



REQUEST FOR QUALIFICATIONS

BGJWSC SOLICITATION NO. 18-005 for

BOND UNDERWRITING SERVICES

TO THE
BRUNSWICK-GLYNN COUNTY JOINT WATER AND SEWER
COMMISSION

Responses Due by:

12:00 NOON, EST Tuesday, October 31, 2017 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.

MANDATORY Pre-proposal Conference
Tuesday October 17, 2017 (@, 1:00 p.m. EST)

On-Site Attendance (preferred)
Brunswick-Glynn County Joint Water and Sewer Commission Chambers
1703 Gloucester Street
Brunswick, Georgia 31520

Or

Conference Line:
Phone: 1 888.204.5987
Access Code: 5863965

Deadline for questions is Thursday, October 19, 2017, no later than 3:00 p.m. EST
Questions received after this date and time may not be answered.

Questions must be directed in writing (e-mail) to the Purchasing Director, Pamela
Drury-Crosby, EMAIL: p1.r9Sb@bgjwl.com; Q1b

FOR COMPLETE DETAILS OF THIS SOLICITATION ,
BGJWSC Purchasing Division

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

RESPONSE SIGNATURE AND CERTIFICATION

I certify that this Response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Response ("Respondent") for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Response and certify that I am authorized to sign this Response for Respondent. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. have not been violated and will not be violated in any respect.

Authorized Signature for Respondent: _____

Date: _____

Print/Type Name: _____

Print/Type Respondent Name Here: _____

RESPONDENT'S RFQ CONTACT INFORMATION
 (This page **MUST** be completed and returned with your Response)

FIRM NAME	
FIRM'S MAILING ADDRESS	
CITY	
STATE	
ZIP	
PRIMARY CONTACT NAME	
PRIMARY CONTACT E-MAIL ADDRESS	
PRIMARY CONTACT PHONE	
SECONDARY CONTACT NAME	
SECONDARY CONTACT E-MAIL ADDRESS	
SECONDARY CONTACT PHONE	

This form **MUST** be included with Response immediately following cover letter.

RESPONDENT'S RFQ CHECKLIST

Critical Things to Keep in Mind When Responding to an RFQ for the Brunswick-Glynn County Joint Water and Sewer Commission

1. _____ Read the mltalLdocument. Note critical items such as: services required; submittal dates; number of copies required for submittal; contract requirements, if any (e.g. bonding and insurance requirements).
2. _____ Note the Purchasing Manager's name, address, and e-mail address. This is the only person you are allowed to communicate with regarding the RFQ and is an excellent source of information.
3. _____ Take advantage of the "question and answer" period. Submit your questions to the Purchasing Manager by the due date listed on the cover page and in the *Schedule of Events* and view the answers given in the fonnal "addenda" issued for the RFQ. All addenda issued for an RFQ will be distributed by e-mail to RFQ participants.
4. _____ FoUow the format required in the RFQ when preparing an RFQ Response. Provide point-by-point responses to all sections in a clear and concise manner.
5. _____ Provide complete answers/descriptions. Read and answer all questions and requirements. Don't assume The BGJWSC will know what your finn's capabilities are or what items/services you can provide, even if you have previously contracted with the BGJWSC. Responses are evaluated based solely on the information and materials provided in response to the RFQ.
6. _____ Use the forms provided with the RFQ, if any.
7. _____ Check the BGJWSC's website for RFQ addenda. Before submitting your Response, be sure to check the BGJWSC's website at http://www.bgjwsc.org/departmcnts_grocuement/ to see whether any addenda were issued for the RFQ. If so, you must submit a signed cover sheet for each addendum issued along with your Response.
8. _____ Review the RFQ document again lo make sure that you have addressed all requirements. Your original Response and the requested copies must be identical and complete. The copies are provided to ind ividuals evaluating Responses and will be used to rank submittals.
9. _____ Submit your Response on time. Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late Responses will not be accepted.
10. _____ Include Respondent's completed RFQ Contact Information form on page i mmediately following Respondent's cover Jetter.

This clllecklist is provided for assistance only and sllould not be submitted wittll your Response.

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BRUNSWICK-GLYNN COUNTY JOINT WATER AND SEWER COMMISSION

Request for Qualifications # 18-005 Bond Underwriting Services

SECTION 1: BACKGROUND

A. Purpose

The Brunswick-Glynn County Joint Water and Sewer Commission (the "BGJWSC") is accepting responses (Responses) meeting the requirements of its Request for Qualifications # 18-005, BGJWSC Bond Underwriting Services ("RFQ"). The BGJWSC Commission has requested that the BGJWSC ("Commission"), duly created and validly existing pursuant to an act of the General Assembly of the State of Georgia, issue its revenue bonds in an expected size of \$50-\$65 million dollars ("Bonds"), the proceeds of which will be used to construct and install certain public facilities to be part of the BGJWSC's proposed Capital Improvement Plan. The successful responding firm will provide comprehensive bond underwriting services in connection with the Capital Improvement Plan as more fully described in Section 2, Scope of Services. The tentative financing schedule expects ratings received around the first of February 2018, a bond sale in mid-February and an anticipated bond closing date of March 1, 2018. It is expected that the team from successful responding firm will be available from the time of the selection, expected November 16th, until the closing of the bonds.

B. General Information about the Brunswick-Glynn Joint Water and Sewer Commission

Located in the beautiful Golden Isles of Coastal Georgia, midway between Savannah, Georgia and Jacksonville, Florida, the Brunswick-Glynn County Joint Water and Sewer Commission is the local public water and sewer utility service provider. With a customer base of 30,000 residential and non-residential accounts, The BGJWSC was created by State General Assembly and in January of 2008 began operations, combining the independently owned and operated water and sewer systems of the City of Brunswick and Glynn County into one entity. The BGJWSC completed a Master Plan update in 2016 and is seeking long-term financing for the associated Capital Improvement Plan.

SECTION 2: SCOPE OF SERVICES

Working with the BGJWSC financial advisor, Davenport & Company LLC, the selected firm will be responsible for assisting with and in some cases, providing the following services (at a minimum) ("Services"):

1. Work with the financial advisor and the BGJWSC to achieve the most advantageous financial structuring plan for the Bonds, related to bonding provisions of the issue, and on the sale of Bonds.
2. Assist bond counsel, disclosure counsel and local counsel in the preparation of relevant legal **documents necessary in connection with the Bonds.**
3. Assist in the preparation of a preliminary and final official statement for the Bond issue in accordance with current disclosure guidelines of the Municipal Securities Rulemaking Board and the Government Finance Officers Association.
4. Assist the financial advisor, as requested during the rating process.
5. Advise the BGJWSC in ascertaining the costs and potential benefits of obtaining municipal **bond insurance.**

6. Consult with the financial advisor, bond counsel, disclosure counsel, local counsel and the BGJ WSC on proposed and actual changes in applicable tax laws and financial market changes that could affect the Bonds, including but not limited to, arbitrage/rebate regulations.
7. Consult with BGJ WSC officials and staff: bond counsel, disclosure counsel, and local counsel; attend BGJ WSC Committee, Commission and staff meetings to discuss the Bonds as reasonably requested.
8. Market the Bonds and provide a firm commitment bond purchase contract to purchase the Bonds at or below prevailing market interest rates.
9. Coordinate with and assist bond counsel and local counsel as to the printing, signing, and delivery of the Bonds, as well as all other aspects of the closing.
10. Provide such additional services as may reasonably be deemed necessary or appropriate in order to properly complete the financing.
11. The BGJ WSC staff anticipates presenting a recommendation to BGJ WSC Commission on November 16, 2017. Please be aware that interested firms must be available for questions, consultation, and/or negotiations from the due date of this RFQ until November 16th. Willingness and ability to do so may be factored into award recommendation.

SECTION 3: CONTENTS OF RESPONSE

Your response must address each item in Section 2-Scope of Services. In addition Response must address the following items, which will assist the BGJ WSC in its determination of the overall qualifications of the Respondent.

1. Transmittal Letter. Each Response shall be accompanied by a transmittal letter which summarizes key points of the Response. The transmittal letter must be signed by an officer of the firm authorized to commit the firm's resources.
2. Overview and History of firm. Provide a brief overview and history of your firm, including ownership, size, capital position, location of the public financing office responsible for providing the necessary bond underwriting services, and the location of the municipal underwriting commitment (pricing) desk, which handles Georgia issues. Please describe your firm's bond marketing abilities. Include the number sales offices and number of sales people including both institutional and retail brokers.
3. Statement of Background and Experience of Firm. Provide a detailed statement of the background and experience of your firm in performing similar bond underwriting services. Include a list of all revenue bond financings for which your firm acted as bond underwriter in Georgia in the past five (5) years. Provide the issuer name, principal amount of bonds, name of the issue, date, role of your firm, the total underwriting spread separated by component (takedowns, expenses, and management fee, etc.) and issue reference person and contact information. Please create a table which summarizes the number of and total par amount of bond issues broken out between Senior Managed and co-managed showing both for:
 - a. Water and Sewer revenue bonds nationally
 - b. Water and Sewer bonds in Georgia
 - c. Issues of \$50 million or more

From your revenue bond financing list please include three case studies where your firm excelled in pricing bonds. Show how the resulting sales performed versus the MMD yield curve.

Preferably, include issues that would be similar to the current Commission underlying ratings (AaJ/A+) and proposed size of the Bonds.

4. Reference Projects. On the enclosed form provided (see Exhibit E), please submit a minimum of three (3) and up to five (5) reference projects of comparable size and scope as that described in this RFQ, preferably municipal projects in Georgia.
5. Project Team. Provide the names and resumes of the persons to be assigned to the Project who will actually perform the work requested. Resumes must state specifically the educational background, qualifications, professional associations, and relevant experience of the Project team. Provide a statement regarding your Project Team's availability from mid-November 2017 until the expected bond closing in early March 2018.
6. Single Point of Contact. Submit with your Response the name of a single point of contact that is responsible for making decisions as it relates to your Response and any contract that may be awarded to your firm should your firm be the successful Respondent. The BGJWSC requires a single point of contact that will be available to answer questions and resolve any issues during the entire contract period.
7. Additional Relevant Information. Provide any additional information about your firm's strength and experience relevant to this financing that supports selecting your firm in this procurement.
8. Legal. Include with your Response a page containing the following questions and indicate your response of "Yes or No" on behalf of your firm, as shown below. If your response is "Yes", please provide written details on separate page labeled accordingly and included in your Response
 - a. Within the past four (4) calendar years, has your firm or any of its current principals been the subject of an investigation by the SEC, NASD, NYSE or any other governmental or securities industry based agencies?

YES _____ NO _____

- b. Within the past four (4) calendar years, has your firm or any of its principals been involved in any litigation, arbitration, disciplinary or other official actions arising from the firm's underwriting, practices or management, or the purchase, sale or distribution of taxable or tax-exempt municipal securities or other governmental obligations (other than retail) of **municipal securities**?

YES _____ NO _____

- c. Within the past four (4) calendar years, has your firm or any of its principals been involved in any litigation, arbitration, disciplinary or other official actions arising from any other business of the firm?

YES _____ NO _____

d. Has your firm ever filed for protection under federal or state bankruptcy laws?

YES _____ NO _____

e. Has your firm or any of its current principals been subject to criminal investigation or action under either federal or state law?

YES _____ NO _____

f. If your firm is selected in this procurement, will there be any finder's fees, fee splitting, or other contractual arrangement with a third party as a result of your selection?

YES _____ NO _____

9. Fee Discussion. This is not an underwriter's fee proposal. Please do not include any underwriting fees, including management fee, takedown, or expense dollar amounts or dollar per bond quotes as a part of the proposal. However, as a separate document please include an underwriting spread broken out by management fee, takedown and expenses for a \$65 million level debt service new money transaction to be amortized over 30 years. include an estimate for underwriter's counsel in the expense component which should be detailed. This will not be included in the evaluation criteria. Fees will be negotiated separately.

SECTION 4: MANDATORY PRE SUBMITTAL CONFERENCE

A mandatory pre-submittal conference will be held on Tuesday, October 17, 2017 at 1:00 p.m. Attendance may be either onsite or via conference call. Location and call-in information is listed below:

On-Site Attendance (preferred)
Brunswick-Glynn County Joint Water and Sewer Commission Chambers
1703 Gloucester Street
Brunswick, Georgia 31520

Or

Conference Line:
Phone: 1.888.204.5987
Access Code: 5863965

If attending via conference line, please pre-register with Purchasing via email, rcrosby@bgjwsc.com no later than 3:00 p.m. on Monday October 16, 2017. This will provide a convenient opportunity to have your name added to the roll call prior to the call and facilitate efficiency of the call itself. Pre-registration will officially establish your participation on the attendance log. Additionally, questions may be submitted before the call and will be answered in writing via addendum post-call. All inquiries for this solicitation must be delivered in writing (e-mail to rcrosby@bgjwsc.com) no later than 3:00 p.m. on Thursday, October 19, 2017.

SECTION 5: SUBMISSION OF RESPONSE

Each Response to this RFQ shall address the elements described in the Scope of Services (Section 2) and Contents of Response (Section 3) except for Section 3 item 9 which should be in a separate envelope. The Respondent shall describe its approach and experience in each area. The Respondent should carefully review all resource materials provided in Section 9 of this RFQ.

Responses shall be as succinct as possible while completely providing all requested information. All Responses shall be printed on single sided 8-1/2" X 11" in size or folded to such a size. Font shall be 11 point or larger.

All Responses must be in writing delivered to:

Brunswick-Glynn County Joint
Water and Sewer Commission
Purchasing Division
1703 Gloucester Street
Brunswick, GA 31520

The name and address of the Respondent must also clearly be marked on the outside of the package.

Include fee schedule of services, as referred to in Section 4.9 in a separate envelope, clearly marked "FEE SCHEDULE". This will not be included in the evaluation criteria. The fee schedule will only be opened by the BGJWSC for the respondent(s) selected for negotiations and used solely for the purposes of negotiation preparations with selected respondent.

Please include one (1) original Response clearly marked "Original", ten (10) hard copies, and one (1) digital copy in PDF format saved to a CD or USB flash drive.

Submittals are due no later than NOON, Tuesday, October 31, 2017.

Submissions received after this date and time or at any other location cannot be accepted or considered.

The BGJWSC is not responsible for delays caused by traffic, inclement weather or any other reason. The BGJWSC is not responsible for late deliveries by couriers, the USPS or package express companies (UPS, FedEx, etc.) It is the sole responsibility of Respondent to submit its Response before the deadline.

Electronic and facsimile submittals will not be accepted.

SECTION 6: PRE SUBMITTAL INQUIRIES

A question and answer period has been established. All inquiries must be delivered in writing (e-mail to info@bgjwsc.com) no later than 3:00 **p.m., Thursday, October 19, 2017**. After this date, questions may not be answered. Requests for information and questions should be submitted to:

Brunswick-Glynn County Joint Water and Sewer Commission
Attn: Pamela Drury-Crosby, Purchasing Director
pdrury@bgjwsc.com

Responses to questions and any additional information relating to this RFQ will be posted to the BGJWSC's website: www.bgjwsc.com or prn@bgjwsc.com. Informal verbal communications, or communications by any person other than the Purchasing Director named in this RFQ shall be considered unofficial and the BGJWSC shall have no responsibility to verify any information that is not contained in this RFQ or future addenda.

Please check the website regularly for updates and addenda.

SECTION 7: GENERAL EVALUATION PROCESS AND CRITERIA

A. General Information

The RFQ will enable the BGJWSC to gather additional information and identify one (1) or more qualified firms to perform the work described in the Scope of Services. The BGJWSC will conduct a comprehensive, fair and impartial evaluation of all Responses received. An evaluation team will be established by the BGJWSC to evaluate the Responses ("Evaluation Committee"). The Evaluation Committee may invite the most qualified Respondents to interview; however, the BGJWSC retains the right to select only one (1) Respondent and negotiate a contract. The BGJWSC may also determine that no qualified Responses have been received and reject all Responses.

B. Interviews

At the BGJWSC's discretion, selected Respondents may be interviewed and re-evaluated based upon the criteria set out in the RFQ, or other criteria to be determined by the Evaluation Committee (i.e. unique qualities, methodologies, or approaches taken to differentiate from other Respondents). Selected Respondents may be asked to provide additional information to the Evaluation Committee regarding demonstrated competence and qualifications, feasibility of implementing the Project as proposed, ability to meet schedules, bond pricing methodology, or other factors as appropriate.

Any information received by the Evaluation Committee subsequent to the Respondent's Response will be used to further evaluate the short-listed Respondents to determine a rank-order. Final approval of a selected Respondent is subject to the BGJWSC's Purchasing Policies.

C. Past Performance – References

The BGJWSC, at its discretion, may review past performance of the Respondent. Exhibit E of this RFQ is a sample client authorization letter. Respondent shall include three (3) to five (5) reference projects from the past three (3) to five (5) years. Projects shall be a similar scope to the Project.

References should include the following: name of the organization, contact information, description of the project, brief summary of services provided and period of performance. The sample reference letter shall be prepared on the Respondent's letterhead, addressed to the contact at the reference, signed by the Respondent and included with the submittal.

D. Negotiation and Best and Final Offer (as applicable)

1. If the BGJWSC deems it is in its best interest to retain the services of one (1) or more Respondents, the BGJWSC reserves the right to negotiate a revised scope and or fees. Negotiations will encompass all phases of work, including but not limited to: hourly rates, fees for services, a "not to exceed" contract amount, and any other items the BGJWSC deems appropriate.

2. If negotiations are successful, the BGJWSC and the highest ranking Respondent will enter into an agreement to develop the services as outlined in this RFQ or revised services as stated above. If an acceptable agreement cannot be reached between the BGJWSC and the highest ranking Respondent, the BGJWSC may choose to negotiate with other Respondent(s).

3. Qualified firms submitting Responses will be required to submit financial statements for a minimum of three (3) recording periods prior to contract award.

4. Separate meetings with more than one (1) Respondent may be conducted during the same time frame; however, negotiation sessions with a Respondent will not be held in the presence of another Respondent.

5. Respondents submitting Responses should be aware that the Evaluation Committee has sole discretion to determine what constitutes the "best value and offer" for the BGJWSC. Consequently, Respondents are urged to submit best possible terms in their original submittal.

E. Evaluation Criteria

1. Experience of the firm including marketing capability
2. Project team qualifications
3. Understanding of the Project
4. Ability to meet the BGJWSC's schedule
5. Responses to legal questions required by Section 2
6. References

SECTION 8: SCHEDULE OF EVENTS

Release of RFQ –Friday, October 6, 2017

Pre Submittal Conference –Tuesday, October 17, 2017 – 1:00p.m. EST

Deadline for questions -Thursday, October 19, 2017, 3:00p.m. EST

Distribution of Questions and Answers via email –Monday, October 23, 2017, 5:00PM EST

Responses due -Tuesday, October 31, 2017, NOON EST

SECTION 9: TERMS AND CONDITIONS

All Responses and supporting materials as well as correspondence relating to this RFQ become property of the BGJWSC when received and may be subject to Georgia Open Records laws. If a firm submits information in its Response that is proprietary and confidential, the firm shall so indicate by marking each item of proprietary information. A general indication that the entire contents, or a major portion, of the Response is proprietary will not be honored.

The following terms and conditions shall also apply to this solicitation:

- A. All applicable federal and State of Georgia laws, City of Brunswick and Glynn County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to Respondents throughout and are incorporated herein.
- B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.
- C. No Response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to the BGJWSC with respect to any debt, (ii) is in default with respect to any obligation to the BGJWSC, or (iii) is deemed irresponsible or unreliable by the BGJWSC.
- D. The BGJWSC shall be able to request of Respondents satisfactory evidence that they have the necessary financial resources to accomplish the requirements of the RFQ.
- E. From the date this RFQ is issued until a firm is selected, Respondents are not allowed to communicate with any staff or elected officials of the BGJWSC regarding this procurement, except at the direction of Pamela Drury-Crosby, Purchasing Director for the BGJWSC and procurement agent in charge of this solicitation. Any unauthorized contact may disqualify the Respondent from further consideration. Contact information for the single point of contact is as follows:

Purchasing Manager: Pamela Drury-Crosby
Address: 1703 Gloucester Street
Brunswick, Georgia 31520
E-mail Address: JK.ro\hv1a-hgju\1.org

F. The costs for developing and delivering Responses to this RFQ and any subsequent presentations of the Response as requested by the BGJWSC are entirely the responsibility of the Respondent. The BGJWSC is not liable for any expense incurred by the Respondent in the preparation and presentation of its Response.

G. While the BGJWSC has every intention to make an award as a result of this solicitation, issuance of the RFQ in no way constitutes a commitment by the BGJWSC to award and execute a contract. Upon a determination such actions would be in its best interest, the BGJWSC, in its sole discretion, reserves the right to:

I. Cancel or terminate this RFQ at any time. A notice of cancellation will be issued. If the RFQ is cancelled, the BGJWSC shall not reimburse any Respondent for preparation of its Response. Responses may be returned upon request if unopened;

2. Reject any or all Responses received, make a contract award based directly on the Responses received in the best interest of the BGJWSC, in its sole discretion, or enter into further discussions with one (1) or more Respondents;

3. Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any Response;

4. Make partial award or no award if it is in the best interest of the BGJWSC to do so; and

5. Terminate any negotiations or Letter of Intent if the BGJWSC determines adequate funds are not available to move forward with the Project.

Prior to award, the apparent selected Respondent may be required to enter into discussions with the BGJWSC to resolve any contractual differences before an award is made. These discussions shall be finalized and all exceptions resolved within one (1) week of notification; if not, the Response may be rejected and discussions initiated with the second highest scoring Respondent.

The selected Respondent shall not begin performance of services requested by this RFQ prior to the execution of a formal written contract (based on the Letter of Intent) by the BGJWSC and Respondent. Any Respondent beginning performance prior to the execution of a contract shall be deemed to be proceeding at Respondent's risk, and shall not be entitled to any compensation for such performance. In addition, the BGJWSC reserves the right to withdraw or cancel an award.

The BGJWSC may, by written notice to the selected Respondent, terminate any resulting contract without cause. The BGJWSC must give notice of termination to the selected Respondent at least thirty (30) days prior to the effective date of termination.

SECTION 10: LINKS TO OTHER RESOURCES

BGJWSC Procurement Webpage - <http://www.hgjwsc.org/department/procurement>

CORPORATE CERTIFICATE

I, _____, certify that I am the Secretary of the firm named as Respondent in the foregoing Response; that _____, who signed said Response in behalf of the Respondent, was then _____ of said firm; that said Response was duly signed for and in behalf of said firm by authority of its governing body, and is within the scope of its corporate powers; that said firm is organized under the laws of the State of _____

This _____, day of _____ ' 2017.

(Signature) (Seal)

SECTION 11: EXHIBITS

EXHIBIT A: CERTIFICATION OF CONSULTANT – DRUG-FREE WORK PLACE

EXHIBIT B: CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(B)(1)

EXHIBIT C: CERTIFICATION OF CONTRACTOR -GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

EXHIBIT D: SAMPLE CLIENT AUTHORIZATION LETTER

EXHIBIT E: INDEMNIFICATION AND INSURANCE REQUIREMENTS

**EXHIBIT A
CERTIFICATION OF
DRUG-FREE WORKPLACE**

I hereby certify that I am a principle and duly authorized representative of _____ ("Respondent"), whose address is _____ and I further certify that:

- (1) The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied with in full; and
- (2) A drug-free workplace will be provided for Consultant's employees during the performance of the Agreement; and
- (3) Each subcontractor hired by Consultant shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. Consultant shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with Consultant, _____ certifies to Consultant that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Agreement pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated, Section 50-24-3"; and
- (4) The undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Agreement.

RESPONDENT:

Date: _____ Signature: _____

Title: _____

EXHIBIT B
CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(B) (I)

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 the 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 _____ **m** _____ (**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 October 2017.

NOTARY PUBLIC

My Commission Expires: _____

EXHIBIT C
CERTIFICATION OF CONTRACTOR
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

I hereby certify that I am a principal and duly authorized representative of

_____ ("Contractor"), whose address is

Contractor hereby agrees to comply with all applicable provisions and requirements of the Georgia Security and Immigration Compliance Act of 2006 (the "Act"), as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.late.gas.us>, as further set forth below.

Contractor agrees to verify the work eligibility of all of newly hired employees through the U.S. Department of Homeland Security's *Employment Eligibility Verification (EEV) I Basic Pilot Program*, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to contractors and subcontractors with five-hundred (500) or more employees.

Contractor understands that the contractor and subcontractor requirements of the Act apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.

Contractor understands that the following contract compliance dates set forth in the Act apply to the Contract Agreement, pursuant to O.C.G.A. 13-10-91:

On or after July 1, 2007, to public employers, contractors, or subcontractors of 500 or more employees;

On or after July 1, 2008, to public employers, contractors, or subcontractors of 100 or more employees; and

On or after July 1, 2009, to all other public employers, their contractors, and subcontractors.

To document the date on which the Act is applicable to Contractor, and to document Contractor's compliance with the Act, the undersigned agrees to initial one of the three (3) lines below indicating the employee number category applicable to Contractor, and to submit the indicated affidavit with the Contract Agreement if the Contractor has 500 or more employees

Contractor has:

500 or more employees [Contractor must register with the *Employment/Eligibility Verification/Basic Pilot Program* and begin work eligibility verification on July 1, 2007];

100-499 employees [Contractor must register with the *Employment Eligibility Verification/Basic Pilot Program* and begin work eligibility verification by July 1, 2008]; or

_____ 99 or fewer employees [Contractor must begin work eligibility verification by July 1, 2009].

Contractor further agrees to require O.C.G.A. Sections 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by Contractor to provide services connected with the Contract Agreement, as required pursuant to O.C.G.A. 13-10-91.

Contractor agrees to obtain from any subcontractor that is employed by Contractor to provide services connected with the Contract Agreement, the subcontractor's indication of the employee number category applicable to the subcontractor.

Contractor agrees to secure from any subcontractor engaged to perform services under this Contract an executed "Subcontractor Affidavit," as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dor.state.ga.us>.

Contractor agrees to maintain all records of the subcontractor's compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

CONTRACTOR:

Date: _____

Signature: _____

Title: _____

EXHIBIT D
SAMPLE CLIENT AUTHORIZATION

Respondent's Name
Respondent's Address
(City, State Zip)

Client name
Client address
City, State Zip

RE: Brunswick-Glynn County Joint Water and Sewer Commission
Request for Qualifications # 18-005
BGJWSC Bond Underwriting Services

Dear: _____

Our firm *James J. O'Connell & Associates* is currently responding to the Brunswick-Glynn County Joint Water and Sewer Commission Request for Qualifications # 18-005 – BGJWSC Bond Underwriting Services. We would like to use *Project M1111e* in which our organizations worked together, as one of our firm's references.

This letter authorizes your organization to discuss our firm and the Project with the Brunswick-Glynn County Joint Water and Sewer Commission and its representatives.

Thank you for your support.

Sincerely,

EXHIBIT E
INDEMNIFICATION AND INSURANCE REQUIREMENTS

Indemnification

The selected firm shall hold harmless, indemnify and defend the BGJWSC, its elected officials, officers and employees, against any claim, action, lawsuit, loss, damage, injury (whether mental or physical, and including death to persons, or damage to property), liability, cost and expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs, caused by negligent acts or omissions of the firm. The BGJWSC shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional malpractice, or errors or omissions liability arising out of performance of the agreement or contract between the parties, unless such claims are a result of the BGJWSC's own negligence.

Insurance

1. Without limiting its liability under the contract, the underwriter selected shall maintain at its sole expense during the life of the contract, insurance of the types and in the minimum amounts stated.

Type	Amount
Professional Liability	\$2,000,000
Comprehensive or Commercial General Liability	\$1,000,000

2. Such insurance shall be written by a company or companies satisfactory to the BGJWSC. Upon request, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the BGJWSC's Risk Manager.
3. The insurance coverages and conditions required shall not be suspended, voided, cancelled or modified except after thirty (30) days prior written notice has been given by certified mail, return receipt requested, to the BGJWSC's Purchasing Director.
4. The BGJWSC may, at its option, require a copy of the underwriter's insurance policies.
5. The underwriter's deductibles / self-insured retentions (SIRs) shall be disclosed to the BGJWSC and may be disapproved by the BGJWSC. They shall be reduced or eliminated at the option of the BGJWSC. The underwriter is responsible for the amount of any deductible or SIR.
6. Except for professional liability insurance, the underwriter's insurance policies shall be endorsed to name the BGJWSC as an additional insured to the extent of the BGJWSC's interest.
7. Insurance required for the underwriter or any other insurance carried by the underwriter shall be considered primary and any insurance of the BGJWSC shall be considered excess as may be applicable to claims under any contract or agreement between the BGJWSC and the underwriter.
8. Any party providing services or products to the BGJWSC will be expected to enter into a written agreement with the BGJWSC that incorporates, either in writing or by reference, all of the pertinent provisions relating to insurance and insurance requirements as contained herein. A failure to do so, may, at the sole discretion of the BGJWSC, disqualify any party from performing services for the BGJWSC; provided, however the BGJWSC reserves the right to waive any such requirements.

9. If a claims made form of professional liability is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstate aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.