the Request for Proposals, any addenda issued for the Invitation for Bids, and the Contractor's Bid and shall constitute payment in full for work completed.

5. **Invoices**

All invoices from the Contractor shall include the purchase order number, a location description and an outline of work completed. The Contractor represents to the County that the Contractor is experienced and properly qualified to perform the functions to be performed by the Contractor in accord with the terms hereof and that the Contractor is properly equipped, organized and financially able to perform such functions. The Contractor shall operate as an independent contractor and not as an agent of the County, and neither the Contractor nor any of the Contractor's employees, servants, agents or subcontractors shall be deemed a partner, employee, servant or agent of the County. Neither party hereto shall have authority to bind the other party in respect.

The Contractor shall not assign, transfer, nor convey the terms of this Contract or any party hereof without written consent of the County.

6. **Indemnification/Limitation of Liability**

Contractor agrees to protect, defend, indemnify and hold harmless the County, the County's commissioners, agents and employees from and against any liability, damage, claim, including attorney fees and expenses of litigation, suit, lien, and judgment for injuries to or death of any person or damage to property or other rights of any person caused by the Contractor, the Contractor's employees, servants, agents or subcontractors. The Contractor's obligation to protect, defend, indemnify, and hold harmless extends to

any claim for the alleged infringement of any patent, trademark, copyright, or any actual or alleged unfair competition, disparagement of product or service, or other business tort or any actual or alleged violation of trade regulations arising out of the performance of Contractor's duties in accord with this Contract, as well as any other claim. The Contractor shall maintain worker's compensation and comprehensive general liability insurance in such form as to protect Contractor and the County with the County being named as an additional insured for any claims for damages or bodily injury, including death and damage to property that may arise from acts or omissions of Contractor under this Contract. The Contractor shall provide the County with a Certificate of Liability Insurance in an amount of not less than \$1,000,000.00 per occurrence to protect the Contractor. Such insurance shall be primary and non-contributing to any insurance maintained or obtained by the Contractor and shall not be cancelled or materially reduced without thirty (30) days prior notice to the County and approval by the County.

7. Performance Standards

The Contractor shall exercise care, skill and diligence commonly possessed and exercised by reasonably skillful and prudent persons who perform these services when performing obligations in accord with the terms of this Contract. The Contractor's performance will be evaluated monthly. If the terms hereof are not being satisfied as determined by the County, then the County shall notify the Contractor in writing of deficiencies, and the Contractor shall provide a written response detailing how any deficiencies shall be cured within thirty (30) days. If the deficiencies noted by the County are not properly corrected, then Dawson County may cancel this Agreement with no additional obligation owed to the Contractor.

8. Change Order

Any change order shall mean a written order to the Contractor executed by the County issued after the execution of this Contract and Agreement authorizing and directing a change in services. The price and time may be changed only through a change order. If the change order requires additional services or directs the omission of certain services covered by this Contract, then an equitable adjustment in price shall be made, but any claim for any such adjustment shall be asserted within thirty (30) days of receipt of the written change order.

9. Confidential Information

While performing services for the County, the Contractor shall not disclose any confidential business information that may become known to the Contractor. Personnel acting on behalf of the Contractor shall be instructed to not remove any of the County's documents or materials and to not disclose any confidential information to any persons other than County personnel, unless written authorization from the County is provided.

All documents and materials prepared pursuant to the Bid and this Contract shall be the property of Dawson County. The County shall have the unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, maps, or other materials prepared in accord with the terms of this Contract and Agreement.

10. Litigation and Arbitration

The County and the Contractor agree to resolve through negotiation, mediation or arbitration any disputes between the parties arising out of or relating to this Contract and Agreement. If the parties do not resolve the dispute through negotiation and do not agree to mediation, then arbitration shall be the exclusive and final method of resolving any disputes related to this Agreement. Arbitration proceedings shall be in accord with O.C.G.A. § 9-9-1, et seq., the Georgia Arbitration Code. Venue for any litigation arising from this Contract shall be the Superior Court of Dawson County, Georgia. A demand for arbitration shall be made within a reasonable term after the claim, dispute or other matter in question occurs, but not later than one-hundred and eighty (180) days after such claim, dispute or other matter.

11. Notices

Any notice required in accord with the terms hereof shall be delivered via certified mail or commercial delivery service as follows:

County:

Contractor:

Dawson County Board of Commissioners
ATTN: Purchasing Director
25 Justice Way, Suite 2223
Dawsonville, GA 30534

Amicalola Officials Association, Inc.
ATTN: Lannie Henson
301 Grace Drive
Dawsonville, GA 30534

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this _____ day of _____, 20____.

DAWSON COUNTY, GEORGIA

CONTRACTOR:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Attest:

Attest:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



**RFP #285-16 SPORTS OFFICIALS SERVICES
VENDOR'S PRICE PROPOSAL FORM**

Company Name: AMICALOLA OFFICIALS

Season	Sport	Age Group	Time Limit	Est # Of Games Per Season	Officials Per Game	Type Of Certification	Price Per Official	Price Per Scorekeeper	Other Fees
Spring	T-Ball	5-6	1hr	37	1	Dizzy Dean	25.00		
	Softball	7-8	1hr 20min	17	1	Dizzy Dean	27.50		
		9-10	1hr 20min	13	2	Dizzy Dean	35.00		
		11-12	1hr 20min	10	2	Dizzy Dean	35.00		
		13-14	1hr 20min	0	2	Dizzy Dean	40.00		
		Adult Men	1hr	42	2	ASA	25.00		
	Adult Co-Ed	1hr	30	2	ASA	25.00			
	Softball (No time in tournament)	7-8 Tourn	1hr 20min	16	2	Dizzy Dean	40.00		20.00
		9-10 Tourn	1hr 20min	16	2	Dizzy Dean	45.00		22.50
		11-12 Tourn	1hr 20min	16	2	Dizzy Dean	45.00		22.50
		13-14 Tourn	1hr 20min	16	2	Dizzy Dean	50.00		25.00
	Baseball (No time in tournament)	7-8	1hr 20min	35	1	Dizzy Dean	27.50		
		9-10	1hr 20min	23	2	Dizzy Dean	35.00		
		11-12	1hr 20min	12	2	Dizzy Dean	35.00		
		13-14	1hr 20min	11	2	Dizzy Dean	40.00		

Season	Sport	Age Group	Time Limit	Est # Of Games Per Season	Officials Per Game	Type Of Certification	Price Per Official	Price Per Scorekeeper	Other Fees
Spring	Baseball (No time in tournament)	7-8 Tourn	1hr 20min	16	2	Dizzy Dean	40.00	20.00	
		9-10 Tourn	1hr 20min	16	2	Dizzy Dean	45.00	22.50	
		11-12 Tourn	1hr 20min	16	2	Dizzy Dean	45.00	22.50	
		13-14 Tourn	1hr 30min	-	2	Dizzy Dean	50.00	25.00	
Fall	T-Ball	5-6	1hr	40	1	Dizzy Dean	25.00		
	Softball	Youth	1 hr	26			Same as		
		Adult Men	1hr	30	2	ASA	25.00		
		Adult Co-Ed	1hr	30	2	ASA	25.00		
	Baseball	7-8	1hr 20min	20	1	Dizzy Dean	27.50		
		9-10	1hr 20min	20	2	Dizzy Dean	35.00		
		11-12	1hr 20min	10	2	Dizzy Dean	35.00		
13-14		1hr 30min	10	2	Dizzy Dean	40.00			
Winter	Basketball	7-8	1hr	45	2		25.00		
		9-10	1hr	60	2		25.00		
		11-12	1hr	42	2		27.50		
		13-14	1hr	4	2		27.50		
	Basketball	7-8 Tourn	1hr	-	2	GHSA	40.00		
		9-10 Tourn	1hr	8	2	GHSA	40.00		
		11-12 Tourn	1hr	8	2	GHSA	40.00		
		13-14 Tourn	1hr	-	2	GHSA	40.00		

Lannie Henson
Authorized Signature

President
Title

LANNIE HENSON
Print Name

10/18/16
Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

**Contract Amendment
As Agreed Upon By
Dawson County, Georgia
And
Amicalola Officials Association**

With regards to other sporting officials agencies using County owned fields:

1. Amicalola Officials Association shall have first right of refusal, when possible, for any softball, baseball and basketball games played on Dawson County Parks & Recreation venues where sports officials are being compensated as stipulated in Amicalola Officials Association's addendum #1.
2. It is not the responsibility of Dawson County to qualify or vet officials to ensure they meet the requirements needed.
3. It is not the responsibility of Dawson County to negotiate terms and rates for games outside the purview of this contract.
4. Games played at Park & Recreation facilities that are "overflow" games from other agencies/counties are exempt from this contract.
5. Amicalola Officials Association understands that at any time they are not able to meet the certification requirements needed; outside agencies may be contacted to perform the officiating of the games.
6. Dawson County agrees to pay a premium rate, that is, officials will be paid 1.5 times the contracted rate for single games as stipulated in Amicalola Officials Association's addenda #2.

DAWSON COUNTY, GEORGIA

CONTRACTOR:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Backup material for agenda item:

2. Consideration of FTA FY18 Section 5311 Grant Application



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Transit

Work Session: 11-10-2016

Prepared By: Dawn Pruett

Voting Session: 11-17-2016

Presenter: Dawn Pruett

Public Hearing: Yes _____ No X

Agenda Item Title: Request for FTA FY18 Section 5311 Grant Application Approval

Background Information:

Continuous Grant with FTA and GDOT for providing public transportation for Dawson County Citizens.

Current Information:

Grant will continue to pay 50% Match with Federal funding for Administrative and Operating Budget and 80% funding from Federal and State for new bus for FY18.

Budget Information: Applicable: Not Applicable: Budgeted: Yes X No _____

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
250	5540	331150-018	118,644.00		118,644.00	

Recommendation/Motion: Approve FY18 application and sign contract documents when received.

Department Head Authorization: Dawn Pruett

Date: 11-1-16

Finance Dept. Authorization: Vickie Neikirk

Date: 11/4/2016

County Manager Authorization: dave headley

Date: 11/07/2016

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

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**FEDERAL TRANSIT ADMINISTRATION
FY2018 - SECTION 5311 GRANT APPLICATION PACKAGE**

DATE OF ISSUANCE: SEPTEMBER 28, 2016

DEADLINE FOR SUBMITTAL: NOVEMBER 29, 2016

Please submit completed grant applications to:

**Jamie Cochran, FAICP
GDOT Intermodal Office – Transit Program
600 W. Peachtree Street
Atlanta, Georgia 30308
E-mail: jacochran@dot.ga.gov**

PART A: GRANT APPLICANT AND REQUEST INFORMATION

Please complete the information requested in the table below for the organization submitting this FTA grant application package.

FTA Program Funding Request (please check all that apply)	<input type="checkbox"/> Planning <input type="checkbox"/> Capital (vehicles) <input type="checkbox"/> Capital (small) <input type="checkbox"/> Operating <input type="checkbox"/> Mobility Management
Name of Applicant Organization:	
Public Transportation Service Area (i.e. county, city, or region)	
Does Your Organization Currently Operate Public Transportation Services Using FTA Section 5311 Funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number:	
Mailing Address:	
Name and Title of Person Authorized to Submit the Grant Application	
Address, Phone Number and E-Mail Address for Authorized Person	
Organization Type	<input type="checkbox"/> County Government <input type="checkbox"/> City Government <input type="checkbox"/> Regional Commission <input type="checkbox"/> MPO <input type="checkbox"/> Private Non-Profit Organization
Name, Title, Address, Phone, and E-Mail Address for Chief Executive of the Organization	

PART B: SAMPLE TRANSMITTAL LETTER

(please place on organization’s letterhead and include signature of authorized official)

(Date)

Ms. Jamie Cochran, FAICP
Transit Programs Manager – Intermodal Office
Georgia Department of Transportation
One Georgia Center
600 W. Peachtree Street – 9th Floor
Atlanta, Georgia 30308

Dear Ms. Cochran:

The _____ (Applicant’s organization) is applying for an FTA Section 5311 grant for _____ (planning, capital, operating, or mobility management) grant in aid in the transit operation of the _____ (transit agency’s name). The _____ (planning, capital, operating, or mobility management) assistance requested in this project has been reviewed and approved by the local transportation planning process and is listed in the current Transportation Improvement Program (TIP)/State Transportation Improvement Program (STIP). We are requesting federal assistance in the amount of \$ _____ for capital assistance, \$ _____ for operating assistance, \$ _____ for planning assistance, and \$ _____ for mobility management assistance. State assistance in the amount of \$ _____ is also requested which will be matched with local assistance in the amount of \$ _____.

We attest that all of the information contained in this funding request is correct and that the applicant has the legal, financial, technical, and managerial capacity to carry out the proposed project and maintain the project property.

If you have questions about this request for funding, please contact _____ at _____(phone) or _____ (email).

Sincerely,

(Name of Authorized Official)

(Title of Authorized Official)



DAWSON COUNTY BOARD OF COMMISSIONERS

Mike Berg
Chairman

Sharon Fausett
Commissioner
District One

James Swafford
Commissioner
District Two

Jimmy Hamby
Commissioner
District Three

Julie Hughes Nix
Commissioner
District Four

David Headley
County Manager

Danielle Yarbrough
County Clerk

Ms. Jamie Cochran, FAICP
Transit Programs Manager – Intermodal Office
Georgia Department of Transportation
One Georgia Center
600 W. Peachtree Street – 9th Floor
Atlanta, Georgia 30308

Dear Ms. Cochran:

The Commissioner of Roads and Revenue Dawson County is applying for an FTA Section 5311 grant for operating and capital grant in aid in the transit operation of the Dawson County Transit. The operating and capital assistance requested in this project has been reviewed and approved by the local transportation planning process and is listed in the current Transportation Improvement Program (TIP)/State Transportation Improvement Program (STIP). We are requesting federal assistance in the amount of \$36,002.34 for capital assistance and \$114,143.00 for operating assistance. State assistance in the amount of \$4,500.29 is also requested which will be matched with local assistance in the amount of \$118,644.29.

We attest that all of the information contained in this funding request is correct and that the applicant has the legal, financial, technical, and managerial capacity to carry out the proposed project and maintain the project property. If you have questions about this request for funding, please contact Dawn Pruett at 706-344-3700 or dpruett@dawsoncounty.org.

Sincerely,

(Name of Authorized Official)

Chairman, Dawson County Board of Commissioners

(Title of Authorized Official)

Dawson County
Government Center
25 Justice Way
Suite 2313
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-344-3889

PART C: BACKGROUND INFORMATION AND PROJECT DESCRIPTION

Part C-1-1: Transportation System and Services:

*(please describe your organization's Section 5311 transit system, if any, including total number of vehicles (by GDOT number, passenger capacity, type, and whether wheelchair lift-equipped); listing of all communications equipment (two-way radios), security equipment (cameras), and dispatching equipment (i.e. use of RouteMatch, etc. used; length of time your organization has provided transit services; and description of how services are delivered (i.e. by a third party operator, by own staff, etc.); and your arrangements for maintaining your Section 5311 vehicles. **If your organization is applying for FTA for a NEW public transportation service**, please describe the area to be served, transit needs to be met, overall organization for planning and delivering transit services, all agencies/entities providing key transit-related activities, including vehicle operations, vehicle maintenance, reporting, etc.).*

Dawson Transit is the general public transportation service for Dawson County and has been in operation for approximately 18 years. Dawson Transit provides transportation to doctor's offices, grocery stores, pharmacies, schools, parks, shopping centers and other places location in Dawson County and the surrounding area. Dawson Transit operates on a demand route schedule.

Dawson Transit has the use of four (4) vehicles that are all GC-11 with wheelchair lifts and hold 10 people maximum. DOT Vehicle #'s are 0074, 2973, 3410, and 3633.

Our vehicles are maintained by Dawson County Fleet Maintenance unless they are under warranty and they are serviced by Chestatee Ford.

Dawson Transit uses two way radios, tablets, and RouteMatch software.

Dawson Transit provides these services by the use of our own staff, paid through Section 5311 operating funds.

Part C-1-2: Please complete the following tables with information about your current vehicle fleet.

Table C-1: Current Vehicle Fleet

DOT Vehicle #	Vehicle Type	Wheelchair-Equipped? (Yes or No)	Mileage	Condition (Excellent, Good, Fair, Poor)
0074	GC-II	Yes	64,104	Fair
2973	GC-II	Yes	163,394	Fair
3410	GC-II	Yes	81,021	Good
3633	GC-II	Yes	27,617	Excellent

Name and Location of Agency/Organization and Providing Maintenance for Current Section

5311 Vehicles:

Dawson County Fleet Maintenance, Dawsonville, GA

How long has this agency/company/organization been maintaining your current vehicle fleet?

Since the beginning of the 5311 program with Dawson County.

Table C-1-3: Current Service Area

Counties Served by Your Transit System	Type of Service Provided (general public service, POS contracts, etc.)	Total Passenger Trips Provided in this Area in FY 16	Total Local Funding Provided for this Area in FY 16
Dawson	Public, POS	9,874	112,155.30

Part C-1-4: Public Transportation Markets Served:

(please describe the customer group(s) to be served by the proposed transit funding assistance, including statistics, etc. If you are proposing a NEW public transportation service, please describe the potential customer groups to be served by the new service).

Service is targeted to the elderly, disabled, and all who are transportation dependent. Service is open and available to all Dawson County citizens of all ages. Clients are transported within Dawson County 5 days per week to the senior center, doctor appointments, grocery stores, work, technical school, etc. Other days of the week clients are transported to surrounding counties on a demand route schedule. Senior Client rides average around 650 OWT per month while paid rides average around 275 OWT per month.

Part C-1-5: Applicant Eligibility and Capabilities:

(please describe your organization's eligibility to carry out these activities with the requested FTA funding; and legal, financial technical, and managerial capability to improvement the project and maintain the project property. If you are a NEW applicant, please provide information about the organization structure, board of directors, decision-making process, date/year when the organization was incorporated, types of services provided by the organization, etc.)

Dawson County Transit has been in operation for many years. Our transit program has a Director, Coordinator and 3 full time drivers. Those individuals are supervised by a Board of Commissioners and each year funding and expenses go through the certified county audit process. Assistance is provided by Dawson County Finance and Grant Administration.

Part C-1-6: Statement of Public Benefits:

(please describe the anticipated benefits to the public from the proposed project, including statistical information, where possible)

Dawson Transit anticipates increased citizen mobility, coordination of transportation resources, promotion of local business, thereby contributing to the economy as well as improving the quality of life for its' riders.

Part C-1-7: Project Coordination

(Please describe how FTA-assisted services are or will be coordinated with social service agencies and private transportation providers in the service area)

Dawson County works with DFACS, Family Connection, and 9th District Opportunity to make sure that all needs are met within the county.

Part C-1-8: Service Initiation and Delivery

(if you are a NEW applicant for FTA Section 5311 funding, please describe your plan for initiating the service, including major phases and milestones for launching the new service and any other public or private sector partners participating in the launch of the new service).

Not Applicable

PART D:

PROJECT BUDGET

*(please complete the attached Project Budget form, including the number and type of vehicles requested, small capital items to be purchased, and amount for planning, operating, or mobility management assistance. Please insert the **COMPLETED** Project Budget that has already been initially reviewed by your GDOT District Public Transportation Specialist in this grant application).*

INSERT GDOT PROJECT BUDGET FORM HERE

SECTION 5311 - RURAL TRANSIT BUDGET State fiscal year period: July 1, 2017 - June 30, 2018

Subrecipient: Dawson County Transit District: 1
 Date: 10/20/2016 Deadline to submit budget to GDOT for approval is: October 20, 2016 @ 4:00 p.m.
 State Budget Year: SFY18
 Operating Period: 1-Jul-2017 To: 30-Jun-2018

Administrative Budget		Operating Budget		Capital Budget		
	Cost		Cost	Qty	Cost/Each	Cost
1. Director Salary	\$33,500.00	16. Driver Salary	\$85,600.00			\$0.00
2. Supervisor Salary		17. Dispatcher Salary	\$35,000.00			\$0.00
3. Bookkeeper Salary		18. Mechanic Salary				\$0.00
4. Secretary Salary		19. Fuel	\$23,000.00			\$0.00
5. Training	\$1,800.00	20. Maintenance and repairs	\$8,500.00	1	\$44,712.92	\$44,712.92
6. Marketing	\$225.00	21. Drug/Alcohol Testing	\$500.00			\$0.00
7. Telephone	\$1,575.00	22. License				\$0.00
8. Office Supplies	\$1,450.00	23. Uniforms	\$1,000.00			\$0.00
9. Rental Expenses/Equip Rental	\$400.00	24. Fringe Benefits	\$49,000.00			\$0.00
10. Standard Overhead		25. Communications	\$2,500.00	1	\$25.00	\$25.00
11. Computer Software	\$3,792.00	26. Utilities		1	\$265.00	\$265.00
		27. RM licensing				\$0.00
		28. Other:	\$4,410.00			\$0.00
12. Audit		29. Other				\$0.00
13. Indirect Expenses	\$1,400.00	30. Other				\$0.00
14. Other		31. Other				\$0.00
15. Other		32. Other				\$0.00
Administrative Total	\$44,142.00	Operating Total	\$209,510.00	Capital Total		\$45,002.92

Net Operating Summary

Administrative Total / Ratio	\$44,142.00	17.40%
Operating Total / Ratio	\$209,510.00	82.60%
Total Operating Budget	\$253,652.00	
48. LESS: Purchase of Service (POS) Revenue	\$0.00	
49. LESS: Non-5311 Expenses		
Public Transportation Budget	\$253,652.00	
50. LESS: 10% Fare Revenue	\$25,365	
Net Operating Total	\$228,287.00	

*Note: These vehicle options are not available
 **Note: Shuttle Buses Require CDL w/passenger endorsement
 6" Lettering is cost per vehicle for system name/
 must equal total number of vehicles requested if selected
 Select striping per vehicle if striping is wanted
 Subrecipients fill-in green highlighted areas ONLY

Budget Summary

	Federal	State	Local
Operating Budget Total	\$114,143.00		\$114,144.00
**Purchase of Service (POS) Local Funds			\$4,500.29
Capital Budget Total	\$36,002.34		
Budget Grand Total	\$150,145.34	\$4,500.29	\$118,644.29

Part D-1: Sources of Local Funds

Please list ALL sources of local matching funds, including amounts. The use of purchase of service (POS) contracts as local matching funds should also be identified, along with the source of the funding, total amounts, and all POS rates for service.

Table D-1: Source of Local Matching Funds

Local government general revenues	\$
Estimated Revenue from Purchase of Service (POS) Contracts (please show revenue from each POS contract and purchasing agency)	\$
Estimated Farebox Revenue	\$
Other: please specify -	\$
Other: please specify -	\$

Please insert a copy of all Purchase of Service (POS) agreements for FY 2017 and FY 2018 in your grant application, including identification of contract rates for services.

Please insert a copy of any Third Party Operator (TPO) agreements for FY 2017 and FY 2018 in your grant application, including the name and contact information for your TPO service provider.

Table D-2: Three-Year Budget Trend

Last FY 2016 (actual)		Current FY 2017 (this year's budget)		Proposed FY 2018 (this application)	
Federal	\$	Federal	\$	Federal	\$
State	\$	State	\$	State	\$
Local (total including farebox, general fund, and POS revenues)		Local (total including farebox, general fund, and POS revenues)		Local (total including farebox, general fund, and POS revenues)	
Total	\$	Total	\$	Total	\$

PART E: AUTHORIZING RESOLUTION

(This Authorizing Resolution must be enacted by the governing body of the applicant organization and signed by the Chair of the County Commission, Mayor, or the head of the governing body of other eligible applicant organization, as appropriate. Please make sure the authorizing resolution is properly witnessed and notarized, including the date the notary commission expires. It should also be stamped with the notary seal as well as the seal of the county commission, city, or appropriate applicant jurisdiction. The certificate of the attesting officer must also be completed).

AUTHORIZING RESOLUTION

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE GEORGIA DEPARTMENT OF TRANSPORTATION AND THE UNITED STATES DEPARTMENT OF TRANSPORTATION FOR A GRANT FOR PUBLIC TRANSPORTATION ASSISTANCE UNDER SECTION 5311 OF THE FEDERAL TRANSIT LAWS UNDER CHAPTER 53 OF TITLE 49 U.S.C.

WHEREAS, the Federal Transit Administration and the Georgia Department of Transportation are authorized to make grants to non-urbanized (rural) areas for mass transportation projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon Applicant, including the provision by it of the local share of project costs; and

WHEREAS, it is required by the United States Department of Transportation and the Georgia Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and under the United States Department of Transportation requirements thereunder; and

NOW THEREFORE, BE IT RESOLVED BY (_____), hereinafter referred to as the “Applicant”,

1. That the (_____) hereinafter referred to as the “Official is authorized to execute and file an application on the behalf of the Applicant, a City/County government, with the Georgia Department of Transportation to aid in the financing of public transportation assistance pursuant to Section 5311 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances or any other document required by the U.S. Department of Transportation and the Georgia Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.

3. That the Official is authorized to execute and file all other standard assurances or any other document required by the Georgia Department of Transportation or the U.S. Department of Transportation in connection with the application for public transportation assistance.
4. That the Official is authorized to furnish such additional information as the U.S. Department of Transportation or the Georgia Department of Transportation may require in connection with the application of the project.
5. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Georgia Department of Transportation in connection with the application for public transportation assistance.
6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9040.1G, FTA Certifications and Assurances for Federal Assistance 2018 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan and Administrative Guide for Rural Public Transportation Programs.
7. That the applicant has or will have available in the General Fund the required non-Federal funds to meet local share requirements.

APPROVED AND ADOPTED this _____ day of _____, 2016.

Authorized Official

Type Name and Title

Signed, sealed and delivered this _____ day of _____, 2016 in the presence of

Witness

Notary Public/Notary Seal

CERTIFICATE

The undersigned duly qualified and acting (_____) of (_____) (*Title of Certifying/Attesting Official*)(*Applicant's Legal Name*) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on _____, 2016.

Name of Certifying/Attesting Officer

County Seal

Title of Certifying/Attesting Officer



DAWSON COUNTY BOARD OF COMMISSIONERS

Mike Berg
Chairman

Sharon Fausett
Commissioner
District One

James Swafford
Commissioner
District Two

Jimmy Hamby
Commissioner
District Three

Julie Hughes Nix
Commissioner
District Four

David Headley
County Manager

Danielle Yarbrough
County Clerk

AUTHORIZING RESOLUTION

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE GEORGIA DEPARTMENT OF TRANSPORTATION AND THE UNITED STATES DEPARTMENT OF TRANSPORTATION FOR A GRANT FOR PUBLIC TRANSPORTATION ASSISTANCE UNDER SECTION 5311 OF THE FEDERAL TRANSIT LAWS UNDER CHAPTER 53 OF TITLE 49 U.S.C.

WHEREAS, the Federal Transit Administration and the Georgia Department of Transportation are authorized to make grants to non-urbanized (rural) areas for mass transportation projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon Applicant, including the provision by it of the local share of project costs; and

WHEREAS, it is required by the United States Department of Transportation and the Georgia Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and under the United States Department of Transportation requirements thereunder; and

NOW THEREFORE, BE IT RESOLVED BY (_____),
hereinafter referred to as the "Applicant",

1. That the (_____) hereinafter referred to as the "Official is authorized to execute and file an application on the behalf of the Applicant, a City/County government, with the Georgia Department of Transportation to aid in the financing of public transportation assistance pursuant to Section 5311 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances or any other document required by the U.S. Department of Transportation and the Georgia Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That the Official is authorized to execute and file all other standard assurances or any other document required by the Georgia Department of Transportation or the U.S. Department of Transportation in connection with the application for public transportation assistance.
4. That the Official is authorized to furnish such additional information as the U.S. Department of Transportation or the Georgia Department of Transportation may require in connection with the application of the project.

Dawson County
Government Center
25 Justice Way
Suite 2313
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-344-3889



Mike Berg
Chairman

Sharon Fausett
Commissioner
District One

James Swafford
Commissioner
District Two

Jimmy Hamby
Commissioner
District Three

Julie Hughes Nix
Commissioner
District Four

David Headley
County Manager

Danielle Yarbrough
County Clerk

5. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Georgia Department of Transportation in connection with the application for public transportation assistance.
6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9040.1G, FTA Certifications and Assurances for Federal Assistance 2018 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan and Administrative Guide for Rural Public Transportation Programs.
7. That the applicant has or will have available in the General Fund the required non-Federal funds to meet local share requirements.

APPROVED AND ADOPTED this ____ day of _____, 2016.

Authorized Official

Type Name and Title

Signed, sealed and delivered this ____ day of _____, 2016 in the presence of

Witness

Notary Public/Notary Seal

CERTIFICATE

The undersigned duly qualified and acting (_____) of (_____) (Title of Certifying/Attesting Official) Applicant's Legal Name) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on _____, 2016.

Name of Certifying/Attesting Officer County Seal

Title of Certifying/Attesting Officer

Dawson County
Government Center
25 Justice Way
Suite 2313
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-344-3889

PART F: FTA CERTIFICATIONS AND ASSURANCES

As part of this grant application package, **all** applicants **must include original signed documents** (please see attachment for FY2018 FTA Certifications and Assurances). These documents must be signed by the **Chief Executive** (County Commission Chair or Mayor for local government jurisdictions or Executive Director or similar executive position for other types of organizations) **AND** the organization's **Attorney**.

- **The FTA Certifications and Assurances signature page must be checked (✓) that ALL Categories (01-23) are being certified.**
- **(PLEASE INSERT FTA Fiscal Year 2016 Certifications and Assurances Signature Page AND the “Affirmation of Applicant” and Affirmation of Applicant’s Attorney” page.**

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: _____

The Applicant agrees to comply with applicable provisions of Categories 01 – 23. _____

OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Hiring Preferences	_____

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

Name and Relationship of the Authorized Representative: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year 2016.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

PART G: PRIVATE ENTERPRISE COORDINATION (PUBLIC NOTICE)
*(the Applicant **MUST** publish this notice one time in the local government's legal newspaper. The original legal ad and notarized publisher's affidavit from the newspaper should be included in your grant application (please see next page)).*

PUBLIC NOTICE

(Legal Name of City/County/Eligible Organization) is applying for funding assistance under Title 49 U.S.C. Section 5311 of the Federal Transit Act pertaining to rural areas.

The **(Legal Name of City/County/Eligible Organization)** will offer general public transportation to all citizens of **(Legal Name of County/ City)** for any worthwhile purpose, including but not limited to shopping, medical treatment, social services, and other purposes.

The **(Legal Name of City/County/Eligible Organization)** solicits private sector input and participation to assure that private for-profit transportation operators have a fair and timely opportunity to participate in the development of this program.

The **(Legal Name of City/County/Eligible Organization)** also solicits comments and concerns from the general population on local rural public transportation services.

The **(Legal Name of City/County/Eligible Organization)** also solicits comments and concerns from the disabled population and their representatives to assure that issues relating to the disabled are addressed in the service design proposed during the planning process.

Interested persons are invited to request that a public hearing be held to discuss the services being offered or development of the application. Written comments, requests for a public hearing and/or written notice of intent by private for-profit transportation operators to provide or participate in any or all of the above services should be submitted no later than fifteen (15) days from the date of this publication to:

COMMISSION CHAIRMAN/MAYOR/EXECUTIVE OF ELIGIBLE ORGANIZATION

ADDRESS/CITY/STATE/ZIP CODE

PHONE NUMBER

If no response is received within the fifteen (15) days, the Applicant must certify this in the completed grant application (on the organization's letterhead).

If there is a response to the Public Notice, the "Private Enterprise Coordination Certification (please Part G-1 on the next page) **MUST BE COMPLETED** and included in the completed grant application.

Part G-1: Private Enterprise Coordination Certification
(please have the County Commission Chair, Mayor or Executive for the Eligible Organization sign and date this form. This exhibit, the original legal ad appearing in the local newspaper, and notarized publisher's affidavit from the newspaper should be included in the grant application)

List of private providers operating in the service area:

Date(s) Notified (if any received) :

Attach Notice and Affidavit from newspaper or letter sent to private providers.

Last Day to Respond:

(Legal Name of City/County/Eligible Organization) will annually review existing service and any proposed service changes to determine the feasibility of private providers providing the public service. An annual review will be scheduled and a review format will be developed to carry out this task. Private providers will be notified and their interest in the service provision will be assessed. Private providers will be invited to attend and be a part of the annual review process.

Signature of Authorized Officer

Name and Title of Authorized Officer

Date

PART H: FTA TITLE VI DATA COLLECTION AND REPORTING

(please complete the following sections pertaining to your organization's Title VI program activities)

A. General Reporting

- 1. List any lawsuits or complaints filed pertaining to your organization's Section 5311 program.

None

- 2. Has your organization applied for any other federal financial assistance for transportation?

Yes No If so, what kind of financial assistance and from which source?

- 3. No Civil Rights/Title VI Compliance Review Activity has been conducted in the last three years.

B. Title VI Monitoring Procedures

GDOT requires the following monthly reporting in order to meet FTA National Transit Database requirements. Accurate completion of the following information is critical to continued Section 5311 grant eligibility. Subrecipients must provide this data monthly, including data on population of your service area, percentage of trips made by minority population (compared to the total); types of services provided; days and hours of operation; number and type of vehicles in operation; number/percentage of wheelchair-equipped vehicles total seating capacity; service area; total monthly ridership; transit costs by hour, mile, etc.; number of trips by trip purpose; quality of service; etc. Please seek technical assistance from your public transit coordinator, if you have any questions regarding the definitions or completion of these data.

The Applicant organization agrees to provide this data on a monthly basis in a format designated by GDOT.

Signature of Authorized Official

Date

PART H-1:

TITLE VI DATA COLLECTION AND REPORTING
Dawson County SECTION 5311 PROGRAM

PART B – Title VI MONITORING PROCEDURES

Level of Service – Overview¹

Total Population	22,300
Minority Percentage:	5%
Type of Service:	Demand Response
Days/Hours of Operation:	Monday – Friday, 8 a.m. -4:30 p.m.
Number of Vehicles:	4
Wheelchair Equipped:	4
Total Seating Capacity:	40
Service Area:	Dawson County

Performance²

Total number of trips for an average month:	815/month
Total number of trips to minorities:	766/year
Percentage minority trips to total trips:	7.84 %

¹ Population Data from US Census Data for 2010 Source “<http://venus.census.gov/cdrom/lookup>”

² Monthly averages for 2016 fiscal year using the GDOT M.I.S. along with data provided by local transit staff.

Based on a review of all State, Federal, Civil Rights and Title VI mandates and requirements Dawson County Transit has met or exceeded expectations. The Dawson County Section 5311 Program has met most of the Department's Service Goals and Standards as well as the County's Service Goals and Standards. The passenger per mile ratio is (high/low/avg.) on some vehicles, but routes and schedules are reviewed regularly to address this operational service goal.

Quality of Service³

Total number of trips for month: 883

Total number of minorities OWPTs⁴: 97

Trips by trip purpose

Medical	67
Employment	85
Nutrition	251
Social/Recreational	206
Education	71
Shopping/Personal	201
Not Selected	2

Trips by trip purpose (minorities)

Medical	10
Employment	0
Nutrition	66
Social/Recreational	21
Education	0
Shopping/Personal	28
Not Selected	1

Transit Cost Analysis⁵

- Cost per hour
- Cost per OWPT
- Cost per mile

³ Statistics from GDOT M.I.S., July_2016

⁴ Information is an average for a typical month, such as July estimated by Dawson County Personnel
Minority usage is for all purposes.

⁵ Information derived from 2016 calendar year using GDOT M.I.S. and financial records.

Backup material for agenda item:

3. Consideration of Updated Purchasing Policy (*to be re-presented at a future work session*)



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Purchasing

Work Session: 11/10/2016

Prepared By: Purchasing Director Davida Simpson

Voting Session: 11/17/2016

Presenter: Purchasing Director Davida Simpson

Public Hearing: Yes No

Agenda Item Title: Presentation of Updated Purchasing Policy

Background Information:

The current bid ordinance and purchasing policy, adopted August 2007, revised the original Enabling Legislation (1995), language with regards to purchasing procedures. The policies failed to outline daily practices and procedures and were too restrictive for today's practices.

Current Information:

Purchasing has been updating its policies and procedures since 2014 to reflect current practices and departmental needs. Purchasing met with administration and senior staff to make sure that the policy meets their needs while still protecting the county and ensuring an open and competitive environment. All parties feel this policy meets both requirements and is in the best interest of the County. The proposed changes will enable staff to better obtain the best value for each tax dollar spent while still maintaining a public and ethical process. Because this policy would repeal the current Board approved ordinance and policy, two advertised (2) public hearings are required.

Budget Information: Applicable: Not Applicable:

Budgeted Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Staff respectfully requests the Board to approve the proposed Purchasing Policy and move to hold two (2) public hearings and advertise accordingly.

Department Head Authorization: *Nickie Niekirk*

Date: 11/4/16

Finance Dept. Authorization: *Dan H. ...*

Date: 11/07/16

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Attachments: Enabling Legislation of 1995 as it relates to purchasing, Bid Ordinance and Purchasing Policy adopted in 2007 and the proposed Purchasing Policy.

1. PURPOSE

This policy is adopted to guide the County in obtaining high quality goods and services at the best possible cost, in conducting all procurement procedures in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, in providing access to the County's public business for all qualified vendors, and in promoting efficient procurement practices among all County departments.

Rules governing contract awards shall be made clear in advance of the competition, specifications shall reflect the procurement needs of the County rather than being drawn to favor a particular vendor, and the County and the vendor shall freely exchange information concerning what is sought to be procured and what is offered. In addition, surplus property is to be disposed of on a competitive basis whenever practicable.

This policy establishes means for purchasing materials, supplies, equipment and services by the County. Unless specifically exempted in the resolution as issued by the Dawson County Board of Commissioners these procedures are applicable to all departments and agencies of County Government funded in whole or in part by the County and for which obligations are paid through the Dawson County Finance Department.

2. POLICY INTENT

This policy is intended to provide the policies and procedures necessary for the conduct of purchasing activities for Dawson County. This policy is designed to:

- Encourage maximum competition through fair and equal opportunity to those qualified and interested bidders.
- Provide a uniform policy for the procurement of material, equipment, supplies, and services.
- Ensure that the taxpayers are getting the “best overall value” for their dollars.
- Apply to all County Departments under the budgetary authority of the Board of Commissioners.

3. DELEGATION OF AUTHORITY

The Dawson County Board of Commissioners delegates the procurement responsibility to the County Manager subject to the limitations and terms included in this policy. In all cases, reference to an official in this policy shall be deemed to include designees of the official. The Purchasing Director, under the supervision and direction of the Chief Financial Officer, shall be responsible for the purchase of all goods and services for the County that fall outside the departmental limits stated in this document.

Disclaimer of Responsibility

The County will not be responsible for a purchase made by any County employee, County Official, or an employee of any department utilizing public funds who fail to follow these purchasing policies and procedures.

It shall be considered a “breach of duty” on the part of any employee who procures goods or services not consistent with the purchasing policies and procedures contained herein. Any

breaches shall be reported to the County Manager, Chief Financial Officer, or Elected Official, if applicable.

The Board of Commissioners may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a purchase of goods and or services made in its name, in the name of any governmental department under its fiscal authority, by an unauthorized person or any person acting outside these polices. The cost of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

4. ETHICS IN PUBLIC PURCHASING AND CONTRACTING

It shall be unethical for any County employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Dawson County employee, or for any Dawson County employee to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval, or recommendation concerning a solicitation.

Inexpensive advertising items, bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, calendars, social courtesies such as infrequent meals or holiday gifts not to exceed \$100.00, etc., are not considered articles of value or gifts in relation to this policy.

Failure to comply with the provisions of this policy will result in disciplinary action.

Solicitation or acceptance of gifts from bidders, offerors, contractors or subcontractors is prohibited. No official or employee shall have a personal interest in a transaction or contract. The Purchasing Director at the direction of the CFO shall endeavor to provide appropriate information regarding these prohibitions to employees and affected volunteers.

No County official or employee shall accept vendor paid trips to vendor sites or other locations if the trip or any expenses associated with the trip are paid by anyone other than the employee or County without prior written approval of the County Manager.

Exception: The County understands that there may be instances where site visits are vital to a successful contract. All information must be included in bid pricing and therefore approved by the Board of Commissioners at time of award.

5. DEFINITIONS

The following words, terms and phrases, when used in this Policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agenda Request Form is a form designed by administration that allows for the presentation of all pertinent information to be garnered quickly, i.e. commodity, background, current

information, budget, attachments, and presenter. This form must be used when submitting a request to the Board of Commissioners for approval.

Approved vendor means a person or entity that is deemed capable of providing products or services to the county, that has completed the necessary paperwork (e.g. W-9, E-Verify, and met the necessary Insurance Requirements) and has been approved by the Purchasing Department.

Blanket order means a purchase order(s) issued to an approved vendor which may be left open for a complete fiscal year. Blanket orders must be attached to an approved contract and funds must be encumbered. The goods or services specified might be ordered/released throughout the fiscal year as needed.

Capital Asset means any tangible asset (vehicles, equipment, furnishings, etc.) with a unit value of \$5,000.00 or more which has a life cycle of a minimum of one year or more.

Competitive sealed solicitation means the procurement method where a formal bid or proposal for materials, supplies or contractual services is submitted by a vendor in a sealed envelope that is to be opened publicly at a designated place, time, and date. Solicitations must be published in the legal organ. There are several types of solicitation methods.

Consent Agenda is defined as a single agenda item that encompasses all the things the Board would normally approve without the formal presentation. The Board may vote an item off the consent agenda and ask that it be formally presented. Departments are required to submit the agenda request form and all other pertinent information the Board may need to make an informed decision.

Emergency purchase means a purchase made necessary by a situation which could not have been anticipated by the department or elected official, usually involving life threatening circumstances or risks of injury, or resulting in work stoppages or undue delay, or occurring during non-business hours when the ordinary purchase procedures cannot be followed.

Equipment means automotive equipment, machinery, or other items of a permanent or semi-permanent nature.

Local vendor means a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Refer to the Local Small Business Initiative included in this document for further requirements.

Materials, supplies or contractual services means all tangible equipment, commodities, repairs or nonprofessional services as are normally used or consumed during the current year, and for which a general appropriation has been made.

Notice to Proceed is a form issued by purchasing to report all documentation has been obtained and a department can proceed with the project. Examples of documentation are executed contracts, bonds, insurance, etc.

Professional services means such services including but not limited to medical, surveying, engineering, consulting, architectural, legal and audit services or other services performed by individuals whose profession may or may not be licensed by the state or federal government. These services are normally used during the current year and are covered by appropriations. Any service over the bid threshold must be approved by the Board of Commissioners.

Purchasing Department means the office designated and maintained by the Board of Commissioners that is assigned the general duties and responsibilities of supervising and administering the provisions of this Policy.

Purchase Order, or PO, is required for every purchase over the individual signing authority of the Department Head or Elected Official (see Chart 1) whether the commodity or service is under formal contract or not. This document is used for the purchase of goods and services that are itemized in the budget; can be single or recurring items and the PO will be audited by Finance back to the original approved request to assure accuracy in invoicing and payment control.

Public Works Construction Projects is defined as the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by Chapter 4 of Title 32 (see Road Construction Projects). Such term does not include the routine operation, repair or maintenance of existing structures, buildings or real property. Exemptions are projects under \$100,000.00 or when inmate labor is used. See O.C.G.A. § 36-91-1.

Quote Analysis Form is a form designed by purchasing to identify the need, all pricing received, justification, accounting and approval by the requesting department. This form is needed prior to the issuance of a purchase order.

Revenue Source means the source for funds, i.e. donations, grants, budgeted funds, etc. The county does not differentiate between donations and budgeted funds for the purpose of this policy. Grant agencies as well as state and federal funding sources may have an impact or additional rules and regulations that would apply to solicitation or procurement processes and methodology.

Responsive Bidder means a bid or proposal is considered RESPONSIVE when the proposer has the capability in all respects to perform in the full contract requirements as stated in the solicitation, and the integrity and reliability that will assure a good-faith performance

Responsible Bidder means a bid or proposal is considered RESPONSIBLE when the

proposer has the capability in all respects to perform in the full contract requirements as stated in the solicitation, and the integrity and reliability that will assure a good-faith performance

Road Construction Projects means a local government contracts to construct, reconstruct or maintain a public road or bridge with a private contractor, an adjacent county, city, the state or federal government. It includes the purchase of materials, labor, professional services or other things incident to the work. Except where exempt, road construction contracts must be let by public, competitive sealed bid. The proposal method may not be used. Price is the driving factor in determining in road construction projects. Road Construction Projects are not subject to the Local Government Public Works Construction Laws except where specified. Road construction contracts are subject to the requirements of O.C.G.A. § 32-4-1.

Sole source purchase means a purchase of a product or service that has a distinctive/unique feature or characteristic that is not shared or provided by competing companies or districts within a company or where a particular brand name or product is required.

Standardization means an item or service that Dawson County chooses to make standard (e.g. purchase from a single vendor or a single brand) in order to bring uniformity and efficiency to certain items or services as it determines necessary. The County Manager and/or Purchasing Department have discretion when to use standardization.

Solicitation Request Form This form is generated either by the requesting department or the purchasing department. The form helps define deliverables and/or scope of work, identify potential issues, joint projects and/or other affected departments, and obtain approval from many in Finance, Department Head(s), Purchasing, and County Manager.

Used equipment is subject to budget appropriations and Board approval if over \$25,000.00, used equipment and personal property may be purchased without advertisement, provided that the department head and purchasing department have made a diligent search of the marketplace and provide documentation of such search. Documentation shall include information as to the cost of such equipment if purchased new, availability, warranty, life expectancy, proposed use, etc. Buying used equipment should be used as an exception and must have County Manager approval.

6. APPROVAL LIMITS

Amount	Action	Approving Authority
\$0.00 - \$4,999.99	No action required. Quotes are strongly encouraged	Department Heads/Elected Officials
\$5,000.00 - \$9,999.99	Three written quotes submitted on the Quote Analysis Form	Department Heads/Elected Officials and Purchasing Director

Amount	Action	Approving Authority
\$10,000.00 - \$24,999.99	Three written quotes submitted on the Quote Analysis Form	Department Heads/Elected Officials, Purchasing Director and County Manager
\$25,000.00+	Formal Solicitation Process (IFB, RFP or RFQ)	Board of Commissioners
\$25,000.00+ Specific Budget Approved Capital Expenditures	Formal Solicitation Process (IFB, RFP or RFQ)	County Manager

CHART 1 – SIGNING AUTHORITY

Less than \$4,999.99: Departments are not required to obtain three (3) quotes but are strongly encouraged to do so to ensure the best cost and quality for the County. Department Head approval is required for purchases under threshold.

Between \$5,000.00 and \$9,999.99: Informal written quotes from at least three (3) sources must be obtained. Faxed, emailed or website quotations are acceptable. Purchases must be supported by written quotations from vendors. Direct solicitation is allowed. Award of purchase requires the approval of the Department Head and Purchasing Director.

Verbal quotes are not accepted. Departments should avoid requesting quotes from vendors who have previously been non-responsive. If departments continue to return non-responsive quotes, Purchasing will be unable to issue a Purchase Order until three (3) valid, good-faith quotes are obtained. It is understood that some vendors will be non-responsive and departments should try to obtain as many quotes as possible and economical.

If a vendor is a sole source, meaning they are the only vendor who can provide the required goods and/or services, departments should give a detailed explanation and attach to the Quote Analysis Form. Examples of sole source justification are: continuation of previous services, maintenance agreement with vendor who provides software, or regional vendors of direct manufactures.

Between \$10,000 and \$24,999.99: Informal written bids from at least three (3) sources must be obtained. Faxed, emailed or website quotations are acceptable. Purchases must be supported by written quotations from vendors. Direct solicitation is allowed. Award of purchase requires the approval of the Department Head, Purchasing Director and the County Manager.

Over \$25,000: The formal sealed bid must be used and a solicitation must be publicly advertised in the legal organ at least fourteen (14) days prior to the date set for opening. Approval to release a formal solicitation must be approved by the County Manager. Some exceptions apply and are listed under “Exceptions” section within this document.

7. SOLICITATIONS

The decision to release quotes, either formal or informal, or sealed solicitations is based on several factors which include but are not limited to: anticipated cost, department expectations, liability to the County and other factors in order to provide the best overall value for the County.

These processes are used to obtain competitive pricing.

Preparing Specifications

It is the responsibility of the department to determine and write bid specifications. The Purchasing Department may assist in developing specifications. If the Purchasing Department is involved in developing specifications, the needs of the end user should be the primary focus. Once specifications are written, the submitting department will complete the Solicitation Request Form and set up a meeting with Purchasing to review request. It is the responsibility of the Purchasing Department to determine method of purchase, to ensure that specifications are not so restrictive that only one bid can be obtained and that an adequate amount of competition is available. The delivery location must be specified in the original request.

Brand Name Specifications

When references are made in solicitation documents to trade names or the brand names of manufactures, such references are made solely to designate and identify the quality of materials or equipment to be furnished and are not intended to restrict competitive bidding. If comparable materials or equipment with different trade names are offered, the bidder has the burden of proving equivalency. Product literature or catalogs may be submitted to support claim of equality. Several vendors may be able to provide the same manufacturer therefore competition is available.

Standardization

Standardization is a method to achieve savings by purchasing a limited number of brands or products. Departments such as Fleet or public safety may use this option more frequently than others as a means to guarantee compatibility or proper maintenance and training. The use of the standardization clause is neither automatic nor frequent. The department must submit, in writing, why the standardization clause (brand names) should be used for each occurrence. This documentation will be provided with the formal request and kept for audit purposes. The County Manager and or Purchasing Department have discretion when to use standardization.

Sole Source

Sole source procurements should be infrequently used in purchasing. There are justifiable times where a sole source is needed aside from standardization: non-competing districts of a company where Georgia is its own market, proprietary information, software and equipment, continuation of services, or the like. It is the responsibility of the requesting department to articulate the reasoning behind the sole source request. The Purchasing Department and/or County Manager may approve sole source procurement when there is a clear and compelling reason that sole source is justified.

Professional Services are infrequent and sometimes unique and may not be able to be formally solicited. State law reports formal bids are not required but the governing authority must approve the contract and award if over the threshold. It is the responsibility of the department to articulate why a bid is not in the best interest of the County. In the event professional services are needed but a bid is not requested, the discretion lies with the Purchasing Director and County Manager.

Less than \$25,000.00

Quotations

Quotations are an informal process when compared to sealed solicitations. The type of quotation used depends on cost, department expectations, risk to the County and approval limits. Sealed responses are not required and quotes are not typically solicited via the legal organ. Purchasing, at their option, may release the Request for Quote using the County's website or other media outlets but is not required to do so.

With regards to purchase orders, quote pricing is good for 90 days. Departments may continue to order off the approved quotation for this period of time. Upon the 91st day, departments will need at least three (3) new quotations and request a new purchase order per policy.

Purchase Orders shall be issued prior to the purchase of goods and/or services over the individual signing authority of the Department Head.

Request for Quotation by Departments (Internal Quote) \$1.00 to \$4,999.99

An informal process for the quick purchase of low dollar items from \$1.00 to \$4,999.99 require written, verbal, phone, website or e-mail confirmation. \$4,999.99 is the standard approval limits for most departments. This policy typically takes one to three days and is designed for immediate purchases and requires Department Head approval.

Request for Quotation by Departments (Internal Quote) \$5,000.00 to \$9,999.99

For this price point, this is a more formal process than internal quotes but less formal than other options. This process is used for purchases of items from \$5,000.00 to \$9,999.99 require written quotes from vendor or from a website. This policy typically takes one to three days and is designed for immediate purchases and requires Department Head and Purchasing Director approval.

Request for Quotation (RFQ) \$10,000 to \$24,999.99

Process may be either formal or informal process, but a short form is sent to vendors. Used for the purchase of dollar amounts between \$10,000 to \$24,999.99 well-defined goods or services. This policy typically takes one-two weeks. For purchases between \$5,000 and \$9,999 policy requires the Department Head, Purchasing Director approval. For purchases between \$10,000 and \$24,999.99 policy requires the Department Head, Purchasing Director and County Manager approval.

Request for Quotations (RFQ) - Formal Request

Formal Request for Quotations may be sent out via the Purchasing Department when it is necessary to add stipulations and/or contracts to goods or services under the bid threshold. Formal RFQs require the requesting departments, alongside Purchasing, to complete the Solicitation Request Form. This process typically takes up to two (2) to three (3) weeks to solicit, approve, award, and execute contracts.

Cooperative Agreements

The use of State or other local contracts may be used when approved by the County Manager or Board of Commissioners based on cost or contract amount. A cooperative agreement must be in place in order to participate or “piggy-back” off of another contract solicited by another agency.

The Department of Administrative Services for the State of Georgia competitively bids certain commodities, supplies, and services on an annual basis. Copies of these contracts and revisions are maintained on-line at www.doas.state.ga.us. For federal contracts visit www.gsa.gov for a listing in the event of a federally declared disaster, technology as well as public safety equipment.

The state contract price may be used to establish the maximum price for a good or service.

These contracts are available to Dawson County for use but are not mandatory. Competitive bidding by Dawson County will not be required if these contracts are utilized. When cooperative agreements are used for source justification, there will be no requirement for Board of Commissioner approval, unless the dollar amount is meets the threshold for Board approval. See Chart 1.

If purchased off a cooperative agreement, and budget is already approved for the specific expenditure, is not required for the Board of Commissioners approval if under the bid threshold.

Procurement with Federal or Grant Funds

When purchasing with federal or grant funds, other regulations may supersede local purchasing policies. It is the responsibility of the Purchasing Department to verify a vendor is not on the government’s list of debarred contractors at <https://www.sam.gov> and documenting efforts in accordance with federal regulations.

More than \$25,000.00

Sealed Solicitations

The release of sealed solicitations is a formal process to solicit responses from qualified vendors. Federal, State and local laws may and usually will apply based on project. There are three (3) types of sealed solicitations: Invitation for Bid (IFB), Request for Proposals (RFP) and Request for Qualifications (RFQ).

Departments should assist Purchasing with the background information for the solicitation. The Solicitation Request Form is required for all sealed solicitations and used to help define scope of work or deliverables, list the priorities (scoring) of the solicitation, decision if bonds are needed, and obtain approval from many in Finance, Department Head(s), Purchasing, County Manager and any other department that may be affected by the solicitation. Once the solicitation has been approved, Purchasing will release the sealed bid.

If the solicitation is of a complex nature, a pre-proposal meeting should be scheduled and detailed in the solicitation document. The meeting can be optional or mandatory.

Commodity	Anticipated Cost	Bid Type
Goods or Well Defined Services; When price is priority	\$5,000 - \$25,000	Quote
	\$25,000+	IFB
Standard Services; When technical requirements are the priority	\$5,000 - \$25,000	Quote
	\$25,000+	RFP
Professional Services; When technical requirements and/or Qualifications are the priority	\$5,000 - \$25,000	Quote
	\$25,000+	RFP or RFQ

CHART 2 - BIDS

Invitation for Bid (IFB)

A sealed IFB is sent to prospective bidders when goods or services desired are well-defined and represent a high dollar purchase of \$25,000 or more. This policy typically takes six to eight weeks.

Request for Proposal (RFP)

A formal, sealed RFP is sent to prospective bidders when the goods or services desired are high dollar \$25,000 or more, complex, and not wholly defined. Same pre-solicitation process as noted above under the Invitation for Bid (IFB) but the focus on the solicitation grading differs. Whereas price is the driving factor with IFBs, a criterion is defined in the RFP which an evaluation committee must score each submittal. This policy typically takes six to eight weeks.

Request for Qualifications (RFQ)

A formal, sealed RFQ is sent to prospective bidders when the goods or services desired are high dollar \$25,000 or more, complex, and not wholly defined and where the focus of the project is the qualifications of the vendor not the price. A similar scoring criterion shall be defined in the RFQ.

For some projects where Federal laws superseded local policies, price may or may not be an allowable scoring criterion, and therefore may not be requested within the proposal. In this case, the vendor is determined based on the scoring criterion and price is then negotiated with the highest scoring vendor. If a price cannot be agreed upon, the County will move on to the next highest scoring vendor. There are some Federal laws that state that price may be used to score but should not be the driving factor.

Both the department and Purchasing to take note if Federal or State laws provide guidance to bid process such as the Brooks Act or Davis/Bacon Wage Act.

If no other law or policy relates to the RFQ and the team wants to consider pricing but only after scoring, it may be in the best interest of the County to request pricing be sealed separately within RFQ submittal. Vendors should be ranked based on qualifications and only the short listed vendors pricing should be opened.

Because of the complex nature of this type of solicitation, this policy typically takes eight to ten weeks.

Pre-Qualification

Prospective vendors may be pre-qualified for particular types of good or services, typically technical and construction services through the solicitation process, specifically a Request for Qualifications. The solicitation document should clearly read the intent of the document is to pre-qualify vendors. All procurement rules apply to this form of solicitation such as advertisement notices and award.

Upon establishment of a pre-qualified vendors list, requests for proposals or requests for quotations may be submitted to individuals or companies on the list.

FORMAL SOLICITATION PROCESS

How Bids/Proposals are Publically Solicited

Legal Organ

All formal, sealed solicitations are published in the legal organ as determined by the Constitutional Officers. All advertisements must be run in the legal section under Bids & RFPs. Formal solicitations shall run in the legal organ for no less than fourteen days prior the bid opening. For Public Works Construction Projects, advertisement must run at least two times during the four weeks prior to the bid or proposal opening. The first advertisement must be at least four weeks before the bid opening or proposal opening. The second advertisement must be at least two weeks after the first advertisement. A copy of the Publisher's Affidavit shall be filed with the solicitation file.

County Website

All formal solicitations are published on the County's website under the Bids & RFPs webpage. This is the reigning source of information for all solicitations including but not limited to the solicitation request, addenda, forms and award notification. Once solicitations are posted online, purchasing sends notification through the Dawson County Vendor Registry. When able, departments should assist purchasing in choosing which codes are applicable.

State, Local and Private Outlets

When appropriate, the Purchasing Department will advertise on various state, local private websites when it is in the best interest of the County. When able, departments should assist purchasing in choosing which commodity codes as applicable. Examples of these outlets include but not limited to: Georgia Procurement Registry, Georgia Local Government Access Market, Dawson County Chamber of Commerce, Dawson County Home Owners Association, et al. This is not legally required.

Social Media

All formal solicitations should be published on the official Dawson County social media outlets but is not legally required.

Bonds

Bonds add another layer of protection to the County. If the procurement of goods/services opens

the County up to additional liability, bonds should be required. Bonds should always be required in Public Works Construction Projects and Georgia Department of Transportation funded projects. The decision to require bonds in a formal solicitation, are at the discretion of the Purchasing Director and the County Manager.

If required, are listed under Section II - Scope of Work of the solicitation document any combination of the following bonds may be requested by Dawson County.

- A five percent (5%) bid bond
- A one hundred percent (100%) payment bond*
- A one hundred percent (100%) performance bond*

Note: Higher or lower bonds may be stipulated as required by funding source: GDOT or Federal Funds. If any change is needed, specifications will be outlined in the solicitation document.

The bonds can take the following forms: cash or certified check.

Bonds are suggested when using SPLOST funds, project estimates are over \$100,000, Public Works Construction/Road laws are in effect or when special circumstances dictate additional protection is prudent.

All bonds would be payable to Dawson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

The cost of bonds may be included in the vendor's price proposal but should not be line item priced. The County will not pay for bonds and are considered cost of doing business.

Bonds will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Director to ensure all contractual obligations have been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.

Retainage

When a project is of import but not to the level of requiring bonds, the Purchasing Director may add language to the solicitation document and contracts regarding retainage. The vendor shall be paid for work performed based upon satisfactory inspections and completion of the agreed upon draw schedule. The vendor's fee will be paid on a Net 30 basis less 10% retainage.

Retainage will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Director to ensure all contractual obligations have

been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.

Pre-Bid & Pre-Proposal Conferences

The nature of some solicitations require that a pre-bid or pre-proposal conference be held in order to clarify specifications, answer bidder questions regarding specific requirements, or to allow bidders to perform a site visit, review and/or inspection.

The Purchasing Department and requesting department will confer whether to hold a pre bid/proposal conference. Conferences are not the standard. If the project is over \$100,000.00 or bonds are in effect, a meeting is required and mandatory. Information regarding conferences will be included in the legal notice. If it is later determined a meeting is necessary, an addenda must be issued and bidders must have enough notice to make arrangements to attend.

All attendees are to sign in on the sheet provided by Purchasing. In the event a meeting is mandatory, bidders not signed in may not submit a response. The sign in will be posted on the County's website.

Addenda

Any changes to the original solicitation will be made in writing in the form of an addendum, and will be placed on the County's website. It is the responsibility of the bidder to obtain any and all addenda and submit with their response.

In addition, if bidders have any additional questions or information requests regarding a specific procurement, they are to be emailed or faxed directly to Purchasing as directed in the solicitation document. Responses to pertinent questions will be answered in the form of addenda.

Bid Opening

All bids shall be opened at a time and place designated in the solicitation request. The Purchasing Director and/or Finance Director and one other staff member, not from the requesting department, acting as a witness shall open all sealed bids. **Late bids will not be accepted.** Late bids will be rejected and returned. This cannot be waived by any entity. Sealed responses are required. Vendors who fail to return sealed responses will be rejected and returned. If at least three bids are not received the Board of Commissioners may reject require a re-bid. Witnesses should not be from the department requesting the bids.

In the case of Invitation for Bids, the names and prices shall be read aloud. Dawson County does not report an "apparent low bid." For Request for Proposals or Qualifications, only the names shall be read aloud due to the need for future evaluation and review of the proposals.

Bids/proposals are not subject to the Georgia Open Records Act while under consideration. Once a contract has been awarded bids are subject to the Georgia Open Records Act. Some materials may be redacted per the Georgia Open Records Act and the records custodian and/or the County Attorney can assist in determining what, if any information may be redacted.

Withdrawals or Modifications/Corrections of Bids

If an error is discovered prior to the submittal deadline, the bidder may submit the corrected information in a sealed envelope clearly marked on the outside of the container. If an obvious clerical error is discovered after the bid opening, the bidder may submit a letter to Purchasing requesting that the error be corrected. This request needs to be made within 24 hours of error being found. Final determination as to whether to accept the correction is up to Purchasing. Generally, modifications made to open bids are not accepted for any reason other than the aforementioned.

Evaluating Submittals

An evaluation committee will be named during the pre-solicitation meetings between the requesting department and Purchasing. This group shall consist of county personnel who have knowledge of the goods/services to be procured, will be affected by the solicitation or have other applicable knowledge. The committee shall score and rank proposals based on information *solely provided* within the vendor's submittal against the rubric in the solicitation document. Scoring criteria will be set by the Purchasing Department and the requesting department. It is the responsibility of each evaluator to:

- Read the solicitation document in its entirety.
- Read each submittal in its entirety.
- Confirm responsiveness to the request: Ensure vendor has provided all information required in the RFP. Use the scoring criteria, scope of work and the Vendor's Checklist for assistance.
- Check references thoroughly. Evaluators are encouraged to work together or share information received during this process, i.e. email references or other correspondence from references. Points should never be given if references are not vetted.
- Evaluators should score using their own knowledge.
- Contact Purchasing with any questions that need clarification or additional information. Direct contact with vendors while in the solicitation process is strictly forbidden.
- Complete the evaluation score sheet and return to Purchasing along with original submittal packets.
- Attend meetings when scheduled of the evaluation committee to include, meetings, interviews, demonstrations, etc.
- Evaluators should take care to evaluate based on information only provided in the bidder's response. Vendors should not receive credit for work not reflected in the bid. Failure to return all required information should be reflected in scoring.

Required Forms

Dawson County may require vendors to submit documentation other than pricing to prove they are responsible and or responsive. A list of the required documentation should be required in the solicitation document and/or addenda. As a general rule, the following should be required in a vendor's response:

- Vendor's Checklist
- Vendor's Information Form
- Vendor's Price Proposal Form

- Vendor’s Qualifications – usually on a separate sheet(s)
- Vendor’s Reference Form
- Execution of Proposal Form
- Addenda Acknowledgement Form and any addenda issued
- Proposer’s Certification and Non-Collusion Affidavit
- Drug-Free Workplace Affidavit
- Georgia’s Security and Immigration Compliance Act Affidavit (E-Verify)
 - Contactor’s Affidavit
 - Subcontractor’s Affidavit (if applicable)
- Local Small Business Initiative Affidavit (if applicable)
- Proof of Insurance/Certification of Insurance as stipulated in the bid document
- Completed W9
- Copy of valid business license where corporate office is registered
- Copy of professional licenses or certifications (if applicable)
- Bid Bond (if applicable)

Technical Waivers

Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal policy, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel solicitations at any time.

As a rule, changes cannot be made to the bids after the public opening with the following exceptions:

- Obvious clerical mistakes, including misplacement of decimal points, unit price extension or addition or subtraction errors in total calculations.
- Addenda if it does change pricing or it did not change the original scope of work.

Pricing or bonds may not be changed or submitted after bid opening.

Dawson County shall be the sole judge of the provider’s ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive treatment provider.

Disqualification of Bids

Bids may be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to the following reasons:

- Failure to return all required documents.
- Failure to follow the bid schedule to include submittal deadline.
- Failure to return applicable compliance/specification sheets.
- Failure to acknowledge receipt of applicable addenda.

- Failure to provide a bid bond when required – automatic rejection.
- Failure of bidder to sign all required documents. Unsigned bids will not be considered except in cases where bid is included with other documents which have been signed. Purchasing has sole discretion.
- Failure of the bidder to extend pricing.
- Failure to hold firm pricing.
- Failure to meet specified delivery requirements.
- Prices of services or items exceed the departments budgeted amount allowed for these items.

Vendor Responsibility

It is the responsibility of each vendor to read and understand all requirements in the solicitation documents. If an item is unclear, the vendor should submit questions to the Purchasing Department. Vendors shall submit all required documentation, fully executed, as directed in the solicitation document. Additionally, vendors should be familiar with all Federal, State and Local rules, regulations, policies and procedures pertaining to each solicitation. Furthermore, vendors performing work in Dawson County are required to register with the Dawson County Planning & Development Department. Out of county bidders are not required to register as part of a bid submittal. Only the successful, awarded vendor is required to register their business license.

Presentation of Recommendation

Once a consensus has been met and a recommendation has been made, the Purchasing Director will begin the Board of Commissioners agenda packet which consists of the Agenda Request Form, a PowerPoint presentation, contract and pricing as applicable. The presenter will be the subject matter expert. If the commodity crosses several departments it may be best for Purchasing to present. A representative from the requesting department should attend all presentations in order to answer subject matter questions from the Board.

Negotiations

If the department has selected a vendor but pricing or deliverables need to be negotiated, an invitation will be sent via email to the vendor. Enough notice shall be given to ensure the vendor can make reasonable accommodations to participate.

Best and Final Offers

Best and final offers, or BAFO, are formal requests being made for more information, confirmation, revisions, and/or to obtain better pricing or value. BAFO are not mandatory and should be used rarely. This method allows bidders to amend their proposal. Value engineering is not considered a reasonable cause to enter into best and final offers. All bidders whose proposals are deemed reasonable susceptible for further consideration or award should be invited to BAFO discussions. Any rejected bidders are not invited. The Purchasing Department will email an Invitation for Best and Final Offer Negotiations to the responsive, responsible bidder(s) deemed susceptible for award based on the criteria set forth in the solicitation document.

Purchasing's responsibility is to invite bidders, create agenda lead discussions, take minutes, and

facilitate entire process. The requesting department should assist in formulating questions prior to the formal meeting. At no time should competing bids/proposals, technical or cost, be discussed with bidders. Do not discuss where bidders are in the standing. Teleconferences are allowed if the evaluation committee feels this method fosters open dialogue and all questions can be addressed. There are times in-person discussions will be requested.

The County will identify which offerors shall participate in the negotiations in one of the following ways:

- a. Identify in the solicitation document the methodology that will be used to identify offerors to participate in negotiations. This may include, but is not necessarily limited to, a methodology that establishes a competitive range based on offerors' rankings following proposal evaluations.
- b. Identify in an addendum to the solicitation document the methodology that will be used to identify offerors to participate in negotiations.
- c. Negotiate with all responsive responsible offerors following bid/proposal evaluations.

After the negotiations, participating offerors may be asked to submit supplemental proposals defining the revisions that are a result of negotiations. Any request for supplemental proposals will be directed in writing to all offerors participating in the negotiations, and will provide details concerning the format and due date for the supplemental proposals. The County may in its sole discretion terminate negotiations and/or the solicitation at any time.

The offeror that ultimately wins a contract may not be the lowest cost offeror because the higher quality of the winning bidder's technical proposal may offset an increased cost or because no agreement could be reached as to contract terms and conditions. The final decision and all documentation is considered open records upon award.

Award Timeline

The Board of Commissioners must rule on the final disposition of a sealed solicitation within sixty (60) days of the bid opening if bonds are in effect and ninety (90) days of the bid opening if bonds are not required. In the unlikely event, the County needs additional time to evaluate responses, the Purchasing Director will contact each vendor and request additional time. If approval is garnered by each vendor then the solicitation award may be delayed to a time specific. If approval is not given by all vendors, Purchasing will submit an agenda packet to the County Manager asking for the rejection of the bid submittals and a re-bid shall be released. Only the Board of Commissioners can rule on sealed solicitations no matter the anticipated costs. Solicitations should never be allowed to expire without a formal judgment. It is the responsibility of the Purchasing Director to notify the Chief Financial Officer and County Manager of any issues or delays in the process ahead of time.

Award to the lowest bidder

In the case of Invitation for Bids, for goods or services, if all proposals are not rejected the awarded shall be to the lowest, most responsive, responsible bidder unless a legal justification

could be articulated to the Purchasing Director and the County Manager.

Award to the highest rated proposal

In the case of Request for Proposals or Request for Qualifications, for goods or services, if all proposals are not rejected, the award may be to the highest rated proposal, taking into account the selection criteria. Construction or improvement of real property or buildings fall under equ Project rules, and must comply with numerous special requirements as specified in Federal and State laws not listed in this policy.

Award to a single vendor

If all bids are not rejected, the award shall be to the most responsible, responsive bidder. However, in determining which is the most responsible bidder, the county may take into consideration the bidders responsiveness to the county's requirements, the price and/or quality of any of the articles to be purchased or leased, availability of parts and service, delivery time, and those factors listed in the solicitation document. If no criterion is listed, as in the case of IFBs, award will usually go to the lowest, responsive, responsible bidder.

Award to multiple bidders

The County may award to multiple bidders for the same commodity or service when the bid specifications provide for special circumstances. Special circumstances may include differences in ability to deliver, delivery time, availability of material, special loading or unloading conditions, total cost including transport or labor if not included with bid item, performance of the delivered material, location of the source, and proximity to the delivery point. The intention to do so must be indicated within the solicitation document.

Tie

In the event of a tie and all pricing and qualifications are equal, the vendors are contacted and notified of the status. The vendors are invited to Dawson County to watch the County Manager will flip a coin to determine who wins. The second option is to open a new deck of cards and allow each to shuffle and then the County Manager would deal one card to each vendor. The highest card wins the award.

Purchase Orders

A requesting department may request a purchase order for goods or services if in budget. A Quote Analysis Form must be completed and returned with quotes. Requests should not be submitted if budget is not approved or available. All account information must be provided at the time of submittal. Purchase requisitions shall be submitted to Purchasing at least one week prior to the proposed purchase. A purchase order is considered a binding contract.

A Purchase Order must be issued for all equipment over \$5,000 (capital asset), whether new, used or procured under emergency protocols.

Blanket orders may be issued for a contracted or frequently used vendor as a matter of convenience. Departments may request the issuance of a blanket PO for a specified budget

amount. This amount will be encumbered but can be adjusted as needed. Blanket orders are only good for one calendar year and will need to be re-requested if additional fiscal years are needed.

Special Issues

Non-Performance

In the event a vendor is awarded a bid or proposal by the Board of Commissioners and the selected vendor fails to fulfill the conditions of the award, the Board of Commissioners at their discretion may award the bid or proposal to the second most responsive, responsible bidder without rebidding. If the second vendor cannot fulfill the conditions of the award, the Board of Commissioners at their discretion may award the bid or proposal to the third most responsive, responsible bidder without rebidding. If the third vendor cannot fulfill the conditions of the award, the goods or services will be rebid.

If substantial work has been performed and the vendor cannot fulfill the conditions of the award, the Purchasing Department will immediately notify the County Manager who will take the necessary steps to ensure the safety of the public and the County.

Cancellation and Rejection of Bids

Solicitations may be canceled or may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the County. The reasons shall be made part of the formal bid file. Only the Board of Commissioners may rule on the final disposition of sealed solicitations, be it approve, reject or cancel.

8. PROTEST POLICY

If a vendor has a grievance regarding this Policy, their bid or proposal, or award, potential or actual, the vendor must first file a written grievance with the Purchasing Department within ten (10) calendar days of the award. The Purchasing Department will make the County Manager aware of any protest immediately. The County Manager shall issue a final written decision within twenty (20) calendar days of receipt of such written grievance. If the County Manager cannot resolve the grievance in a satisfactory manner to the bidder, the bidder may appeal in writing to the Board of Commissioners, by way of the County Clerk, within ten (10) calendar days of the date of the final written decision of the County Manager.

If the protest goes to the Board of Commissioners, a hearing will be scheduled for the vendor to be heard. This hearing may be a part of a regularly scheduled meeting if time permits. The hearing shall be open to the public. The Board may make their decision at that time or table the decision until a defined time.

9. EXCEPTIONS

Emergency Procurements

Emergency procurements are defined as when a threat to public health, welfare or safety exist, or in a construction situation where a work stoppage would cause the County undue financial loss provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

In the event of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Department Head with the written consent of the County Manager may approve such emergency purchases as the situation requires up to \$24,999.99. The County Manager shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order and voucher with a copy to the County Manager and Purchasing Director.

In the event of a situational emergency requiring immediate purchase of materials, supplies, equipment or services over \$25,000.00, the Board of Commissioners may waive the requirement for sealed solicitation in an emergency when sufficient, written backup documentation is provided. In rare instances, the County Manager may notify and get verbal approval from the Board of Commissioners to proceed prior to a Voting Session when the action can be ratified.

In the event of a local state of emergency, formally declared by the Chairman of the Board of Commissioners, the EMA Director and Public Works Director's approval limit shall be raised to \$10,000.00 in order to expeditiously obtain goods and services to secure the lives and property of the citizens of Dawson County, Georgia. As soon as able, all purchases made under this exception shall be ratified by the Board of Commissioners via consent agenda.

Exceptions to this Policy

Reoccurring purchases such as utilities, debt service, contracted services, postage are exempted from these policies.

Other exceptions to the policy will be determined on a case-by-case basis by the County Manager.

10. CONTRACTS

Contract Terms

For purposes of this policy, the award of annual contracts shall be determined by the estimated annual value of the contract for the initial term of the contract. Terms shall be clearly defined in the solicitation document. Once approval is obtained, Purchasing will facilitate contract execution.

All contracts must terminate at the close of each calendar year, December 31, but may have the option of automatic renewals. Term lengths should be no more than four (4) years each. Once a contract has exhausted all renewals, the contract shall follow normal solicitation procedures. Any variation or exception must be approved by the Board of Commissioners.

Execution of Contracts

No contract shall be signed by county personnel other than the County Manager or the Board of Commissioners. No changes may be made to the contract without the explicit permission of the signing authority with the exception of an official change order.

An original contract will be kept in the County Clerk's office for records. The requesting department will be given a copy of the contract once executed.

Contractual Claims and Invoice Disputes

Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Any notice or claim shall be delivered to the County Manager and shall include a description of the factual basis for the claim and a statement of the amounts claimed or other relief requested. The County Manager shall render a decision on the claim and shall notify the Contractor within 30 days of receipt of the claim. The Contractor may appeal the decision of the County Manager to the Board of Commissioners by providing written notice to the County Manager, within 15 days of the date of the decision. The Board shall render a decision on the claim within 60 days of the date of receipt of the appeal notice and such decision shall be final. Invoices for all services or goods provided by the Contractor shall be delivered to the County no later than 30 days following the conclusion of the work or delivery of the goods unless other terms are prescribed by contract.

Any changes to the overall dollar limit of the contracted amount must be approved by the County Manager and/or the Board of Commissioners. The final decision is with whoever approved the original contract.

It is the requesting department's responsibility to ensure invoices are correct prior to approval and payment. Invoices which are green stamped and approved for payment by the department head will be paid as reported. All invoice disputes should be handled at the department level unless there is a pattern of non-responsiveness or incorrectness that calls the contract into question.

Notice to Proceed

Once all contracts have been executed, required paperwork and bonds, if applicable, have been received by Purchasing, a Notice to Proceed will be issued to the department along with a purchase order showing budget has been encumbered. No work may begin prior to this documentation being obtained.

Change Orders

Change orders are allowed in the event the scope of work has been changed or unforeseen occurrences arise. All change orders must be approved by the Project Manager, if applicable and the County Manager. The invoice must reflect the change order by line item. Purchasing will update the original purchase order to reflect the change order once approved. Budget must be available for the change order prior to the request being submitted.

Termination

It is the responsibility of the user department to notify Purchasing of non-performance issues with the vendor. All concerns need to be in writing. If at any point, the department recommends

cancellation of a contract, the department should submit in writing the cause for the termination. Purchasing will confirm whether the contract can be terminated early.

Purchasing will send a letter to the vendor terminating the contract with an effective date. A copy will be sent to the department and the County Clerk.

If a contract is terminated early, the user department will assist purchasing in writing the new solicitation to help protect for future occurrences.

Payment

All invoices associated to contracts shall be paid through AP billing and not on the county purchasing card (p-card). In doing so will ensure that vendors and purchases can be tracked and managed through the accounting software.

11. VENDOR FILES

Vendor files are kept in Purchasing. A copy of the contract, purchase order, invoice, annual reviews, E-Verify, W9 and certificate of insurance should be kept on file.

A W9 is required on all vendors when paid over \$600 in one year or more than once a year. An updated W9 is required every three years or when the information has changed.

The State of Georgia under O.C.G.A. § 13-10-91 requires all contractors complete an E-Verify Affidavit if the following pertains:

- For the purchase of services over \$2,499.99, vendors must complete and return the E-Verify for each occurrence, not an annual accrual. If they have fewer than 10 employees, they are exempt but must complete the form with this information reported;
- For bids, all vendors must be E-Verify compliant; or
- For contracts performing services under Title 26, Tile 43 or the State Bar of Georgia is exempt.

The E-Verify number is between four (4) and six (6) digits long devoid of letters.

A Certificate of Liability Insurance, or COI, should be kept on file for all vendors performing work on Dawson County property or in the name of Dawson County Government. Vendors should send updated COIs to the Purchasing department as the policy is renewed. In the event a large project or a project that creates a high liability for the County arises, a new COI may be requested to confirm insurance coverage.

If a bidder or vendor does not have workman's compensation insurance and it is believed that the County will pay a premium for the service on the next audit, Dawson County may add the amounts historically charged for those services to the County to the bid price for the purposes of identifying the low bid. It is understood this may result in another vendor being selected. Dawson County tries to limit risk and additional insurance costs.

Vendor Annual Review

Purchasing will send out yearly reviews to end-user departments for an honest review of the vendor's performance over the last 12 month period. Departments should return reviews in a timely manner. If a vendor is not recommended for renewal, department should notify Purchasing immediately. Failure to return evaluations may result in an unfavorable contract.

Records Management

All requisitions, competitive bids, quotations, purchase orders, contracts and other pertinent documentation of purchasing shall be maintained by the Purchasing Department in accordance with regulations and procedures prescribed in the purchasing manual, Records Retention Resolution and the Retention Schedules for Local Government Records as published by the Georgia Secretary of State, Department of Archives and History.

12. PROHIBITED ACTIONS

Circumventing Bid Ordinance or Purchasing Policy

Personnel should never knowingly and/or intentionally take action that would circumvent the Bid Ordinance or Purchasing Policy.

Personnel should not make purchases or split purchases between AP billing and their P-Card, to circumvent the Purchasing Policy.

Stringing

Stringing is defined as knowingly structuring the purchase of goods and/or services to avoid the purchase or contract being subject to competitive bidding requirements. This process is against the laws of the State of Georgia. The process does not require that the items, or the provider, be the same; but rather that the items be "like items," and the vendors be from the same general vendor/provider group.

Purchases shall not be divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division or stringing shall be determined by the Purchasing Department and the County Manager has the final decision.

If a single purchase includes both goods and services, the entire purchase will be treated as being in the category with sufficient written documentation as back up.

13. NONDISCRIMINATION

The County does not discriminate in the solicitation or award of contracts because of race, religion, color, gender, age, disability or national origin of the bidder or offeror. It is the responsibility of County employees, particularly those employees involved in procurement, to ensure that all vendors are permitted equal opportunity and access to participate in County procurement opportunities, and that no vendor be denied equal opportunity or access because of race, religion, color, gender, or national origin.

14. LOCAL SMALL BUSINESS INITIATIVE

Purpose & Scope:

Giving preference to local suppliers, even if it means spending a little more, can actually benefit a county's finances. Dollars spent locally generate additional economic activity even beyond the value of the initial contract as the local supplier in turn sources goods and services locally. Each additional dollar that circulates locally boosts economic activity, employment, and ultimately tax revenue. A study in Arizona found that using local independent suppliers for state contracts results in three times the economic benefit of bids fulfilled through national chains.

Local Small Business Initiative (LSBI) is a Dawson County program designed to promote opportunities to Local Small Businesses located in Dawson County.

The LSBI program is designed to return as much taxpayer money to the local economy, in a relatively short time span, as possible while at the same time foster inclusiveness with the County's procurement activities and a goal to provide more opportunities for Dawson County businesses.

Definition of Local Small Business:

- Local Small Business shall mean a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Post Office boxes (to include mailing/shipping center addresses) are not eligible and shall not be used for the purpose of establishing a physical address.
- Must hold a valid business license required by the County and have no outstanding or unresolved fees, fines or penalties due to Dawson County.
- Not have more than twenty-five (25) employees, and of which at least 33% of those employees have their primary residence in Dawson County, or, if the business has no employees, the business shall be at least fifty-one (51%) percent owned by one or more persons whose primary residence in Dawson County.
- Have a banking relationship with a bank located in Dawson County.
- Average annual gross receipts of five million dollars (\$5,000,000.00) or less over the previous three years.
- Must certify under oath to the above criteria upon submission for any bid, solicitation, or proposal to Dawson County.

The LSBI Policy will not be applicable for the following types of purchases, bids, or solicitations:

- Goods or services provided under a cooperative purchasing agreement or inter-local agreement;
- Purchases or contracts which are funded in whole or part by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of preference;
- Purchases made or contracts let under emergency or non-competitive situations or for legal services;
- Projects over \$100,000.00.

Affidavit:

The County will accept an affidavit that a business meets the County's standards to be considered a Local Small Business. The County, in its sole discretion, may request additional information from the business to support its claim of being a Local Small Business. The Purchasing Department will be required to review the affidavit and request additional information as necessary to ensure the LSBI criteria are satisfied. The County will notify a business of acceptance of LSBI certification.

How Incentive Works:

Under any applicable solicitation or bid, vendors desiring to receive local preference under the LSBI Policy will be required to affirmatively demonstrate via affidavit that they satisfy all pertinent requirements. Any vendor who fails to submit the required affidavit shall be automatically excluded from LSBI consideration. Vendors shall submit the affidavit with each solicitation or bid proposal. The affidavit contemplated under this Policy is valid only for the submitted solicitation or bid, and must be reaffirmed and resubmitted for each subsequent solicitation or bid.

For any solicitation that is under \$100,000.00 the Local Small Business (as demonstrated via affidavit) that submits a responsive, responsible price, a local preference credit of 3%.

Waiver:

The application of local preference to a particular purchase, contract, bid, solicitation or category of contracts may be waived by the Dawson County Board of County Commissioners in its sole discretion. The promulgation of this Policy is not intended nor should it be construed as created a right or property interest in local preference or in the local preference credit.

15. REPEALER

All resolutions or ordinance or parts of resolutions or ordinances and any part of Section 2-12 of Act No 73, approved March 27, 1995 and amended in April 1997, are hereby repealed. Additionally, the Bid Ordinance and Purchasing Policy Resolution adopted August 2, 2008 re hereby repealed.

16. SEVERABILITY

If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of this policy shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this policy as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed to affect the portions of the policy not held to be invalid, nor shall the application of the policy to other circumstances be held invalid. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and the Board of Commissioners hereby adopts any and all parts that are not held invalid.

Approved and adopted this _____ day of _____, 2016.

Mike Berg, Chairman

Attest:

Danielle Yarbrough, County Clerk

Public Hearing Dates:

- 1.
- 2.

Draft

**AN ORDINANCE OF
THE BOARD OF COMMISSIONERS OF DAWSON COUNTY, GEORGIA

REQUIRING SEALED BIDS FOR PURCHASES AND EXPENDITURES
OF \$25,000.00 OR GREATER TO BE APPROVED BY THE BOARD OF
COMMISSIONERS AFTER PROPERLY ADVERTISING FOR SUCH PURCHASE OR
EXPENDITURE FOR A MINIMUM OF TWO WEEKS IN THE LEGAL ORGAN AND
REQUIRING SEALED BIDS; TO PROVIDE A PROCEDURE FOR PURCHASES AND
EXPENDITURES OF LESS THAN \$25,000.00; TO REPEAL CONFLICTING
RESOLUTIONS AND ORDINANCES; TO PROVIDE FOR SEVERABILITY; AND FOR
OTHER PURPOSES.**

WHEREAS, Act No. 73, Georgia Laws 1995 Session, authorizes creation of the Board of Commissioners of Dawson County; and,

WHEREAS, § 2-12 of such Act requires formal sealed bids for all purchases over \$1,000.00 and requires advertisements for such bids to be published for two consecutive weeks in the official organ of Dawson County; and,

WHEREAS, Article IX Section II Paragraph I of the Georgia Constitution provides home rule for counties, which permits Dawson County to amend or repeal local acts applicable to Dawson County's governing authority; and,

WHEREAS, the Board of Commissioners of Dawson County previously increased the amount of an expenditure or purchase from \$1,000.00 to \$15,000.00

before Dawson County is required to advertise for two weeks and to obtain sealed bids in order to incur such expenditure (Resolution No. 97-1; April 1997); and,

WHEREAS, the cost of advertising purchases \$15,000.00 and over has become inefficient and unduly burdensome to Dawson County; and,

WHEREAS, the best interest of the citizens of Dawson County shall be served by increasing the amount required for advertisement and sealed bids to \$25,000.00 or greater.

NOW, THEREFORE, the Board of Commissioners of Dawson County hereby adopt this ordinance as follows:

SECTION I. PURCHASES AND EXPENDITURES.

A. Purchases Equal to or Greater Than \$25,000.00.

All purchases by Dawson County equal to or greater than \$25,000.00 shall be advertised for two weeks in the County legal organ and shall be subject to sealed bid requirements. Any such advertisement shall indicate the nature of the proposed expenditure and shall indicate where and when sealed bids for such purchase or expenditure shall be accepted.

B. Purchases and expenditures less than \$25,000.00.

All purchases and expenditures less than \$25,000.00 shall be in accord with a purchasing policy approved by the Board of Commissioners.

SECTION 2. Repealer.

All resolutions or ordinances or parts of resolutions or ordinances and any part of Section 2-12 of Act No. 73, approved March 27, 1995, in conflict with the terms of this ordinance are hereby repealed, but any resolution or ordinance that may be applicable

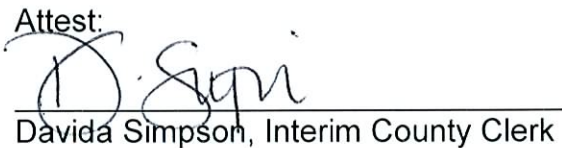
hereto and aid in carrying out or making effective the intent, purpose, and provisions hereof is hereby adopted as a part hereof.

SECTION 3. Severability.

If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of the resolution shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed to affect the portions of the ordinance not held to be invalid, nor shall the application of the ordinance to other circumstances be held invalid. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and the Board of Commissioners hereby adopts any and all parts that are not held invalid.

Adopted this 2nd day of August, 2007.


Mike Berg, Chairman
Dawson County Commissioners

Attest:

Davida Simpson, Interim County Clerk

Vote: Yes: 4
No: 0

Dates of Public Hearing: July 5, 2007 and July 19, 2007

Dates of Advertising: June 20, June 27, July 5, and July 11, 2007.

RESOLUTION

Purchasing Policy for Dawson County, Georgia

WHEREAS, the Board of Commissioners of Dawson County, Georgia (hereafter "Dawson County") have by ordinance changed the purchasing process for County expenditures;

WHEREAS, purchases and expenditures in amounts equal to or greater than Twenty Five Thousand Dollars (\$25,000.00) must be advertised and subject to sealed bid requirements;

WHEREAS, purchases and expenditures in an amount less than Twenty Five Thousand Dollars (\$25,000.00) are to be made in accord with a purchasing policy approved by the Board of Commissioners; and,

WHEREAS, this document shall be known as the "Purchasing Policy" for Dawson County, Georgia.

NOW, THEREFORE, be it resolved by the Board of Commissioners of Dawson County, that:

- 1. Purchases and/or Expenditures in Amounts Between Ten Thousand One Dollars (\$10,001.00) and Twenty-Five Thousand Dollars (\$25,000.00).**

Three (3) written quotes must be submitted to the County Manager for approval before making the purchase and/or expenditure. Formal advertising in the County Legal Organ is not required.

- 2. Purchases and/or Expenditures in Amounts Between One Thousand One Dollars (\$1,001.00) and Ten Thousand Dollars (\$10,000.00) in All Departments Not Otherwise Named in This Resolution.**

Three (3) written quotes must be submitted and the purchase and/or expenditure must be approved by the Purchasing Agent.

- 3. Purchases and/or Expenditures of One Thousand Dollars (\$1,000.00) or Less in All Departments Not Otherwise Named in this Resolution.**

Department Heads must approve the expenditure. Department Heads are strongly encouraged to procure three (3) verbal quotes and a written bid from the selected vendor. Purchases and/or expenditures are to be made using the Dawson County Purchase Card whenever possible.

4. Purchases or Expenditures Made by the Public Works Department.

Purchases and/or expenditures of Three Thousand Dollars (\$3,000.00) or less in the Public Works Department require Department Head approval when the procurement is not provided for by a term contract that has been bid by the Purchasing Department. Purchases and/or expenditures are to be paid using the Dawson County Purchase Card whenever possible.

Purchases and/or expenditures between Three thousand One Dollars (\$3,001.00) and Ten Thousand Dollars (\$10,000.00) require three (3) documented quotes plus the approval of the Purchasing Department before making the purchase and/or expenditure.

Purchases and/or expenditures between Ten Thousand One Dollars (\$10,001.00) and Twenty Five Thousand Dollars (\$25,000.00) require three (3) written quotes, plus approval by the County Manager before making the purchase and/or expenditure.

5. Computers and related equipment.

The purchase of computers, printers and peripherals as requisitioned by Department Heads shall be solely the function of the Information Technology Department. Expenditures of Two Thousand Five Hundred Dollars (\$2,500.00) or less in the Information Technology Department require Department Head approval when the procurement is not provided for by a term contract that has been bid by the Purchasing Department. The Department Head is strongly encouraged to procure three (3) verbal quotes and a written bid from the selected vendor. Purchases and/or expenditures are to be made using the Dawson County Purchase Card.

Expenditures between Two Thousand Five Hundred One Dollars (\$2,501.00) and Ten Thousand Dollars (\$10,000.00) require three documented quotes and approval of the Purchasing Agent before making the purchase and/or expenditure.

Acquisitions between Ten Thousand One Dollars (\$10,001.00) and Twenty Five Thousand Dollars (\$25,000.00) require three written quotes and approval by the County Manger before making the purchase and/or expenditure.

6. Equipment and vehicle repairs and maintenance.

Equipment and vehicle repairs and maintenance up to One Thousand Dollars (\$1,000.00) not provided for by a term contract that has been bid by the Purchasing Department shall be made by the user department on the Dawson County Purchase Card.

For equipment and vehicle repair and maintenance costing One Thousand Dollars (\$1,000.00) or more, the user department shall submit a purchase requisition to the Purchasing Department for payment processing. Payment shall be made on the Purchase Card wherever possible.

7. Sole Source.

Sole Source acquisitions that exceed departmental authority but cost Twenty-Five Thousand Dollars (\$25,000.00) or less shall be justified by the user department and submitted to the Purchasing Department. The Purchasing Department shall process the Sole Source request for consideration and approval by the County Manager.

If three (3) written quotes are required in accord with the terms hereof but only two written quotes can be obtained, then the County Manager shall have the discretion to approve the purchase and/or expenditure or to refer the acquisition to the Board of Commissioners for approval.

Approved and adopted this 16th day of August, 2007.

ATTEST:

BOARD OF COMMISSIONERS
OF DAWSON COUNTY



Davida Simpson, Interim County Clerk

By: 

MIKE BERG, Chairman

the authority to accept subdivision plats when the requirements established by the board of commissioners for subdivisions have been met;

(8) To establish, abolish, or change election precincts and militia districts according to law;

(9) To accept, for the county, the provisions of any optional statute where the statute permits its acceptance by the governing authority of the county;

(10) To exercise all powers, duty, and authority formerly imposed upon or vested in the commissioner of Dawson County in respect to zoning and planning;

(11) To create and change the boundaries of special taxing districts authorized by law;

(12) To fix the bonds of county officers where same are not fixed by statute;

(13) To enact any ordinances or other legislation which the county may be given authority to enact;

(14) To determine the priority of capital improvements;

(15) To call elections for the voting of bonds;

(16) To exercise all of the power and authority formerly vested by law in the commissioner of Dawson County together with the power and authority which may be delegated by law to the governing authority of the county, by whatever name designated;

(17) To appoint retained legal counsel and an independent county auditor and provide for their compensation; and

(18) To require all county officers to report on the general or specific conduct of the financial affairs of their respective offices.

SECTION 2-12.

Formal sealed bids shall be received for all purchases in amounts over \$1,000.00. Advertisements for such bids shall be published for two consecutive weeks in the official organ of Dawson County. The need for such bids may be dispensed with by the board of commissioners if it decides that an emergency exists which will not permit a delay.

Backup material for agenda item:

4. Consideration of Board Appointment:

a. **Dawson County Industrial Building Authority Board**

- i. Mike Ball- *replacing Tom Alexander* (Term: November 2016 through December 2018)

INDUSTRIAL BUILDING AUTHORITY OF DAWSON COUNTY



Mike Berg – Chairman
Dawson County Board of Commissioners
25 Justice Way
Dawsonville, GA 30534

October 31, 2016

Subject: Mike Ball - Authority Board Seat Recommendation

Dear Chairman Berg:

As you are aware a Board of Director's seat on the Industrial Building Authority recently became open following the sudden passing of Tom Alexander. Tom served admirably as the Authority's Secretary for 12 years.

You are aware of the long-standing practice to have if possible, contemporaneous board membership between the Development Authority of Dawson County and the Industrial Building Authority. This reduces both the cost and the complexity of providing for the state board requirements on the Authorities. In that regard the Industrial Building Authority requests your consideration on appointing **Mr. Mike Ball** to the Board of Directors of the Industrial Building Authority.

Mike Ball was appointed to the Development Authority board in 2013 and has served as that board's Treasurer. Placement on the Industrial Building Authority would allow Mike to maintain a comprehensive overview of the financial status of both Authorities.

The Board requests that you consider the above-named individual for nomination to the Board of the Industrial Building Authority of Dawson County at the earliest possibility so that it can realize a return to a full quorum.

Sincerely:

A handwritten signature in blue ink, appearing to read 'Charlie Auvermann', with the text 'Executive Director' printed below it.

Executive Director

Charlie Auvermann
Executive Director

Cc: Dr. S. Weeks
M. Simmons
M. Ball

135 Prominence Court, Suite 170 Dawsonville, GA 30534
706.265.8761

www.developdawson.org