

Request for Proposal Information Technology (IT) Infrastructure Upgrade

INTRODUCTION

The City of Riverdale (hereinafter referred to as the “City”) is soliciting a **Request for Proposal** from qualified firms with expertise in Information Technology for design and implementation of a complete **Information Technology Infrastructure Upgrade**. The project spans four campuses in Riverdale, GA. The City of Riverdale Network Infrastructure has not been updated significantly since 2007 resulting in most network devices being end-of-life or outdated. Our IT infrastructure has become largely obsolete. We have been replacing equipment over the last few years. However, we keep getting farther behind. The City has recently upgraded its phone system and voicemail (Cisco Unified CM 12 & Cisco Unity Connection 12). The City also have several new Extreme Network Switches (MDF- (4) X460-G2-48p- 10GE4-Base, IDF- (7) X450-G2-24p-GE4-Base, (4) X450-G2-48p-GE4-Base) which must be utilized in the upgrade. We recently had an assessment of our current Security and IT posture completed. We plan to hand out a copy of the IT Assessment at a non-mandatory walkthrough being held on September 7, 2018 at 10:00am. We will share the Security assessment with the awarded vendor of this RFP.

Consultant shall execute his/her work in a timely manner and in accordance with a schedule approved by the City.

Locally owned businesses, minority-owned firms and female-owned firms are encouraged to respond to this RFP. Refer to the attached Request for Proposal which was posted.

Potential Bidders are urged to carefully read and review the information contained within this Request for Proposal (“RFP”) and respond accordingly.

For the purposes of this project, the following definitions shall apply:

OWNER is the City of Riverdale

PROPOSER is a firm, which submits a proposal in response to this RFP

CONSULTANT is the firm hired by the City to provide the services described in this RFP

LOCAL REGULATORY AGENCY refers to all Sections, Divisions, and Departments of the City of Riverdale charged with the review and approval of this type of RFP for Design Services for Police Headquarters and Fire Station No. 1, project within the city limits.

STATE REGULATORY AGENCY refers to all State of Georgia agencies that might have jurisdiction over the project design and /or construction.

FEDERAL REGULATORY AGENCY refers to all United States of America federal agencies that might have jurisdiction over the project design and /or construction.

PROJECT GOAL

To upgrade The City of Riverdale IT infrastructure from a qualified vendor following a provided Digital Transformation Roadmap (Smart City) vision outline through the issuance of this Request for Proposal (RFP). Some items included but not limited to are: replace obsolete Cisco equipment, improve operational efficiency, improve cyber security posture and provide disaster recovery/ internet connectivity redundancy. Our expected end goal is a significantly improved infrastructure with simplified management and serviceability. We will enter into a managed services agreement with a vendor to manage the newly upgraded infrastructure after equipment has been installed and in production. Our preference is that one vendor get both contracts.

SERVICES TO BE PROVIDED BY THE CONSULTANT (Scope of Work)

The following are key implementation ideas for our Digital Transformation Roadmap (Smart City) Vision:

Project-1 Datacenter CORE Update, Endpoint Protection

- Implementation of new Core switches (Cisco Nexus, Meraki, Fortinet, HP or comparable) to provide 10G backbone and core routing for network segmentation and security zones. With new Next Generation Cybersecurity Firewalls (Cisco, Palo Alto, Fortinet, SonicWall or comparable) providing latest technology to secure and protect the City's network.

Project-2 Wireless Implementation Solution

- Implementation of new wireless technology (Cisco, Meraki, HP or comparable) for centralized management, updated features and better coverage for all locations. Next generation technology with fast access, guest network access and centralized visibility of wireless network.

Project-3 Datacenter Server/Storage Refresh & Business Continuity Implementation

- Implementation of a dual site, fully redundant virtualized (Nutanix, VMware, Hyper-V or comparable solution) hyper-converged infrastructure. New hyper-converged platform should simplify daily operations and administrative tasks by combining Compute, Server, Storage and Virtualization into a single managed appliance providing full application availability. This solution should leverage a Hypervisor to manage virtualized workloads. Datacenter Resiliency, Disaster Recover, and Business Continuity should be addressed as well through a vendor recommended software (Veeam backup and replication currently).

Project-4 Security Implementation- Firewall updates, UmbrellaDNS, Security Endpoint and Critical Services Monitoring and Support

- Implementation of new Advanced next generation firewall and reliable endpoint protection for all users/ devices (Trend Micro currently), Dns protection, advanced

malware protection for O365, all users and systems on network (Barracuda Web filter currently).

Project-5 Managed Services- Security Critical Applications and Datacenter Equipment

- Transition to a managed service agreement for critical IT applications and provide real-time service to proactively monitor and manage critical infrastructure and applications. Included in managed services are: Newly installed equipment included in this Digital Transformation RFP and some existing Cisco equipment (phone system) that is already in production. Also include desktops, laptops and windows servers (virtual). Not included in managed services are: Cellular devices, iPads and Copiers.

Project-6 Smart City and Redundant Internet High Availability

- Implementation of a second redundant internet service to ensure high availability of the City's internal network connectivity. We welcome suggestion and ideas to advance the City of Riverdale to becoming a Smart City through Information Technology.

ITEMS AND SERVICES TO BE PROVIDED BY THE CITY OF RIVERDALE

The City will provide the results of the City's recently completed IT assessment. The Security Assessment will be provided to the awarded vendor. The IT and Security Assessments were executed and completed August 2018 by a highly reputable company in the Metro Atlanta Area.

PROJECT TIME SCHEDULE

The Consultant shall execute its work in a timely manner in order to complete the project within the specified time frame for the project. Currently the City is anticipating a December 2019 completion of the project.

CONSULTANT'S TEAM

The Consultant shall assign a qualified, professional as Project Manager to direct and oversee the Consultant's work on all phases of this project. The Consultant's staff working on this project shall be qualified professional staff and shall have the necessary experience, expertise and licenses to complete the project and satisfy all the requirements as described in this RFP.

STATEMENT OF QUALIFICATIONS

All interested firms (Consultants) shall submit a Request for Proposal (RFP), by 4:00 pm September 28, 2018, which shall contain at a minimum the following information:

1. A statement of Consultant's management principles, procedures and how they will be applied to this project in regard to: Development of a project design schedule and adhering to that schedule;

Establishment of a cooperative relationship with the City and any other stakeholders in the Project; and Complete and successful performance of all tasks assigned to the Consultant.

2. Name and relevant experience of Consultant's principals who will be responsible for the project.

3. A list of comparable projects on which Consultant has been involved during the past five years. The list should include at least four different clients and should provide the following information for each project:

Project title, location and description including size of the project;

Nature of Consultant's responsibility;

Start and end dates of Consultant's involvement in the project;

Total dollar amount of Consultant's contract;

Name, address and phone number of the project owner;

Name and address of Consultant's client if different from the project owner; and

Name and phone number of contact person at Consultant's client's office.

4. A statement of Consultant's approach in designing a project within the allocated time schedule and project budget.

5. A statement of why Consultant believes it should be selected for this project.

6. A list of all sub consultants that Consultant will be utilizing on this project. This list shall include the following information for each proposed sub consultant:

Name, address, and phone number for sub consultant's office that will be performing work on the project;

Name and relevant experience for sub consultant's key employees that will be working on this project;

Description of work that the sub consultant will perform on the project;

If the Consultant has multiple offices and proposes to utilize staff from multiple offices for this project, then the following shall apply in regard to this listing of sub consultants:

The office Submitting an RFP for Consultant shall be considered the CONSULTANT.

All other offices of Consultant shall be considered sub consultants and shall be included in the sub consultants listing.

7. A statement of Consultant's current insurance coverage signed by a company official. The City requires a minimum of One Million Dollars (\$1,000,000) of Professional Liability Insurance, Automobile Liability Insurance, General Liability Insurance, and Workers' Compensation Insurance. If the current coverage does not meet the City's minimum requirements, a statement of Design/Build Team's ability and intent to obtain the required coverage must be included. Do not submit a certificate of insurance in lieu of this statement.

SUBMITTAL OF REQUEST FOR PROPOSAL

Firms responding to this RFP must include the following items in their submittal package:

1. Five (5) copies of Consultants RFP; and one (1) additional unbound copy.
2. One copy of the completed "Business Identification Form" (Attachment 1) signed by a company official.
3. One copy of the Consultants Bid Submission Form (Attachment -2).
4. One copy of the Consultants Bid Submission Form (Attachment -3).
5. The RFP response shall not exceed *thirty* (30) pages, on of 8-½ -inch by 11-inch printed on both sides, no larger than a 12pt. font. The thirty (30)-page requirement does not include the front cover, or back cover of the document.

The submittal items must be placed into a sealed envelope bearing Consultants name and the words "Request for Proposal – Information Technology Infrastructure Upgrade - Riverdale Georgia."

On or before September 28, 2018 at 4:00pm, the submittal package must be delivered to:

City of Riverdale
Finance & Administrative Services Department
Attn: Donald G. Turner, CPA, CGMA, Director
971 Wilson Road
Riverdale, GA 30296

The City assumes no responsibility for non-receipt of submittal packages due to any delay, including, but not limited to, carrier delay. It is the Consultant's responsibility to meet the deadline stated above.

Submittals which do not contain the required number of copies and all the information requested in this RFP, may be considered non-responsive and rejected without evaluation. Submittals received after the deadline or at the wrong location will be considered non-responsive. Submittals sent via facsimile or email will not be accepted.

SELECTION OF CONSULTANT

1. Each member of the Evaluation Committee will read, review, and evaluate the contents of each submitted RFP response.
2. The Evaluation Committee will be responsible for reviewing all RFP Proposals timely and accurately submitted. In the event there is a close score between bidders or the City needs additional clarification of bids, bidders *may* be invited to an interview. After the evaluation committee selects a CONSULTANT, a recommendation is sent to the Mayor and Riverdale City Council for approval. The Mayor and City Council possess final approval authority.
3. The City reserves the right to negotiate adjustments in any and all elements of what Bidders submit in their RFP responses, as long as such adjustments do not have the effect of increasing the

total compensation paid by the City over the total proposed fixed-price fee compensation set forth in submitted proposals.

Firms submitting a REQUEST FOR PROPOSAL (RFP) for this project must provide in their submittal, verifiable evidence demonstrating that they have considerable current and past experience in providing the services necessary for this project, as described in the “General Project Description and Requirements” section and “Services to be provided by the CONSULTANT (Scope of Work)” section of this RFP.

The City will evaluate the Consultants based on the following items:

1. The information contained in Consultant’s RFP. The City's evaluation of this information will be based, at least in part, on the requirements for the RFP set forth elsewhere in this document.
2. Consultant's ability to understand the project requirements as it may be revealed in their proposed method and procedure of study, goals and objectives, and their approach to the project.
3. Comments received from the City's reference checks.
4. Consultant's submittal and subjective statements. The submission of a fee proposal shall be conclusive evidence that the Consultant and its sub consultants have investigated and satisfied themselves as to the conditions to be encountered, the character, quality and scope of work to be performed, and any municipal and ordinance requirements of the City of Riverdale.

SOLICITATION CAVEAT

The Consultant and its sub consultants understand and agree that the City of Riverdale shall have no financial responsibility for any costs incurred by the Consultant Team and its sub consultants in responding to this Request for Proposal and shall not be liable for any Consultant’s or its sub consultants’ costs attributed to their own study and investigation or design of a specific project until Consultant has executed a contract with the City of Riverdale and has been authorized in writing to proceed. The City of Riverdale reserves the right to terminate this Request for Proposal after three (3) days’ notice to all prospective Consultants.

CONTACTS AT THE CITY OF RIVERDALE

All questions concerning the project, the submittal of a Request for Proposal, the City’s review and evaluation of the RFP’s, and the City’s selection of a consultant for this project should be submitted in writing and directed to:

**Attn: Donald G. Turner, CPA, CGMA
Director of Finance & Administrative Services
971 Wilson Road
Riverdale, GA 30296**

1. A non-mandatory walkthrough will be held on **Sept 7, 2018 @ 10:00am**. The purpose of this walkthrough is to introduce the Project and to provide a means to address comments, inquiries and additional questions. A copy of the IT Assessment will be given to prospective bidders at this meeting. The address for the walkthrough appears below:

**City of Riverdale
Department of Finance & Administrative Services
971 Wilson Road
Riverdale, GA 30296**

Please Note: This will be the only opportunity to inspect the locations of the upgrade before the RFP is due.

Submit two fixed-price proposals. One for the upgrade and one for managed services [use the Fee Proposal forms provided in Attachments 2 & 3], submitted in a separate envelope with the RFP response. The envelope containing the Fee Proposal should be marked:

[Fixed Fee Proposal – Information Technology (IT) Infrastructure Upgrade- RFQ# IT 1001]

The total fixed-price fees proposed shall be considered to be inclusive of all fees and expenses [travel expenses, printing, reproduction, postage, etc.], which will be generated by the Consultant and all Sub-Consultants whose services are required to complete the work described in the section entitled *Scope of Work*, herein. There should be two quotes. One for the upgrade and one for the managed services.

No reimbursables will be paid beyond the total fixed-price fee proposal amount submitted in response to this RFP, on the form provided in “Attachment 2” herein.

If the Consultant anticipates that additional services will be required to complete the work and these additional services are not outlined in the Scope of Work, the Fee Proposal should describe these additional services in a distinct and separate line item. The Department and Team will review these additional services outlined in the fee proposal and determine if these services are necessary to complete the work as outlined in the Scope of Work.

The Consultant shall include the provision of the above described deliverables package in the fixed-price fee for the work and shall not be further reimbursed for these deliverables.

The successful Consultant must provide proof of the required insurance described in Appendix A as a requirement of this document.

A Table of Contents, with corresponding tab sheets, which correspond to items in this RFP must be included to identify each section, in the same sequence requested in this RFP. RFP responses must meet the requirements of and conform to the proposal submission format and requirements as stated in this RFP.

SCORING VALUES

The decision for selecting a General Contractor will be made by the “Evaluation Committee.” The criteria listed below will be used to evaluate all responses to this RFP.

Schedule of Scoring Criteria (Maximum 100 Points)

A	Evaluation of Consultant’s ability to follow instructions in preparing and submitting proposal.	10 Pts.
B	The experience of the Consultant and key staff as it relates to projects of a similar nature and scope.	35 Pts
C	The time anticipated to complete the design phase of the project.	10 Pts.
D	Evaluation of the Consultant’s references.	15 Pts.
E	Value Engineering and Cost Savings.	20 Pts.
F	Evaluation of the Fee Proposal.	10 Pts.

Local Preference Bonus. Companies paying taxes in jurisdictions local to the City will receive a bonus to their total bid scores under the City’s Local Preference Program. This program is detailed in Riverdale Code of Ordinances, Chapter 2, Article VIII, §§ 2-200, *et seq.* available at https://library.municode.com/ga/riverdale/codes/code_of_ordinances.

To Be eligible for a local preference bonus, a company must be considered local in one (1) of three (3) jurisdictions:

- For companies considered local to Riverdale, GA, the local preference bonus will be ten (10) percent of the preliminary score.

- For companies considered local to Clayton County, GA, the local preference bonus will be seven (7) percent of the preliminary score.
- For companies considered local to the State of GA, the local preference bonus will be five (5) percent of the preliminary score.

MBE/WBE Bonus. Contractors certified by the State of Georgia as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) will receive a five (5) point bonus to the total bid score.

RULES GOVERNING PROCESS

1. All Request for Proposal and supporting documentation received by Riverdale shall become the property of the City and will not be returned.
2. All costs associated with the preparation and submission of the Proposal shall be borne solely at the expense of the Responder. Riverdale shall not, under any circumstances be responsible for any costs or expense incurred by the Responder.
3. This RFP and interview selection processes shall in no way be deemed to create a binding contract of any kind between Riverdale and the Responder.
4. Riverdale reserves the right in its sole discretion to waive informalities in the RFP process, but is not required to do so.
5. To be considered, a Proposer must submit complete Qualifications as indicated herein. The format that is provided in this document is not negotiable. Failure to adhere to the instructions contained within this document will void the submission of any response.
6. It is the responsibility of each Consultant to examine the entire RFP, seek clarification in writing, and review its proposal for accuracy before submitting the RFP response. Once the submission deadline has passed, all RFP responses will be final. The City will not request clarification from any Consultant relative to its RFP response.
7. Any submitted RFP response shall remain a valid proposal for three months after the due date, or until the City executes a Contract, whichever is first. The City may, in the event the selected Consultant fails to perform, and/or the contract is terminated within forty-five days of its initiation, request the Consultant submitting the next acceptable proposal to honor its proposal.
8. Each Bidder must comply with the applicable laws, ordinances and resolutions of Riverdale, Clayton County, the State of Georgia and the federal government, including but not limited to all environmental laws regulating the disposal of municipal solid waste. Bidders must also exhibit the financial ability to furnish the necessary insurance coverage, as will be specified in this document.

9. The price for the services requested in this RFP include all, licenses and permits that the Bidder is or may be required to complete this work.

10. Riverdale reserves the right to award a Contract to other than the lowest cost Bidder if the interests of the City are best served.

Terms and Conditions - Bidder Responsibility

Supervision

Bidder agrees to furnish the necessary qualified supervision to oversee all operations.

Work Force

In the performance of the work listed above, the workforce shall be presentable at all times. All employees shall be competent and qualified, and shall be legally authorized to work in the U.S.

License and Permits

The Bidder shall acquire and maintain all required licenses and permits required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.

Subcontractors

The Proposer reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

Additional Services

Any services rendered by Proposer that are in addition to or beyond the written scope of work required by this RFP shall be separately billed. In addition, any additional work not shown in the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.

Execution of Contract

Selected Responder will be required to execute a standard city contract within five (5) days after notification by the City that contract is available and thereafter comply with the terms and conditions contained therein. No contract shall be considered binding upon the City until it has been properly executed.

Bidder shall begin work within ten (10) days after contract is executed and Notice to Proceed is received.

PERIOD OF THE CONTRACT

The Contract shall be in effect for a period not to exceed twelve (12) months.

TERMINATION OF CONTRACT

The City may terminate the Contract without cause at any time at its sole discretion by delivering a thirty (30) day written notice to the Bidder.

If for any reason the successful Bidder fails to fulfill any of the requirements of the Contract, the City shall have the right to terminate the Contract with cause with three (3) days written notice to the Bidder and to then contract and negotiate for the services with another Bidder.

PRICES AND PAYMENT TERMS

1. All prices, costs, and conditions outlined in the FEE response shall remain fixed and valid for acceptance for 90 calendar days starting on the due date of the bid.
2. Prices will remain firm for the duration of the Contract.
3. The price quoted shall include all labor, materials, equipment, and other costs necessary to fully complete the services in accordance with specifications of this RFP.
4. The total charge for the work will be payable as agreed upon in the contract.

SATISFACTORY

Any work found to be in any way defective or unsatisfactory shall be corrected by the Consultant at his/her own expense at the order of the City. The City also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. The City reserves the right to charge the Consultant with any, all costs incurred or retain/deduct the amount of such costs incurred from any monies due, or which may become due under the Contract.

EQUAL EMPLOYMENT OPPORTUNITY

The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Consultant will take affirmative action to ensure applicants are employed, and that employees are treated fairly during employment without regard to their race, color, religion, sex, national origin, or disability.

Such action shall include, but not be limited to, (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) pay rates or other forms of compensation and (8) selection for training, including apprenticeship. The City of Riverdale fully encourages the participation of qualified minority and female-owned business firms with respect to the project.

PROHIBITED INTEREST

No elected official, officer or employee, or agent of the City will have either a direct or an indirect interest in the Design/Build Contract or the proceeds thereof.

PROHIBITED CONTACT

No Bidder or agent of Bidder is to discuss any part of this RFP with any member or employee of the City other than as set out in this RFP.

REJECTION

Riverdale reserves the right to reject all Request for Proposals received.

Riverdale is under no obligation to award and/or enter into a Contract for these services and the selection schedule may be revised at the City's discretion. In addition, The City does not guarantee that a contract will be awarded as a result of this RFP.

APPENDIX A

INSURANCE REQUIREMENTS

1. The Bidder will defend at the Bidder's sole expense, indemnify and hold harmless the City of Riverdale, and Clayton County its officials, employees, agents, servants, representatives and assigns from and against all liability damages, losses, expenses, claims, demands, suits, actions, judgments, bodily injuries or sicknesses to any person, or damage, destruction or loss of use of any property arising out of or related to the services provided by the Bidder and/or caused by the Bidder's negligence or willful misconduct.
2. The Bidder will be required to provide certificates of insurance showing that it carries, or has in force, automobile liability insurance, commercial general liability insurance, professional liability insurance and workers' compensation insurance. Limits of liability for automobile liability insurance shall be, at a minimum, \$1,000,000.00 combined single limit. Limits of liability for commercial general liability insurance shall be, at a minimum, \$1,000,000.00 per occurrence, \$1,000,000.00 personal and advertising injury, \$1,000,000.00 general aggregate and \$1,000,000.00 products/completed operations aggregate. Commercial general liability insurance will include coverage for contractually assumed liability. Limits of liability for professional liability shall be, at a minimum, \$1,000,000.00 per occurrence or claim and \$1,000,000.00 aggregate. If commercial general liability coverage and/or professional liability coverage is on a claims-made basis, the vendor will maintain coverage in force for a period of two (2) years following completion of the work specified in the agreement. Workers' compensation insurance shall provide statutory workers' compensation coverage and employers' liability coverage with limits of, at a minimum, \$500,000.00 each accident, \$500,000.00 disease- each employee and \$500,000.00 accident, \$500,000.00 disease policy limit.

The certificate of insurance shall provide the City of Riverdale, Georgia (City) with thirty (30) days written notice of cancellation of any of the coverage areas named in said certificate.

The City will be named as additional insured under the vendor's commercial general liability, professional liability and automobile insurance policies.

The vendor shall require certificates of insurance from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the vendor. These certificates shall evidence waivers of subrogation in favor of the vendor and the City and shall be made available to the City upon request.

The following must be considered:

Low Hazards

Contractors such as carpenters, plumbers (no digging or trenching), painters and small repair or service-type contracts.

Medium Hazards

Include roofers, plumbing with minor digging, cement contractors, grading of land, landscapers, building maintenance/cleaning contractors and bricklayers.

High Hazards

Include excavation and underground contractors, road contractors, erection and welding projects, all building of parks and recreation playgrounds construction and renovation and all infrastructure construction and renovation.

Special Hazards

Include major building projects, major infrastructure projects, contracts involving environmental and asbestos exposures and similar extra-high hazard operations.

Contracts under \$25,000 and under 30 days duration, (except Special Hazards)

A. Workers Compensation Insurance:

The Contractor shall procure and maintain during the life of this contract, Workers Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Georgia.

B. Commercial General Liability:

The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A. Contractual Liability; B. Products and Completed Operations; C. Independent Contractors Coverage; D. Broad Form General Liability Extensions or equivalent; E. Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; F. Per contract aggregate.

C. Motor Vehicle Liability:

The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including applicable No-Fault coverage's, with limits of liability of not less than \$500,000, per occurrence combined single limit. Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

D. Additional Insured Status: The City of Riverdale & Clayton County, GA (aka)

Clayton County Board of Commissioners. *Wording:* "The following shall be Additional Insured's: Clayton County, Georgia (aka Clayton County Board of Commissioners),

including all elected and appointed officials, all employees and volunteers, all boards, commissioners and/or authorities and their board members, employees and volunteers.

This coverage shall be primary to the Additional Insured's, and not contributing with any other insurance or similar protection available to the Additional Insured's, whether other available coverage be primary, contributing or excess."

E. Cancellation Notice:

Sixty (60) days' Notice of Cancellation or Change, as per the following wording:

"Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation, Non-Renewal Reduction and/or Material Change shall be sent to: (Riverdale Point of Contact) & Peggy Davidson - Director of Central Services, Clayton County Board of Commissioners, 7994 N. McDonough Street, Jonesboro, GA 30236."

F. Proof of Insurance Coverage:

Evidence of Insurance should always be required, wording as follows: "The Contractor shall provide City of Riverdale, GA at the time the contracts are returned by him for execution, Certificates of Insurance and/or policies, acceptable to City of Riverdale, Georgia, as listed below:

One (1) copy of Certificate of Insurance for:

Workers' Compensation Insurance Commercial General Liability Insurance Vehicle Liability Insurance.

G. Continuation of Coverage:

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to City of Riverdale, GA at least ten (10) days prior to the expiration date.

Low & Medium Hazard up to \$300,000 and 180 days duration (except Special Hazards):

- A. Workers' Compensation Insurance (same as above)
- B. Commercial General Liability Insurance:
(Same as above except, increase to \$1,000,000)
- C. Motor Vehicle Liability:
(Same as above except, increase to \$1,000,000). All other conditions apply as above).

High Hazard Contracts and any above \$300,000 (except Special Hazards):

- A. Workers' Compensation Insurance (same as above)
- B. Commercial General Liability Insurance:
(Same as above except, increase to \$3,000,000)
- C. Motor Vehicle Liability: (same as above except, increase to \$3,000,000).
All other conditions apply as above.

Contracts more than \$1,000,000 to \$20,000,000 (except Special Hazards):
(Same as above)

- A. Commercial General Liability Insurance: (same as above except increase to \$5,000,000)
- B. Motor Vehicle Liability: (same as above except increase to \$5, 000, 00)
- C. Owners Contractors Protective Liability:
Wording as follows:
- D. The Contractor shall procure and maintain during the life of this contract, a separate Owners & Contractors Protective Liability Policy with limits of liability not less than \$5,000,000 per occurrence and/or aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. City of Riverdale, Georgia (aka Riverdale City Council) shall be "Named Insured" on said coverage. Sixty (60) days' Notice of Cancellation shall apply to this policy."
All other conditions apply as above.

Contracts more than \$20,000,000 (except Special Hazards):

- A. Workers' Compensation (same as above)
- B. Commercial General Liability Insurance: (same as above except increase to \$10,000,000)
- C. Motor Vehicle Liability: (same as above except increase to \$10,000,000)
- D. Owners Contractor Protective Liability: (same as above except, increase to \$10,000,000)

Special Hazards:

Bids involving environmental exposures, asbestos removal, building demolition, extensive use of explosives requires review by the Risk Manager. Such contracts may necessitate Pollution coverage and other types of coverage.

Professional Liability:

If a project involves architects, civil engineers, landscape design specialists and other professional services utilized in connection with construction and coverage normally not provided by Professional Liability coverage (in the limits outlined above) should be required. Since most of these policies are written on a “claims made” basis, we should require that coverage be carried for 3 – 5 years after the project is completed. Since most claims will arise out of our action against the professional service, we do **not** want to be an additional insured. Since there are so many exclusions in these types of contracts, we should require certified copies of the policy on larger contracts. We should require project aggregate endorsements in lieu of aggregate limits of liability. If the project is very large (over \$10,000,000), we should require a separate “project policy”.

Subcontractors:

Wording: “RFQ Respondent” shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor.”

BUSINESS IDENTIFICATION FORM
(Your Letterhead)

Please answer all questions. Attach additional sheets as necessary.

1. _____
Name of the Bidder under which you do business:

2. _____
Permanent main office address:

City	State	Zip Code + 4
------	-------	--------------

3. _____
Phone No.: _____ Fax No. _____

4. _____
E-Mail Address

5. Type of organization: (Check all applicable)

___ Individually-Owned ___ Partnership ___ Corporation ___ Joint Venture
Non-profit ___ Private ___ Public ___ Minority Owned ___ Female-Owned

6. If a corporation, enter the date of incorporation and the state in which incorporated:
____ Date: _____ State: ____

7. Identify number of employees: _____

8. Enter the number of years you have been in business under the present Bidder name: _____

9. Identify name, title and telephone no. of person(s) in your organization authorized to negotiate and bind the "RFP Bidder" to a contract.

Name Title Tel #

**RIVERDALE INFORMATION TECHNOLOGY SERVICES
INFRASTRUCTURE UPGRADE
BID SUBMISSION FORM**
(Your Letterhead)

NAME OF PROPOSING FIRM: _____

MAILING ADDRESS OF PROPOSING FIRM:

City State Zip Code + 4

Phone No.: Fax No.

E-Mail Address

FEE AMOUNT PROPOSED:

CONTRACTOR SERVICES INFORMATION TECHNOLOGY SERVICES INFRASTRUCTURE UPGRADE	<u>Amount</u>
1. Infrastructure Upgrade	
Total	

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM:

TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE _____

**RIVERDALE INFORMATION TECHNOLOGY SERVICES
MANAGED SERVICES
BID SUBMISSION FORM**
(Your Letterhead)

NAME OF PROPOSING FIRM: _____

MAILING ADDRESS OF PROPOSING FIRM:

City State Zip Code + 4

Phone No.: Fax No.

E-Mail Address

FEE AMOUNT PROPOSED:

CONTRACTOR SERVICES INFORMATION TECHNOLOGY SERVICES Managed Services	<u>Amount</u>
2. Managed Services	
Total	

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM:

TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE _____