



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

Request For Proposals No. 21-011

**Professional Services for
Pump Station SCADA Replacements
Project No. 2011**

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

Friday, November 6, 2020

**MANDATORY Pre-Proposal teleconference will be held on Tuesday, December 1, 2020 at 3:00 p.m. EST
Pre-registration deadline for teleconference is Monday, November 30, 2020 at 12:00 p.m. EST
Register via email pcrosby@bgjwsc.org to obtain login credentials for this event.**

**Deadline for questions is Thursday, December 3, 2020, 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**

Responses Due by:

12:00 NOON, EST Tuesday, December 15, 2020 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.**

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

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

BIDDING REQUIREMENTS

**BRUNSWICK-GLYNN COUNTY
JOINT WATER AND SEWER COMMISSION**

REQUEST FOR PROPOSAL 21-011

**PROFESSIONAL SERVICES FOR PUMP STATION SCADA REPLACEMENTS
PROJECT NO. 2011**

1.0 INTRODUCTION

The Brunswick-Glynn Joint Water & Sewer Commission (JWSC) wishes to receive Requests for Proposals (“RFP”) for professional services proposals from qualified firms to build and install previously designed SCADA remote terminal units (RTU) at existing sewer pump stations located in the City of Brunswick and Glynn County, Georgia. Individual RTU integration into existing JWSC VTScada application is required. Selected firm will be required to install RTUs at both the Federal Law Enforcement Training Center (FLETC) and Georgia Ports Authority. All individuals necessary for site inspection, installation, or troubleshooting may be subject to background checks as performed by these locations for security purposes.

The selected firm must be capable of performing the following tasks and delivering the following on behalf of the JWSC:

Task #1 – Existing System Audit

- Each site should be audited to determine lengths of conduit required for installation of SCADA RTU. SCADA RTUs should be located as close to existing electrical panels as reasonably possible.

Task #2 – SCADA RTU Production

- Production of 136 RTUs as shown in attached design details.
- These RTUs will be built in one of two pre-determined configurations. There will be no deviation from the approved Bill of Material on Sheet 14 in the attached drawings.
- 117 will include SEL-2411P Pump Automation Controllers and SEL-3061#JBCB Cellular Modems.
- 19 will utilize SEL-3505 Real-Time Automation Controllers, SEL-2411P Pump Automation Controllers, SEL-849 Motor Management Relays, and SEL-3061#JBCB Cellular Modems.
- RTUs will be required to have the following digital I/O:
 - Pump 1
 - Call to Run
 - Status
 - Fault
 - HOA
 - Pump 2
 - Call to Run
 - Status
 - Fault
 - HOA
 - Pump 3
 - Call to Run
 - Status
 - Fault
 - HOA
 - Alarm Light

- Alarm Horn
- Intrusion Detection
- Power Supply Fault
- Phase Monitoring
- Floats
 - Low
 - Off
 - Lead
 - Lag
 - Lag2
 - High
- . RTUs will be required to have variations of the following analog I/O:
 - Level/Local psi
 - VFD 1 / Pump 1 Discharge Pressure
 - VFD 2 / Pump 2 Discharge Pressure
 - VFD 3 / Pump 3 Discharge Pressure
 - Flow
- RTUs including RTAC units should be capable of data concentration of the following:
 - VFDs
 - Bypass Pumps
 - Generators
 - Flygt MAS Units
 - Automatic or Manual Transfer Switches
 - Any Smart Protection Module, such as SEL-849 MMR
 - Programming to Create a Virtual Flow Meter at the Pump Station
 - The RTU in conjunction with one or more VFDs must be capable of controlling the flow rate of each pump in order to achieve a repeatable flow rate regardless of incoming flow. This should be achieved with the use of an algorithm within the RTU controller without requiring an external sensor, such as a flow meter.
 - Programming to Allow for Flow Pacing Between Sites
 - The RTU flow pacing algorithm must be capable of determining the required speed of the pump to achieve a repeatable flow based on conditional set points determined by the JWSC. The RTU algorithm cannot violate pump manufacturer's minimum/maximum operating speed, pump manufacturer's maximum starts per hour, or a minimum or maximum wet well level set-point, as determined by the JWSC and sensed by discrete or analog wet well level sensors. There should also be within the algorithm a provision to alternate pumps when required based on the JWSC's preferences. The JWSC requires that these conditional set points be sent to the RTU, monitored, recorded, and controlled remotely from JWSC's SCADA system. The RTU should use the SEL Schweitzer series of process controllers in conjunction with variable frequency drive feedback to achieve desired flow pacing. The flow pacing algorithm should be within the process controller of the RTU and should achieve the desired results regardless of the specific variable frequency drive manufacturer. In some cases, the RTU may be required to monitor other RTUs of similar design to achieve a repeatable flow or rest period (run inhibit) based on the feedback of those RTUs and conditions established by the JWSC. All of this must be achieved utilizing communications between the RTUs in real time over a secure wireless network. This functionality should be autonomous and capable of continuing in the event of loss of communication with the JWSC's SCADA software
- Any unused I/O should be labeled in the manner of SPARE1, SPARE2, etc.

- Task will include all parts, wiring, and labor necessary to produce RTUs as described.
- A Factory Acceptance Test should be completed verifying proper operation and I/O count prior to mass production of RTUs and delivery to the JWSC.

Task #3 – VTScada Application

- Integration into existing VTScada application.
- A photo of the existing pump station template is attached.
- Current application configuration file will be released to winning firm to coincide with hardware selection.
- Automatic report creation using JWSC criteria for report generation for up to 10 report types as requested during the project.
- Created reports should be automatically emailed to specified individuals based upon selected report frequency.
- VTScada application will incorporate high performance graphics with images of current layout.
- VTScada application will monitor power failures of VTScada servers.

Task #4 – Installation and Integration of RTUs at Pump Station Sites

- Installation of specified RTU type at individual pump station sites throughout the City of Brunswick and Glynn County.
- At each site, a structure should be installed to allow for the installation of the RTU panel as well as future transfer switches and quick connection boxes. Please refer to attached drawing.
- RTUs will be integrated into existing Verizon APN network depending on location and implementation.
- Port forwarding rules will need to be placed from a template file based on what hardware is present within the RTU.
- All necessary materials to provide installation of RTU and connection to existing pump station site and equipment should be included in the price of the RTU.
- Upon completion of installation at each site, a laminated set of drawings should be placed in each RTU cabinet.
- Selected firm should provide up to 40 hours of end-user training as requested, including 16 hours related to the VTSCADA application and software, 16 hours related to installed hardware, and 8 hours related to creation and distribution of automatic and custom reports.
- Selected firm must provide full support for a period of one (1) year from the date of final completion of the work. During this period, selected firm must be able to respond to any and all requests for warranty assistance remotely within twelve (12) hours and the selected firm must be able to physically respond to any potentially catastrophic event(s) to the system within twenty-four (24) hours of the request for assistance.

The scope of work may be modified through negotiation and/or written addendum issued by the JWSC, and will become a part of any contract or agreement between the JWSC and the selected Proposer.

The firms must comply with all applicable state, local and federal regulations related to the services provided to the BGJWSC. The BGJWSC reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed. The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

The selected firm will be provided access to any pertinent system information in the possession of the JWSC. Firm shall be responsible for obtaining any additional information needed for their evaluation and design. Additional investigation activities will be the responsibility of the firm. Any costs involved with additional information are the responsibility of the selected firm.

Please note that all documents related to this solicitation will be posted on the BGJWSC website:

<http://www.bgjwsc.org/departments/procurement/>. Interested proposers are advised to review these postings frequently throughout the solicitation process and prior to all proposal submissions being finalized to ensure the most accurate information is being taken into consideration. Any information shown is for reference use only, final design is to be determined by the Engineer. All design shall be in accordance with applicable BGJWSC Standards and State EPD regulations. Firms expressing interest should be fully capable of providing the end results requested.

2.0 SPECIAL CONDITIONS

The selected firm is to complete the project within **300 days** of receiving a signed notice to proceed. Each firm's experience and qualifications will be evaluated primarily as they relate to the firm's ability to provide Professional Services for the Pump Station SCADA Replacements.

The BGJWSC will make an award only to a responsible firm possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. Please include in your project experience reference responses only those projects that most clearly align with these objectives.

This is a qualifications-based procurement of professional services whereby competitors' qualifications will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation. The JWSC is interested in different cost-effective approaches to complete the Pump Station SCADA Replacements. The final scope of services will be subject to negotiation. The proposal should include a detailed scope of services and all costs for which the firm expects to be compensated for, including all materials furnished and services provided. The quoted price shall constitute full and complete compensation for the services and materials as outlined within this solicitation. Staff fee schedule should clearly indicate effective dates, applicable escalation clauses, and miscellaneous billable costs, in addition to hourly rates. As the JWSC is committed to making the most efficient use of rate payer funds available, the comparative cost factors associated with each proposal will also be considered. The JWSC reserves the right to select the best combination of qualifications and cost effectiveness for the scope of work identified in this RFP.

The BGJWSC has exclusive and sole discretion to determine the firm whose services will be most advantageous to the BGJWSC, and reserves the right to reject all firms. The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Proposal. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

Written proposals will be reviewed and rated by a panel of qualified JWSC staff members. Upon review of written proposals, the Selection Committee may reach out to select firms to provide further clarification of their approach. The Selection Committee will score each firm based on the criteria outlined in Section 6.0. The rating system will consist of a numerical grading system, as set forth in Section 6. The highest scoring proposal will be recommended to the BGJWSC Commission for final approval. The BGJWSC reserves the right to reject any and all proposals, waive technicalities and make an award in the best interest of the BGJWSC.

The anticipated overall solicitation and project milestone target schedule is listed below:

Project Milestone	Target
Registration Deadline for Pre-Proposal	Monday, November 30, 2020 – 12:00 NOON EST
MANDATORY Pre-Proposal	Tuesday, December 1, 2020 – 3:00 p.m. EST
Deadline for Questions	Thursday December 3, 2020 – 5:00 p.m. EST
Proposals Received	Tuesday, December 15, 2020 – 12:00 NOON EST
Evaluation and Award of Contract	December 15, 2020 – January 21, 2021
Contract Execution	January 22, 2021 – February 5, 2021
Estimated Projected Start Date	February 15, 2021
Estimated Projected Completion Date	December 12, 2021

Brunswick-Glynn Joint Water and Sewer Commission provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veteran status. This policy ensures all segments of the business community have access to supplying the goods and services needed by the JWSC.

In the sole judgement of the JWSC, any and all proposals are subject to disqualification on the basis of conflict of interest. The JWSC may not contract with a firm if the firm or an employee, officer or director of the proposer’s firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the JWSC who influences the making of the contract or has a direct or indirect interest in the contract. Furthermore, the JWSC may not contract with any vendor whose income, investment or real property interest may be affected by the contract. The JWSC, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. Please identify any person associated with the firm that has a potential conflict of interest.

3.0 INFORMATION REQUESTS AND INSTRUCTIONS FOR PROPOSAL SUBMITTAL

There will be a **mandatory** pre-proposal teleconference at **3:00 p.m. EST on Tuesday, December 1, 2020**. Participants must pre-register with the Purchasing Director, Pamela Crosby, via e-mail no later than **12:00 NOON EST on Monday, November 30, 2020** to receive login credentials for the call. Any questions and/or misunderstandings that may arise from this RFP must be submitted in writing and forwarded to the Purchasing Director at the email address listed below. It shall be the proposers responsibility to seek clarification as early as possible prior to the due date and time. Any firm who intends to submit a Proposal is required to attend this teleconference.

Additional information and clarifications desired by a Proposer shall be requested from the BGJWSC in writing and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each Proposer. Every request for such clarification shall be in writing (email) addressed to Pamela Crosby at pcrosby@bgjwsc.org. The deadline for questions will be **5:00 p.m. EST on Thursday, December 3, 2020**. Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and non-binding.

To maintain a “level playing field” and to assure that all proposers receive the same information, proposers are requested NOT to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

Addenda issued to Proposers prior to the date of receipt of Proposals shall become a part of the RFP and Proposals shall include the work described in the Addenda. No inquiry received within five days of the date fixed for the submission of Proposals will be given consideration. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Proposers, not later than five days prior to the date fixed for the submission of Proposals.

Proposers should check the website at <http://www.bgiwsc.org/departments/procurement/> frequently during the solicitation process to verify that they have received all issued addenda. Proposers have the responsibility of making sure that they have received all issued addenda.

Proposals are to be submitted with:

- A detailed description of the services provided for each task
- A not-to-exceed budget for each task
- Proposal total for total project
- Time period for each task
- List of project team with associated roles (to include list of any sub-contractors)
- Examples of previously completed water and sewer system SCADA improvements
- A detailed list and fee schedule for work not included in the proposal

All proposals shall include a completed 5.0 Proposal Summary Sheet (see attached). Please submit an original plus (4) copies and (1) electronic version of the proposal. Each proposal should be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged.

Proposals are due by 12:00 noon (EST) on Tuesday, December 15, 2020. Mandatory label required on outside of envelope: "Request for Proposals 21-011 Pump Station SCADA Replacements, JWSC Project No. 2011"

ALL LATE PROPOSALS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.

4.0 SCOPE OF SERVICES

This project consists of the professional services required for the completion of the requested work described in Section 1.0.

A. Existing Systems Audit

1. Site visits to each proposed installation location.
2. Identification of major issues that would prevent successful RTU installation
3. Documentation of needs and concerns, with photos.
4. Submission of findings to JWSC for review.

B. SCADA RTU Production

1. Panel building services to produce 138 SCADA RTUs as specified.

C. VTScada Application

1. Creation of individual pump station pages within existing VTScada application utilizing high performance graphics
2. Integration of new pump station RTUs to existing system overview pages in VTScada application
3. Report development of up to 10 automatic reports as requested by JWSC.

D. Installation and Implementation of RTUs at Pump Station Sites

1. Installation services at pump station sites
2. Proper wiring and landing of wires inside new RTU cabinet to allow for pump station operation
3. Existing SCADA system required to remain in operation until installation of new RTU
4. Minor site work as necessary to include installation of mounting hardware, conduit, and antennae.

5.0 PROPOSAL SUMMARY SHEET

TASK	Days to Complete	Budget
#1 – Existing System Audit	_____	_____
#2a – SCADA RTU Production – 117 RTUs without RTAC and MMR	_____	_____
#2b – SCADA RTU Production – 19 RTUs with RTAC and MMR	_____	_____
#3 – VTScada Application	_____	_____
#4 – Installation and Integration of RTUs at Pump Station Sites	_____	_____
PROJECT TOTALS*	_____	_____

Prepared By _____

Company _____

Date _____

* Project Totals for Days to Complete should be for full project completion and not strictly an addition from each line item. BGJWSC understands that tasks may occur concurrently.

6.0 EVALUATION CRITERIA

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 4. The following information must be submitted with the proposal on the date indicated above and in the order indicated below:

- a. **Experience and Qualifications.** A statement of the firm's qualifications to perform the work and years in business. Staff's qualifications, technical expertise/experience of organization, technical ability to perform and Consultant's availability to deliver services on schedule. Please include a very specific statement as to the firm's experience with water and sewer SCADA replacements and/or installation to include the following:
 1. The general experience of the proposed project team. **(5 points possible)**
 2. The specific experience of the firm with using the specified products to include project references, preferably from other water and sewer systems. Reference projects should include proposed start and finish dates of the project, actual start and finish dates of the project, final project cost, and at least two project owner contacts for each project. **(15 points possible)**
 3. The specific experience of the firm with developing VTScada applications including maximum tags implemented in one project, date of largest implementation, location, project name, and project reference. Screenshots of completed applications should be provided as evidence of project outcomes **(15 points possible)**
- b. **Demonstrated Understanding of Project Objectives and Scope.** Quality, responsiveness and clarity of the proposal or presentation. Compatibility of Consultant's staff with JWSC Staff and Governing Body. **(25 points possible)**
- c. **Proposed Project Schedule.** Include a proposed project schedule commencing at projected start date provided in this RFP. Schedule should indicate proposed start and finish date for each task, key interim milestones, and anticipated lead times for equipment. **(15 points possible)**
- d. **Pricing.** Fees required for all services will be considered. **(25 points possible)**
- e. **Required Licensure.** Firm must be licensed and approved for work in the State of Georgia; UL 508 & 698 certifications, and ISO 9001:2015 certification. Provide documentation that indicates this qualification in your proposal submission. **(Pass/Fail)**
- f. **Professional standing.** A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. **(Pass/Fail)**

7.0 RESERVED RIGHTS

The BGJWSC reserves the right to accept or reject any and/or all proposals, to waive irregularities, technicalities or informalities in any proposal or in the proposal procedures, and to accept or reject any item or combination of items, and to re-advertise for submissions. There is no obligation on the part of the JWSC to award the contract to the lowest proposer.

The BGJWSC reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting contracts most advantageous and in the best interests of the BGJWSC. The BGJWSC shall be the sole judge of the proposals and the resulting contract and its decision shall be final.

8.0 INDEMNIFICATION

The successful proposer agrees to indemnify and hold harmless the BGJWSC, its employees, officers, and agents for any claim or liability arising under a contract with the BGJWSC due to any act or omission of the said proposer.

9.0 GOVERNING LAW

The contract shall be construed and governed in accordance with the laws of the State of Georgia. Any controversy or claim arising out of or in relation to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the rules of the American Arbitration Association at a hearing in Glynn County, Georgia.

10.0 ADDITIONAL FORMS FOR SUBMISSION

In addition to the submission requirements from Section 5.0 and 6.0, the following mandatory forms must be provided as a part of the proposal package submission:

- Affidavit
- Oath
- Representation of EEO Practice
- Certificate of Insurance
- Certificate of Drug Free Workplace

AFFIDAVIT

This Proposal is submitted to Brunswick-Glynn County Joint Water and Sewer Commission (JWSC) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the JWSC's option, may result in a revocation of the granted contract.

Consent is hereby given to the JWSC to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, at such time as the JWSC decides to review this Proposal, additional information may be requested. Failure to supply any requested information within a reasonable time may result in the rejection of the Proposal with no re-submittal rights.

The successful Proposer understands that the JWSC, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the JWSC's judgment may best serve the interest of its rate payers and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Any contract issued will be on the basis of the Proposer's service, financial plans and arrangements being feasible and adequate to fulfill the conditions set forth in this project and the successful Proposer's response.

Company Name: _____

Authorized Person: _____ Signature: _____
(Print/Type)

Title: _____ Date: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

OATH

**State of Georgia
City of Brunswick
County of Glynn**

I, _____ (name of individual), solemnly swear
that in the procurement of the contract for

**21-011 PROFESSIONAL SERVICES FOR PUMP STATION SCADA REPLACEMENT-
PROJECT NO. 2011**

that I, nor any other person associated with me or my business, corporation or partnership, has prevented or attempted to prevent competition in the submitting or Proposals of said project or from submitting a proposal for this project by any means whatever.

Lastly, I swear that neither I, nor any other person associated with me or my business, Corporation or partnership has caused or induced any other proposer to withdraw his/her proposal from consideration for this project. Said oath is filed in accordance with the requirements set forth in O.C.G.A. § 36-91-21 (e).

This the _____ day of _____ 2020.

Name of Party: _____

Corporate or Partnership Name: _____

Sworn to and subscribed before me this the _____ day of _____ 2020.

NOTARY PUBLIC:

Name: _____

My Commission Expires: _____

(SEAL)

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

REPRESENTATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PRACTICE:

EEO Plan: The successful Proposer will develop and implement an EEO policy that, as a minimum, will recruit, hire, train, and promote, at all levels, without regard to race, color, religion, national origin, sex, or age, except where sex or age is a bona fide occupational qualification.

EEO For Veterans/Handicapped: The successful Proposer will also provide equal employment opportunities for qualified disabled veterans, handicapped persons and veterans of the Vietnam Era.

EEO For Successful Proposer Programs: The successful Proposer, will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and successful Proposer-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are non-discriminatory. That these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

EEO Acquisitions: The successful Proposer will develop and implement a policy that will give equal opportunity to the purchase of various goods and services from small businesses and minority-owned businesses.

a. Does the Proposer have the above EEO policy in place?

Yes No

b. If the answer to a. above is no, will the Proposer have such a policy in place for the project?

Yes No

Statement of Assurance: The Proposer herein assures the JWSC that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, disability, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance with A.D.A.

(Firm's Name)

(Authorized Signature)

(Title)

(Date)

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

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.

CERTIFICATE OF INSURANCE

This is to certify that _____
(Insurance Company)

of _____
(Insurance Company Address)

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it's agreed that none of these policies will be canceled or changed so as to affect this Certificate until thirty (30) days after written notice of such cancellation or change has been delivered to:

**BRUNSWICK-GLYNN COUNTY JOINT WATER AND SEWER COMMISSION
1703 GLOUCESTER STREET, BRUNSWICK, GEORGIA 31520**

It is further agreed that Brunswick-Glynn County Joint Water and Sewer Commission shall be named as an additional insured on the Contractor's policy.

1. **Insured:** _____

2. **Project Name:** **21-011 PROFESSIONAL SERVICES FOR PUMP STATION
SCADA REPLACEMENT- PROJECT NO. 2011**

3. **Policy Number(s):** _____

Date: _____
_____ (Insurance Company)

Issued At: _____
_____ (Authorized Representative)

Address: _____

Note: Please attach Certificate of Insurance form to this page.

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

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 proposal, 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: _____

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL