

**Brunswick-Glynn County
Joint Water and Sewer Commission**

Invitation For Bid

**CCTV Camera Inspection
2016 SPLOST N Mainland Phase II and Phase III
Downstream Assessment
for the
Brunswick-Glynn County Joint Water and Sewer Commission**

Responses Due by:

12:00 NOON, EST Tuesday, March 13, 2018 to:

**Purchasing Division
Joint Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
(912) 261-7127**

**Submit responses in hard copy only; electronic or fax responses will not be accepted.
Responses received after the deadline or at any other locations will not be accepted.**

**Non-Mandatory Pre-Bid meeting will be held on Tuesday, February 27, 2018 at 1:00 p.m.
JWSC Commission Chambers – 1703 Gloucester St, Brunswick, GA 31520**

Deadline for questions is Friday, March 2, 2018, no later than 5:00 p.m. EST.

**Questions must be directed in writing (via e-mail) to the
Purchasing Director, Pamela Drury-Crosby, email- pcrosby@bgjwsc.org**

**FOR COMPLETE DETAILS OF THIS SOLICITATION, please visit the BGJWSC website, utilizing the
following link:**

<http://www.bgjwsc.org/departments/procurement/>

TABLE OF CONTENTS

SECTION 1

Intent and Purpose

Scope of Work

Instructions To Bidders

Bid Submittal Requirements

SECTION 2

Exhibit A – Project Map and Location List

Exhibit B – Inspection Report Samples

Exhibit C – Bid Form and Payment Item Schedule

Exhibit D – Bidder Qualification Form

Exhibit E – E-Verify Affidavits

Exhibit F – Drug Free Workplace Affidavit

Exhibit G – Insurance Requirements

SECTION 1

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I. Intent and Purpose

The Brunswick-Glynn County Joint Water and Sewer Commission (JWSC) is in the process of evaluating downstream conveyance systems improvements required to complete the 2016 SPLOST North Mainland Phase II and Phase III Sewer Improvements Project. The overall project is a re-route of existing line configurations and sanitary sewer flows to optimize capacity and increase operational efficiencies within the overall North Mainland conveyance system.

Phase I of the project is scheduled for completion in March and evaluation of its impact on overall North Mainland conveyance system performance and capacity will be evaluated at that time. In conjunction with overall project design, preliminary route survey and geo-technical work has been completed for Phase II and the same activities for Phase III are currently underway. Anticipated design and engineering for Phase II should begin in June. Phase III's final route will be determined by the proposed design of a Glynn County road project in the Harry Driggers / Glynco Parkway area.

For this specific project component, JWSC requests qualified individuals and firms with experience in CCTV inspection to submit a bid for CCTV Camera Inspection to establish a condition assessment of the existing 30" RCP line and manholes along a major downstream transmission section in the Whitlock Street area of Brunswick, Glynn County, Georgia. This inspection and assessment will be crucial to JWSC's decision for rehabilitation or replacement of this section of service line in the overall 2016 SPLOST North Mainland project's final design.

II. Scope of Work

CCTV inspection of approximately 6,000 linear feet of 30" reinforced concrete sewer pipe and (19) nineteen manholes. See Exhibit A for location names and map locations. Services will include all labor, materials and equipment required to complete inspection utilizing NASSCO standards for Mainline and Manhole inspection protocol. Pricing should be all inclusive with coordination and responsibility of all activities related to permitting, traffic control, flagging bypass pumping, jetter truck, OSHA confined space entry compliance, and debris removal included.

The final inspection report output should be in a NASSCO format, in both electronic and hard copy. Detailed inspection reports will be required as per samples in Exhibit B.

Initial staff assessment of current condition indicates that reinforced concrete pipe has deteriorated such that the gaskets are hanging down into the flow line or just above. A mandrel saw attachment or other device will be necessary to inspect the line without the camera getting hung up on the gasket. Sewer main shall remain in service during inspection. Flow level varies from 25% to 65% when lift station pumps.

The timeframe to complete this scope of work is estimated not to exceed (30) thirty calendar days. The inspection report information is required to finalize the initial planning and design of 2016 SPLOST North Mainland Phase II and Phase III downstream improvements and therefore timely completion of this project segment is critical to the overall design and construction schedule. Bidders are advised to consider this aspect thoroughly as they plan and evaluate the multiple elements that will be involved to execute this project within the desired timeframe.

III. Schedule of Events

Listed below is the tentative schedule of events associated with this project:

Date	Event
2/12/2018	Solicitation Released; Bid Docs Available for prospective Bidders
2/27/2018	Non-Mandatory Pre-Bid Meeting - JWSC Headquarters
3/2/2018	Deadline for Questions
3/6/2018	Final Addenda Issued
3/13/2018	Bids Due
3/15/2018	Anticipated Award Date
3/15-3/29/2018	Contract Execution Period and Pre-Construction Meeting
4/2/2018	Commencement of Work
5/4/2018	Completion of Work; Inspection Reports Due

IV. Instructions to Bidders

These instructions are to be followed by every entity bidding to provide the Brunswick-Glynn County Joint Water and Sewer Commission (JWSC) with goods and/or services. These instruction constitute an integral part of the Bid, and any Bidder agrees that tender of a Bid constitutes acknowledgement and acceptance of its obligation to adhere to these instructions, which are to be incorporated into and considered part of any contract the Bidder ultimately executes with the JWSC.

1. If there is any question whatsoever regarding any portion of the specifications, it shall be the Bidder's responsibility to seek clarification immediately from the JWSC, as early as possible prior to the bid opening. Regarding requests for interpretations of specifications must be made in writing via email to the Purchasing Division no later than 5:00 p.m. EST on Friday, March 2, 2018. Please direct all questions to the Pamela Drury-Crosby, Purchasing Director at pcrosby@bgjwsc.org. No oral communications from the Owner Contact or other individual is binding. No contact with the JWSC staff, Commission members or any public official concerning the project during the procurement process is allowed, except through the owner contact. A violation of this provision may result in disqualification of Bidder.
2. Unless it is otherwise stated in the bid documents, it shall be the responsibility of the bidder to inform itself as to all conditions of the work site and to make and take account thereof in calculating and submitting its bid. Documents may be made available by the JWSC during the bidding process; no warranty of accuracy is made in regard to these documents, and it is the responsibility of the bidder to make its own investigations as to the nature of the work and the conditions under which it shall be performed, and to make its own independent assumptions as to these matters. The burden of anticipating unforeseen circumstances, either hidden or latent, and the conditions of the work site and all related circumstances, and the cost of accommodating therefore should unanticipated circumstances be later encountered shall rest upon the bidder.
3. Pre-bid meeting or any other information session will be held at the location as indicated in the solicitation. Attendance is not mandatory; although vendors are strongly encouraged to attend. The purpose of this meeting is to present and clarify information about the Project and process, and

respond to any immediate questions that Bidders may have about this IFB. A list of persons in attendance will be recorded and posted on the Owner's website. Late entry to the meeting will not be allowed.

4. Information submitted by the Bidder in the bid process shall be subject to disclosure after bid award in accordance with the Georgia Open Records Act. Proprietary information must be identified and be accompanied by a signed affidavit outlining the redacted information. Entire bids may not be deemed proprietary. All updates to solicitation documents and any addenda will be posted on the JWSC website: <http://www.bgjwsc.org/departments/procurement/> It is the responsibility of all bidders to monitor this site for updates and addenda that may be added during the procurement process.
5. Bids must be made on the enclosed Bid Form. Unless otherwise requested, one (1) original and at least two (5) copies of the Bid Form need to be submitted, and these copies must be **typewritten or printed in ink**. All copies of any Bid Forms must be signed in ink by the person or persons authorized to sign the Bid Form. The person signing the Bid Form must initial any changes or corrections.
6. The name of the person, firm, or corporation making the Bid must be printed in ink, along with the Bidder's signature, on all separate sheets of the Bid Form. If a Bid is made by an individual, his name and post office address must be shown. If made by a firm, or partnership, the name and the post office address of each member of the firm or partnership must be shown. If made by a Corporation, the person or persons signing the Bid must show the name of the State under the laws of which the Corporation is chartered and his, or their authority for signing same. The names, titles and addresses of the President, Secretary and the Treasurer and the corporate authority for doing business in this state shall be listed and returned with the Bid Form.
7. All Bids must be hand delivered, delivered by courier service, or mailed via the United States Postal Service. No facsimiles will be accepted. The person, firm, or corporation making the Bid shall submit it in a sealed envelope on or before the date and time specified in the Bid package. The envelope shall be marked "**Sealed Bid**" and carry the Bid title, and date and time of opening as set forth in the Bid package. The envelope shall also bear the name of the party making the Bid and the party's address. Address Bids to *Brunswick-Glynn County Joint Water and Sewer Commission, 1703 Gloucester Street, Brunswick, GA 31520 ATTN: Purchasing Division*.
8. Alterations to the documents are strictly prohibited and shall result in automatic disqualification of the Bidder's bid. If there are "exceptions" to the specifications or comments to any of the solicitation requirements or other language, then the bidder may ask questions regarding those requirements or submit additional documentation as to the variation from the specifications, but may not alter any of the language contained in the solicitation. In the case of goods, the person, firm or corporation making the Bid may Bid all items. All items may be considered separately, at the discretion of the JWSC.
9. Bidders for construction contracts where the laws of Georgia or the United States of America require a license in order to perform such construction must list the license number and class on the face of the bid envelope and must enclose copies of any required license with the bid.

10. When public work is let out for bid, no person shall prevent or attempt to prevent competition in such bid. Such bidders must make an oath filed with the officer who makes payments under the contract that they have not prevented or attempted to prevent competition in the bid process. Such oath must be signed by: if a partnership, all partners and any officer or agent or other person who acted on the partnership's behalf during the bid process; if a corporation, all officers, agents, or other persons who acted for the corporation in the bid process.
11. Bids shall not be withdrawn or cancelled by the bidder past the bid opening date and time. The bidder may make modifications/corrections to the bid by submitting a corrected sealed bid but only if the change is prior to the bid opening. The corrected document should be clearly marked that it supersedes the bid opening originally submitted. No modification or corrections will be allowed subsequent to the bid opening.
12. Bidders are hereby notified and agree by submission of a Bid Form that if additional items not listed in the Bid Form become necessary and require unit prices not established by the Bid Form, the unit prices of such items shall be negotiated and shall be directly proportional to the established unit prices of similar items on the Bid Form.
13. By tendering a bid, a Bidder agrees to leave the bid open for acceptance by the JWSC for (60) days after the date set for the opening thereof.
14. By tendering a bid, the bidder certifies that the bidder has carefully examined these instructions and the terms and specifications applicable to and made a part of the bid. The Bidder further certifies that the prices shown in any schedule of items on which the Bidder is proposing are in accordance with the conditions, terms and specifications of the bid and that they are aware that any exception taken thereto may disqualify the bid. Bidders are required to inform themselves fully as to the availability of materials and the conditions relating to construction and labor under which any work will be or is now being performed. No error or misjudgment nor any lack of information on local conditions, general laws or regulations on the part of the Bidder shall merit withdrawal of the bid.
15. The time slated for completion of this work is stated in the Bid Form. Failure to complete the work within this period shall result in payment to the JWSC of liquidated damages in an amount provided for by contract for each calendar day in excess of the contract time.
16. While price is the prime criteria, and the JWSC intends to purchase at the lowest responsible bid available, price shall not be the sole criteria utilized by the JWSC in evaluating the bid package submitted. The following criteria shall also be utilized by the JWSC in determining the lowest responsible bid.
 - a. Ability of Bidder to perform in the time frame need by the JWSC.
 - b. Reputation of the Bidder in its industry.
 - c. Reasonableness of the bid in relation to anticipated costs.
 - d. Ongoing relationships with the JWSC based on above-average prior performance of work with the Commission.
17. The Bidder must employ such methods and means in carrying out the work as will not cause any interruption of or interference with any other Contractor.

18. The successful Bidder must comply with the applicable Risk Management Requirements prior to beginning performance, and during the contract period.
19. The Contract between the JWSC and the Contractor shall be executed on a form provided by JWSC and will be subject to all requirements of the contract documents (which include but may not be limited to the Contract, these instructions, any Purchase Orders, and the Risk Management Requirements), and shall form a binding contract between the contracting parties.
20. Failure to execute the Contract, any required Surety Performance and Payment Bonds, or to furnish any required satisfactory proof of carriage of required insurance within ten (10) days from the date of notice of award of the Contract shall be just cause for the annulment of the award and for forfeiture of the bid guaranty to the JWSC, not as a penalty, but in liquidation of damages sustained. At the discretion of the JWSC, the award may then be made to the next lowest responsible vendor, or the work may be re-advertised or constructed by the JWSC.
21. Any Contract and Contract Bonds shall be executed in duplicate.
22. Award of this bid shall be by action of the JWSC Board at its regular monthly meeting.
23. The JWSC reserves the right, with or without notice or cause, to accept any bid regardless of the amount thereof; to reject any bid, or any number of bids; to negotiate with any Bidder for a reduction of or alterations in its bid; to reject all bids and to call for additional bids upon the same or different invitations to bid, plans or specifications; to be sole judge, in its discretion, on all questions as to whether or not a bid complies with the invitation to Bid, the plans or the specifications, and as to the solvency and sufficiency of any and all sureties on all bonds.

One (1) original and Five (5) copies of your response must be submitted no later than 12:00 Noon on Tuesday, March 13, 2018 to:

Pamela Drury-Crosby, Purchasing Director
Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520

V. Required Bid Submittals

The following items are required to be included as part of the bid submittal. Failure to include any of these items may result in the bid being deemed non-responsive:

A. Bid Form

B. Bidder Qualification Information, including References. Failure to provide satisfactory references will result in the bid being deemed non-responsive.

C. Georgia Security and Immigration Compliance Act of 2006 form - Contractor Affidavit and Agreement form and Subcontractor Affidavit form (if applicable) <https://www.verify9.com/state-laws/georgia-e-verify/>

JWSC cannot consider any bid which does not include completed affidavits. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act of 2006, as amended on May 11, 2009. All Bidders intending to do business with JWSC are responsible for independently apprising themselves and complying with the requirements of that law and its effect on JWSC procurements and their participation in those procurements.

- D. Drug Free Workplace Affidavit
- E. Sample data deliverable for manhole inspections
- F. Sample deliverable shall consist of five (5) manhole inspections.
- G. Provide data on the equipment and software that will be used for CCTV work. Include software version that will be used.
- H. Provide NASSCO Software certification for CCTV.
- I. Addenda (if any issued).

V. Contract (use general terms and conditions)

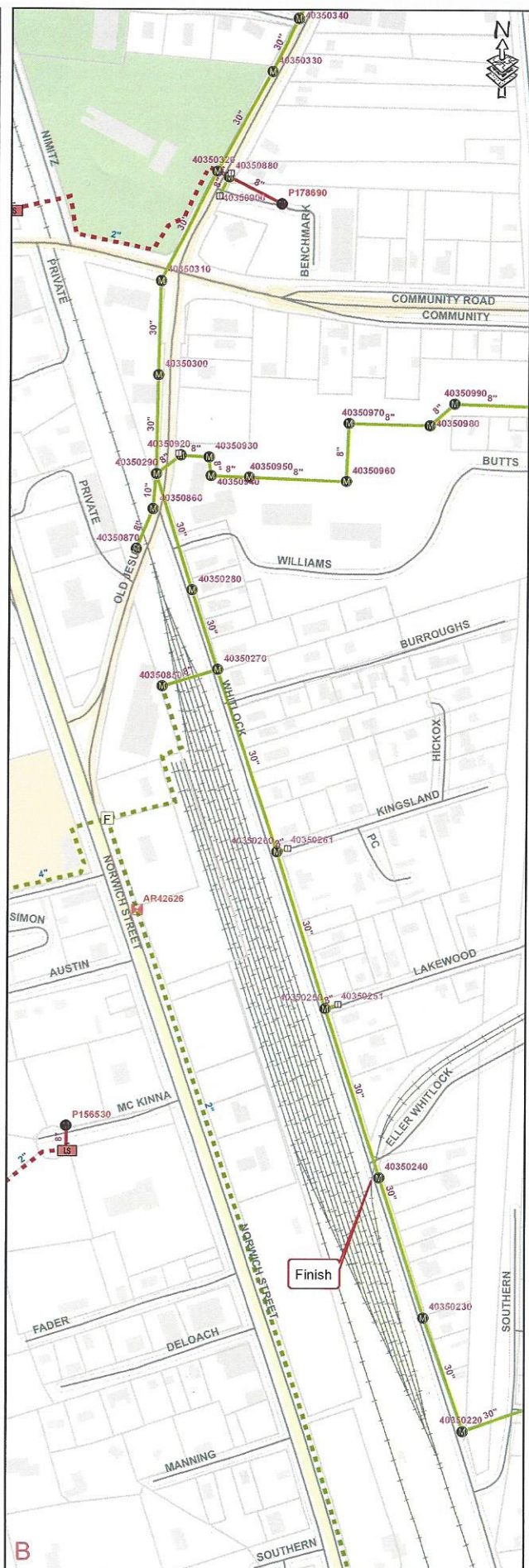
After selection of the agency, a proposed contract shall be supplied and is subject to review and approval of the JWSC Attorney. Specific insurance requirements will be established and added as an attachment to the final contract.

SECTION 2

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EXHIBIT A

PROJECT MAPS and LOCATION LIST



Brunswick-Glynn Joint Sewer & Water Commission
Water & Wastewater Department
Systems Pumping & Maintenance Division
2909 Newcastle Street
Brunswick, GA 31520
Phone: (912) 279-5575 Emergency: (912) 634-0258



Manholes requiring inspection;

B&W Grade Road	Old Jesup Road	Whitlock Street
40350440	40350380	40350280
40350430	40350370	40350270
40350420	40350360	40350260
40350410	40350350	40350250
40350400	40350340	
	40350330	
	40350320	
	40350310	
	40350300	
	40350290	

5,900 foot of 30" RCP gravity main requiring inspection;

40350440+40350430
40350430+40350420
40350420+40350410
40350410+40350400
40350400+40350390
40350390+40350380
40350380+40350370
40350370+40350360
40350360+40350350
40350350+40350340
40350340+40350330
40350330+40350320
40350320+40350310
40350310+40350300
40350300+40350290
40350280+40350270
40350270+40350260
40350260+40350250
40350250+40350240

EXHIBIT B

INSPECTION REPORT SAMPLES



Ray Juliano
2909 Newcastle St
Brunswick
Tel: 912-261-7149
Fax: 912-261-7172
E-mail: rjuliano@bgjwsc.org

Inspection Report

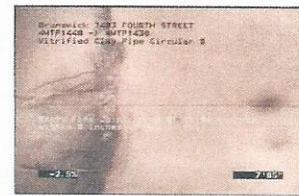
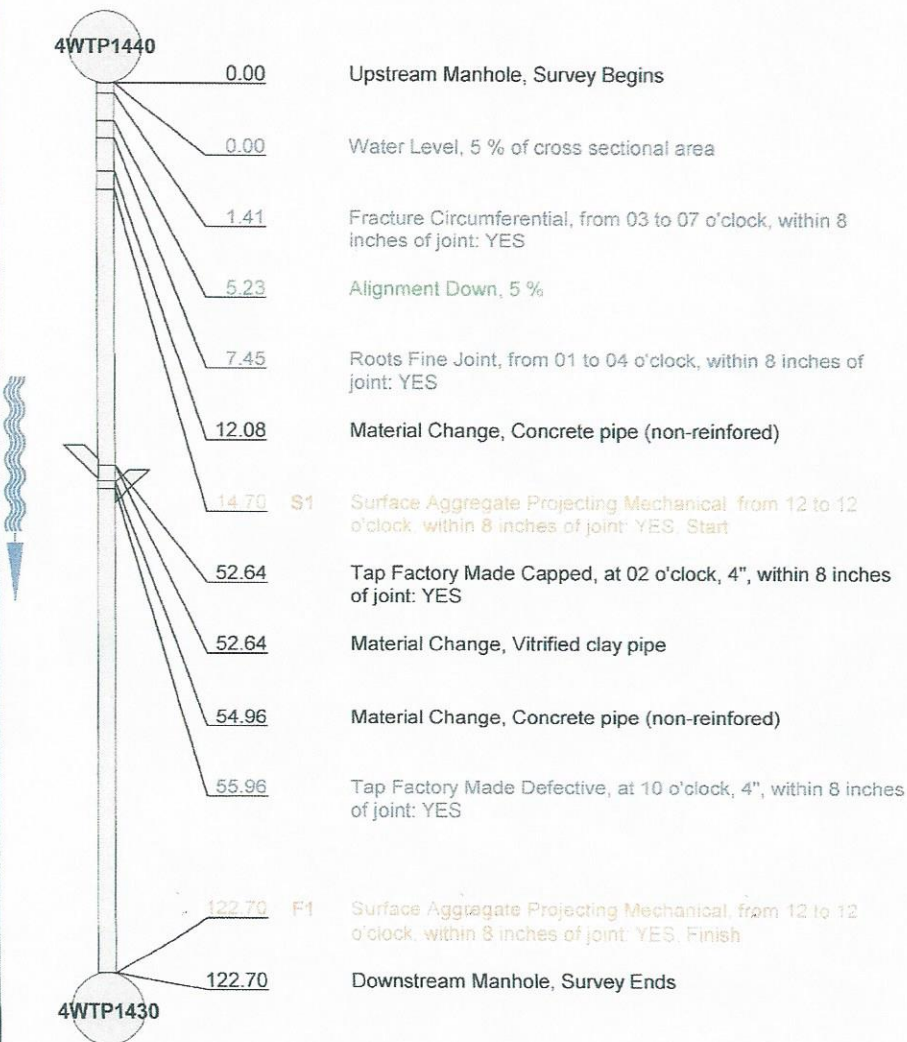
Date 11/13/2013	Work Order# 17791	Weather Dry	Surveyor's Name B Sweat	Asset ID 4WTP1440+4WTP1430	Section No. 2
Certificate No. U-807-5076	Survey Customer BGJWSC	System Owner BGJWSC	Date Cleaned 11/13/2013	Pre-Cleaning Jetting	Sewer Category

Street123 City Loc. details Location Code	3403 FOURTH STREET Brunswick Main Highway - Suburban/Rural	Use of Sewer Drainage Area Flow Control Length surveyed	Sanitary 4WTP0000 Not Controlled 122.70 ft	Upstream MH Downstream MH Dir. of Survey Section Length	4WTP1440 4WTP1430 Downstream 122.70 ft
--	--	--	---	--	---

Purpose of Survey Year Laid Tape / Media No.	Maintenance Related 2	Joint Length Dia./Height Material	8 inch Vitrified Clay Pipe
--	------------------------------	---	-------------------------------

Add. Information :

1:300 Position Observation



QSR	QMR	SPR	MPR	OPR	SPRI	MPRI	OPRI
3C21	2311	68	7	75	2.96	1.75	2.78

BGJWSC Sanitary Sewer Manhole Inspection Form

SID: 4044 0100

Northing Coord:

Easting Coord:

Address/Intersection: 256 STANTON CORN

Rim Elev:

Grade Elev:

Invert "A" Down Dist: 5.55

Invert "A" Pipe Dia: 8 12

Invert "A" Pipe Type: PVC

Invert "A" Clock Position: 6

Invert "B" Down Dist: 5.5

Invert "B" Pipe Dia: 8

Invert "B" Pipe Type: PVC

Invert "B" Clock Position: 9

Invert "C" Down Dist: 5.55

Invert "C" Pipe Dia: 8

Invert "C" Pipe Type: PVC

Invert "C" Clock Position: 3

Invert "D" Down Dist:

Invert "D" Pipe Dia:

Invert "D" Pipe Type:

Invert "D" Clock Position:

Invert "E" Down Dist:

Invert "E" Pipe Dia:

Invert "E" Pipe Type:

Invert "E" Clock Position:

Force Main Code:

Drop MH Code:

Free Drop MH Code:

Frame Dia: 25 1/2

Frame & Cover Problem: Yes No

Manhole Security Problem: Yes No

MH Diameter: 48

Surface Ponding Area: Yes No

Inflow Protector Installed: Yes No

Invert Ponding: Yes No

Structure Material: precast brick lined coated plastic

Infiltration Rating: 1=acceptable 2=minor 3=moderate 4=significant 5=collapse imminent

Inflow Rating: 1=acceptable 2=minor 3=moderate 4=significant 5=collapse imminent

Root Rating: 1=acceptable 2=minor 3=moderate 4=significant 5=collapse imminent

Corrosion Rating: 1=acceptable 2=minor 3=moderate 4=significant 5=collapse imminent

H₂S Vapor PPM: 0 = 0 - 10 ppm 2 = 11 - 50 ppm 3 = 51 - 100 ppm 4 = 101 - 1,000 ppm 5 = >1,000 ppm

Grease Rating: 1=acceptable 2=minor 3=moderate 4=significant 5=collapse imminent

Debris Rating: 1=acceptable 2=minor 3=moderate 4=significant 5=collapse imminent

Location: Road ROW Highway Secondary Road Residential Road Easement/ROW

Surface: Asphalt Concrete Grassed Area Landscaped Yard Marshland Ditch

Obstructions: Yes No

Remarks: GROUT ALL PIPES INSIDE MH

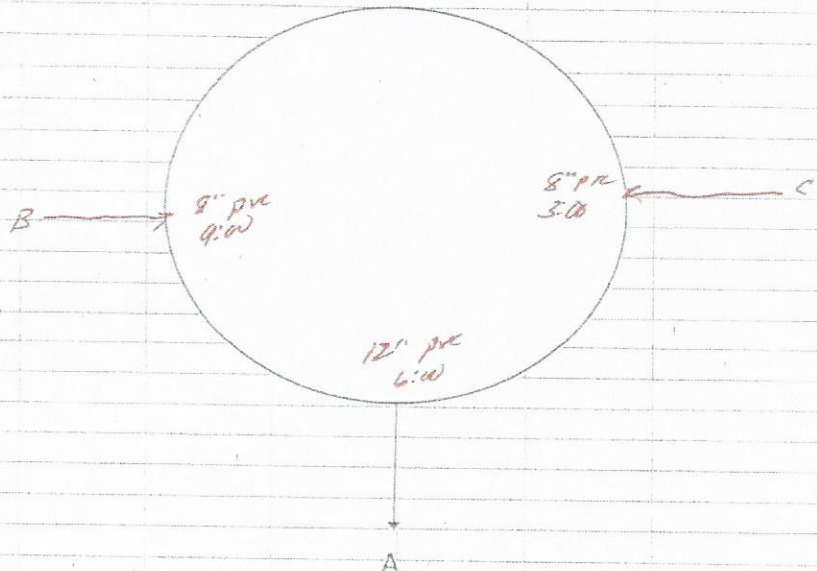


EXHIBIT C

BID FORM

BID FORM

Bid of _____

(Hereinafter "Bidder"), organized and existing under the laws of the State of _____,

doing business as _____ (insert "a corporation," "a partnership," or "an individual" or such other business entity designation as is applicable).

To the Brunswick-Glynn County Joint Water and Sewer Commission (hereinafter "Owner" or JWSC).

In compliance with the Request for Bids, Bidder hereby proposes to perform all Work for **CCTV Camera Inspection for 2016 SPLOST North Mainland Phase II and Phase III Downstream Assessment** in strict accordance with the Contract Documents as enumerated in the Request for Bids, within the time set forth therein, and at the prices stated below.

By submission of this bid, Bidder certifies, and in the case of joint bid each party thereto certifies as to the party's own organization that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor. Bidder also certifies compliance with the Instructions to Bidders.

In submitting this bid, Bidder certifies Bidder is qualified to do business in the state of Georgia as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.

CONTRACT EXECUTION AND BONDS:

The undersigned Bidder agrees, if this bid is accepted, to enter into an Agreement with OWNER on the form included in the Documents to perform and furnish Work as specified or indicated in the Documents for the Contract Price derived from the bid and within the times indicated herein and in accordance with the other terms and conditions of the Documents.

Bidder accepts the terms and conditions of the Documents.

INSURANCE:

Bidder further agrees that bid amount(s) stated herein includes specific consideration for the specified insurance coverages.

CONTRACT TIME:

Bidder hereby agrees to execute the agreement within fourteen (14) calendar days of Notice of Award or as specified by JWSC. Each individual project work order shall be completed within the time period as agreed to by both parties at the time of the individual project work order issuance. If said work is not completed within

the time frame stated on the individual project work order, the Contractor shall be liable to pay to the Owner, as liquidated damages the amount of \$250.00 per calendar day for each and every day or part of a day thereafter that said work remains substantially incomplete for that particular individual project work order.

BID:

The undersigned proposes to complete, in all respects, sound and conformable with this Contract Document the work for the amounts as shown on the following Pay Item Schedule.

ADDENDA:

Bidder acknowledges receipt of the following Addenda:

BID FORM - Payment Item Schedule

Item	Description	Unit	Unit Cost
1	Mobilization for Project Work		
2	CCTV only, No Cleaning - up to 30" diameter		
3	Flow Byapssing - up to 30" diameter		
4	Manhole Inspection		
5	Trunk Line Manhole Inspection - Do we need this?		

To be considered responsive, bidders are required to bid on all work items listed on the Bid Form – Pay Item Schedule.

Submitted by:

(NAME OF BIDDER)

By: _____
(SIGNATURE)

(TITLE)

(DATE)
(SEAL) (ATTEST)

(ADDRESS)

(PHONE NUMBER)

(FAX NUMBER)

(LICENSE NUMBER) (If applicable)

(E-MAIL ADDRESS)

Submitted by: _____
(NAME OF BIDDER)

EXHIBIT D

BIDDER QUALIFICATION FORM

BIDDER QUALIFICATION FORM

COMPANY NAME OF BIDDER:

NUMBER OF YEARS IN BUSINESS

BUSINESS ADDRESS OF COMPANY:

TELEPHONE NUMBER:

FAX NUMBER:

POINT OF CONTACT NAME:

POINT OF CONTACT EMAIL ADDRESS:

COMPANY TAX ID NUMBER:

COMPANY WEBSITE:

ENTITY TYPE:

Individual/Sole Proprietor
Privately Held Corporation/LLC
Publicly Owned Company

Employee Owned Company
Partnership
Attorney

Other (specify):

NAME OF PRINCIPAL OFFICERS: _____

REFERENCES

LIST AT LEAST THREE (3) SIMILAR SEWER SYSTEM EVALUATION PROJECTS THAT HAVE BEEN COMPLETED WITHIN THE LAST FIVE (5) YEARS, EXCLUDING JWSC.

OWNER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

PROJECT DESCRIPTION: _____

DATE COMPLETED: _____

OWNER:

CONTACT NAME:

EMAIL ADDRESS:

PHONE NUMBER:

ADDRESS:

PROJECT DESCRIPTION:

DATE COMPLETED:

OWNER:

CONTACT NAME:

EMAIL ADDRESS:

PHONE NUMBER:

ADDRESS:

PROJECT DESCRIPTION:

DATE COMPLETED:

EXHIBIT E

E-VERIFY REQUIREMENTS

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

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

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, ___, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

E-VERIFY SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

Georgia Security Immigration and Compliance (GSIC) Act

The Brunswick-Glynn County Joint Water and Sewer Commission and Subcontractor agree that compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, *stating affirmatively that the individual, firm, or corporation which is contracting with a Contractor contracting with the Brunswick-Glynn County Joint Water and Sewer Commission has registered with and is participating in the federal work authorization program known as: E-Verify*, web address <https://e-verify.uscis.gov/enroll/> operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], *in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91*. The undersigned Subcontractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.

The undersigned Subcontractor agrees that, should it employ or contract with any other subcontractor(s) in connection with the physical performance of services pursuant to the contract with the Brunswick-Glynn County Joint Water and Sewer Commission, Subcontractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Subcontractor further agrees the Subcontractor will advise the Brunswick-Glynn County Joint Water and Sewer Commission of the hiring of a new subcontractor and will provide the Brunswick-Glynn County Joint Water and Sewer Commission with a Subcontractor Affidavit attesting to the Subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of the hiring before the Subcontractor begins working on the Project. Subcontractor also agrees to maintain all records of such compliance for inspection by the Brunswick-Glynn County Joint Water and Sewer Commission at any time and to provide a copy of each such verification to the Brunswick-Glynn County Joint Water and Sewer Commission at the time the subcontractor(s) is retained to perform such services.

(Continued on Next Page)

REQUIRED ONLY IF APPLICABLE

E-Verify Employment Eligibility Verification User I.D. Number

Date of Authorization to Use Federal Work Authorization Program

Name of Subcontractor

Title of Authorized Officer or Agent of Subcontractor

Signature and Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this the __ day of _____, 2015.

NOTARY PUBLIC:

Name: _____

My Commission Expires: _____

(NOTARY SEAL)

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

EXHIBIT F

DRUG FREE WORKPLACE AFFIDAVIT

CERTIFICATE OF DRUG FREE WORKPLACE

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under bid, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Company Name:

Authorized Signature:

Title:

Date:

EXHIBIT G

INSURANCE REQUIREMENTS

Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
(912) 261-7100

INSURANCE REQUIREMENTS

The description section of your insurance certificate must read:

BGJWSC is named as an additional insured on all coverage except Workers' Compensation as per written contract. A waiver of Subrogation applies to all policies shown above as per written contract.

Insurance Requirements

Before starting and until acceptance of the Work by BGJWSC, and without further limiting its liability under the Contract, Company shall procure and maintain at its sole expense, insurance of the types and in the minimum amounts stated below:

SCHEDULE	AMOUNT
<u>Workers' Compensation</u> Georgia Statutory coverage and Employer's Liability (including appropriate Federal Acts)	Statutory Limits (Workers' Compensation) \$500,000 Bodily Injury each accident \$500,000 Bodily Injury by Disease each Employee \$1,000,000 Bodily Injury policy limit
<u>Commercial General Liability</u> Premises-Operations Products-Completed Operations Contractual Liability Independent Contractors Broad Form Property Damage Explosion, Collapse and Underground Hazards (XCU Coverage) as appropriate Primary and Non Contributory	\$1,000,000 each occurrence \$2,000,000 annual aggregate for bodily injury and property damage, combined single limit
<u>Automobile Liability</u> All autos-owned, hired, or non-owned	\$1,000,000 each occurrence, combined single limit
<u>Excess or Umbrella Liability</u> (This is additional coverage and limits above the following primary insurance: Employer's Liability, Commercial General Liability and Automobile Liability)	\$2,000,000 each occurrence and annual aggregate

Company's Commercial General Liability and Excess or Umbrella Liability policies shall be effective for two years after Work is complete. The above Indemnification provision is separate and is not limited by the type of insurance or insurance amounts stated above. The General liability shall contain a "Per Project Aggregate".

Company shall specify BGJWSC as an additional insured for all coverage except Workers' Compensation and Employer's Liability. Such insurance shall be primary and non-contributory as to any and all other insurance or self-insurance maintained by BGJWSC. Company shall include a Waiver of Subrogation on all required insurance in favor of BGJWSC, its commission members, employees, agents, successors and assigns.

Such insurance shall be written by a company or companies authorized to do business in the State of Georgia, rated at least A- VII by A M Best and satisfactory to BGJWSC. Prior to commencing any Work under this Contract, certificates evidencing the maintenance of the insurance shall be furnished to BGJWSC for approval.