REQUEST FOR PROPOSALS

No. 26-23

ROCKDALE COUNTY, GEORGIA

October 28, 2026

ELECTRONIC JAIL KEY SYSTEM

ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
981 Milstead Avenue
CONYERS, GA 30012
770-278-7557

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for an **Electronic Jail Key System** Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

The Contractor will furnish all products, tools, construction equipment, skill, and labor of every description necessary to carry out and to complete in a good, firm, substantial workmanlike manner for an **Electronic Jail Key System** in accordance with the County's Request for Proposal No. 26-23, incorporated herein by reference, (hereinafter called "Work"), and Contractor's proposal dated _____ (input date), attached hereto and made a part hereof, (hereinafter called "Proposal"). Contractor shall provide, at their expense, all vehicles and equipment necessary to provide this work.

Rockdale County 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 veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Adrienne Brown, at adrienne.m.brown@rockdalecountyga.gov.

Rockdale County Finance Department
Purchasing Division
Attn: Adrienne Brown
981 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557
E-mail: adrienne.m.brown@rockdalecountyga.gov

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.

PROPOSAL COPIES FOR EVALUATION:

Proposal:
One (1) USB Flash Drive in Adobe PDF format will be required for review purposes. Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

CONTRACT TERM:

TBD

DUE DATE:

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 981 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, December 3, 2026.** Proposals received after this time will not be accepted.

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to adrienne.m.brown@rockdalecountyga.gov no later than **2:00 p.m., local time, on Thursday, November 19, 2026**. It shall be the proposer's responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the

County's website at **www.rockdalecountyga.gov**, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.

DELIVERY

Delivery is **required** within **30** calendar days after receipt of individual orders. However, alternate delivery time will be considered provided it is so stated.

_____

(Bidder state number of days for delivery)

All prices are to be firm, **F.O.B. Destination, Freight Prepaid and Allowed**.

Delivery must be made between 8:00 A.M. and 5:00 P.M. Monday through Friday, unless otherwise requested.

Failure to respond to the requirement of this section may result in the bid being non-responsive.

DELIVERY F.O.B.: The successful bidder shall give a 24-hour prior notice of delivery to Division calling in the order; and **must ask for caller's Purchase Order Number (or Release Number) at that time**, when giving such prior Notice.

NOTE: F.O.B. POINT: Unless otherwise stated in the invitation and any resulting contract, or qualified by the bidder, all articles will be F.O.B. Destination, Freight Prepaid and Allowed. This shall include delivered, unloaded and placed in designated place. Successful bidder must comply with this paragraph.

F.O.B. LOCATION: Rockdale County Sheriff's Office
911 Chambers Dr. NW
Conyers, Georgia 30012
Telephone: (770) 278-8000

LOCAL VENDOR PREFERENCE POLICY

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Invitations to Bids and Request for Proposals after May 1, 2013. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Proposal. The Policy will give the local bidder the opportunity to match the price of a non-local vendor's bid price if they are low and within 5% of the low bidder's price on Invitation to Bids. A copy of the Policy may be downloaded from the County website at www.rockdalecountyga.gov Bid Opportunities.

The Local Vendor Preference Policy will apply to this RFP.

ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY

Policy #R-2015-08 includes the following language:

> The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at www.rockdalecountyga.gov Bid Opportunities and scrolling down to the bottom of the page.

INFORMATION TECHNOLOGY DISCLOSURES

This section is intended to obtain a full disclosure from the responder of all requirements related to the use of Information Technology for the successful implementation and operational readiness of the proposed solution. This disclosure should include all computer hardware, software, and network connectivity requirements that are needed.

Software that provides built-in data archiving mechanisms for all documents and files, and that can also be programmed to reflect State-defined retention schedules will receive preference.

Information must include:

- Point of Contact for Technical follow up (Name, title, email address, phone number)
- System Hosting (Cloud-based or Rockdale County Data Center)
- Compute requirements (server, workstations, field devices – Mfg. and Model)
- Storage requirements (Mfg. and Model, estimated 1st year requirement, estimated rate of growth, total capacity in Gb required for initial 2 years)
- Platforms involved – list all (Windows, iOS, Android, Linux, etc.)
- Scanners, cameras, monitors, printers (Mfg. and Model)
- Software requirements (utilities, DB scripts, applications, – Name and Developer)
- High-level diagram of the solution (Host, Storage, DBs, Applications, Interfaces to other applications)

The Total Solution Cost should include all I.T. costs, plus (2) years of Maintenance (Support) Costs of all applications and equipment.

Responses must contain Payment Terms based on project-defined deliverables that include Project Plan Approval, Installation, Training, and Testing – both Systems and End-to-End (E2E) testing.

All systems that have been designated as “live”, “in use”, or “in Production” must follow the Change Management Procedures of the County in order for any subsequent changes to be approved, scheduled, and implemented. These procedures call for testing and adequate proof of testing.

WARRANTY AND / OR GUARANTY:

The bidder will state below or will furnish a separate letter attachment which fully explains the condition of Warranty and/or Guaranty. If no Warranty and/or Guaranty is applicable, it must be so stated. NOTE: Failure to respond to the requirement of this paragraph may result in the bid being non-responsive.

QUALIFICATIONS OF OFFERORS:

Proposers must have a current business license from their home-based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor’s proposal or its qualifications to construct the Project.

Proposers are to submit at least **three (3) references** from projects with similar experience using the materials and process in this RFP.

DEBRIEFINGS:

In lieu of Post-Award debriefings, Rockdale County will provide the final evaluation Score Sheet. The Score Sheet will include the scores for all firms who responded and will typically be provided with a PDF file and e-mailed.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview.
The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA:

Offerors will be evaluated based on their based product, technical capabilities, and ability to provide secure, reliable, and effective key management and key control systems for Rockdale County Jail. Offerors may be subject to an interview during the bid process.

Respondent's submissions will be evaluated and scored to determine their ability to meet the Sheriff's Office operational, security, and facility management needs. Rockdale County shall be the sole judge of quality, suitability, and applicability of all statements of qualifications and proposals. Evaluation considerations will include the offeror's experience with correctional facilities, proposed key control capabilities, system reliability, and overall cost.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Technical Capabilities and Proposed Approach: Evaluation of the offerors understanding of the security, operational, and key control requirements of a jail facility. Consideration will be given to the proposed key management system's ability to safeguard keys, restrict unauthorized access and duplication, track key issuance, and returns, maintain accountability and provide appropriate audit trails and reporting capabilities. Evaluation will also include the suitability of the proposed system for the Jail Facility layout, security procedures, daily operations, and anticipated future needs. Offerors should demonstrate their approach to system selection, installation, configuration, integration with existing security infrastructure where applicable, staff training, testing, and transition to operational use. **(25%)**

- Company Experience, Qualifications, and Past performance: Evaluation of the offeror's experience providing, installing, maintaining, and supporting key management and key control systems in jails or comparable high-security facilities. Consideration will be given to the number and complexity of similar projects completed, demonstrated success in correctional environments, qualifications of technical personnel, client references, and past performances. **(25%)**

- Cost and overall value: Evaluation of the total proposed cost and overall value to Rockdale County. Cost considerations may include equipment, software, licensing, installation, delivery, configuration, integration, training, warranties, maintenance, technical support, replacement components, and recurring fees, as applicable. **(50%)**

The selection committee will score and rank each submission based on the criteria and corresponding weights identified above. Rockdale County reserves the right to request clarification, conduct interviews, arrange system demonstrations, verify references, and obtain additional information as necessary to assess each offeror's qualifications and proposed solution.

INTERVIEWS

Interviews may be scheduled. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

INSURANCE:
Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:	Limits of Liability:
Workers' Compensation	Statutory
Employers' Liability	$1,000,000.00
Bodily Injury Liability	$1,000,000.00 each occurrence
except Automobile	$1,000,000.00 aggregate
Property Damage Liability	$1,000,000.00 each occurrence
except Automobile	$1,000,000.00 aggregate
Personal & Advertising Injury Limit	$1,000,000.00
Products / Completed Ops.	$2,000,000.00 aggregate
Automobile Bodily Injury	$1,000,000.00 each person
Liability	$1,000,000.00 each occurrence
Automobile Property Damage Liability	$1,000,000.00 each occurrence
General Liability	$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
981 Milstead Avenue
Conyers, GA 30012

PERMITS:

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee. Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

OPEN RECORDS

The contents of the proposals will not be made public until after an award and contract has been executed.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

A. The form must be signed by an authorized officer of the contractor or their authorized agent.

B. The form must be notarized.

C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

PIGGYBACKING

Rockdale County encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:
A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF PROPOSAL:
Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:
The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:
By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

INTEREST OF:
By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:
The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.

2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.

3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.

4. The following number, RFP No. **26-23,** must be written clearly on the outside of USB Flash Drive proposal envelope in order to avoid prior opening in error.

5. All USB Flash Drive proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. USB Flash Drive Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.

6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.

7. The Proposal Form submitted on the USB Flash Drive **must be the first page** and include the name of the business, mailing address, the name, title and signature of the person submitting the proposal.

8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.

9. Telephone, Emailed or Facsimile proposals will not be accepted.

10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.

    i. Federal I.D. #58-6000882
    ii. Sales Tax Exempt #308750008

11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.

12. If applicable, warranty information shall be provided.

13. Proposers shall state delivery time after receiving order.

14. Proposers shall identify any subcontractors and include an explanation of the service or product that they may provide.

SCOPE OF WORK

Electronic Key Tracking System

1. Project Overview
The Rockdale County Sheriff's Office is seeking proposals from qualified vendors to provide, install, configure, and implement a modern electronic key tracking and management system for the County's jail facility.

The purpose of this project is to transition the Sheriff's Office from its existing key tracking process to a secure, electronic solution that improves accountability, security, accessibility, monitoring, and control of facility keys and key sets.

The proposed system shall provide network-connected electronic key management panels strategically located throughout the facility and shall support centralized monitoring and management.

2. Project Objectives
The selected Contractor shall provide a complete electronic key tracking solution to:

- Improve accountability for all keys and key sets
- Provide secure storage and controlled access to keys
- Electronically record key issuance and return
- Identify the individual accessing or returning a key
- Provide real-time visibility of key status and location
- Reduce the risk of lost, misplaced, or unauthorized keys
- Provide an electronic audit trail of key transactions
- Allow authorized personnel to monitor key activity
- Provide centralized management and reporting capabilities
- Integrate the key tracking system through the County's network infrastructure
- Provide a scalable solution capable of accommodating the County's current and future key management needs

3. System Configuration
The proposed solution shall include three (3) network-connected electronic key management panels located within the facility.

The anticipated configuration is as follows:

Panel 1 – Booking Area
The first electronic key management panel shall be installed in the Booking area and shall accommodate a minimum of:

- 32 key/key-set positions
- Electronic identification and tracking of each key/key set
- Controlled access and return
- User identification/authentication
- Electronic transaction logging

Panel 2 – Annex
The second electronic key management panel shall be installed in the Annex and shall accommodate a minimum of:

- 32 key/key-set positions
- Electronic identification and tracking of each key/key set

- Controlled access and return
- User identification/authentication
- Electronic transaction logging

Panel 3 – Central Roll Call Room
The third electronic key management panel shall be installed in the Central Roll Call Room and shall accommodate a minimum of:

- 160 key/key-set positions
- Electronic identification and tracking of each key/key set
- Controlled access and return
- User identification/authentication
- Electronic transaction logging

4. Minimum System Requirements
The proposed electronic key tracking system shall, at a minimum:

1. Provide secure electronic storage for individual keys and/or key sets.
2. Identify each key/key set and its assigned position.
3. Restrict access to unauthorized users.
4. Record the date and time each key is removed and returned.
5. Record the identity of the person removing or returning a key.
6. Provide an electronic audit trail of all key transactions.
7. Provide notification or alerts for overdue, unauthorized, or improperly returned keys.
8. Provide centralized system administration and monitoring.
9. Be network-connected and capable of communicating with the County's designated network infrastructure.
10. Provide system-generated reports regarding key activity and user activity.
11. Provide appropriate administrative controls for adding, removing, or modifying users and key assignments.
12. Provide appropriate security controls to prevent unauthorized access or removal of keys.
13. Maintain records sufficient for auditing and security investigations.
14. Provide a system capable of supporting future expansion as the County's needs increase.

5. Installation and Configuration
The selected Contractor shall be responsible for the complete installation and implementation of the proposed system, including, but not limited to:

- Delivery of all equipment and components.
- Installation of the three (3) electronic key management panels.
- Installation and configuration of associated hardware and software.
- Network connectivity and configuration in coordination with County IT personnel.
- Configuration of key positions and key assignments.
- User account configuration.
- System programming and customization.
- Testing of all equipment and system functions.
- Identification and correction of installation deficiencies.
- Final system commissioning.

The Contractor shall coordinate installation activities with the Rockdale County Sheriff's Office and designated County representatives to minimize disruption to jail operations.

6. Training
The Contractor shall provide comprehensive training for designated Sheriff's Office and County personnel.
Training shall include, at a minimum:

- System operation.
- Key issuance and return procedures.
- User authentication.
- Adding and managing users.
- Key/key-set assignment and management.
- System administration.
- Reporting and audit functions.
- Alarm and notification functions.
- Troubleshooting and basic system maintenance.

Training materials and user documentation shall be provided to the County.

7. Documentation
The Contractor shall provide complete documentation for the installed system, including:

- System configuration documentation.
- Equipment specifications.
- Installation documentation.
- Network requirements.
- User and administrator manuals.
- Key/key-set configuration information.
- Warranty information.
- Maintenance requirements.
- Troubleshooting procedures.
- Contact information for technical support.

8. Testing and Acceptance
Prior to final acceptance, the Contractor shall demonstrate that the system is fully operational and meets the requirements of the RFP.

Testing shall include, at a minimum:

- Verification of all key positions.
- Verification of user access controls.
- Verification of key removal and return tracking.
- Verification of transaction records.
- Verification of network connectivity.
- Verification of reporting capabilities.
- Verification of alerts and notifications.
- Verification of administrative functions.
- Verification of communication between all three panels and the central management system.

The County reserves the right to require correction of any deficiencies identified during testing prior to final acceptance.

9. Warranty and Technical Support
The Contractor shall identify all applicable manufacturer and Contractor warranties.
Proposals shall clearly state:

- Warranty period.
- Equipment covered under warranty.
- Labor covered under warranty.

- Software/support coverage.
- Technical support availability.
- Response times for service calls.
- Preventive maintenance options.
- Costs associated with post-warranty support.

10. Vendor Proposal Requirements

Vendors shall provide sufficient information for the County to evaluate the proposed solution, including:

- Detailed description of the proposed electronic key tracking system.
- Manufacturer and model numbers for major components.
- System capacity.
- Network requirements.
- Security features.
- User authentication options.
- Reporting capabilities.
- Alert/notification capabilities.
- Installation methodology.
- Implementation schedule.
- Training plan.
- Warranty information.
- Technical support plan.
- Maintenance requirements.
- Five-year anticipated operating/support costs, if applicable.
- Any recurring licensing, subscription, software, or maintenance fees.
- Any County-provided infrastructure or services required for implementation.

11. Minimum Capacity

The proposed system shall support a minimum total capacity of **224 key/key-set positions**, consisting of:

Location	**Minimum Capacity**
Booking	32
Annex	32
Central Roll Call Room	160
Total	**224**

12. Complete Solution

The County intends to procure a **complete, operational electronic key tracking solution**. Vendors shall include all equipment, software, licenses, accessories, installation, configuration, programming, training, and other components reasonably necessary to provide a fully functional system.

Any exceptions, exclusions, assumptions, or additional requirements shall be clearly identified in the vendor's proposal.

PROPOSAL FORM

Instructions: Complete all **THREE** parts of this bid form.
THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.

PART I: Proposal Summary

Complete the information below. If submitting multiple proposals, submit separate Proposal Form for each.

1.	Electronic Key Management Panel – Booking Area	$
2.	Electronic Key Management Panel – Annex	$
3.	Electronic Key Management Panel – Central Roll Call Room	$
4.	Key/key-set holders, electronic locking mechanisms, and associated hardware	$
5.	Central Management Software/Platform	$
6.	User authentication/access-control equipment	$
7.	System controller/server/appliance, if required	$
8.	Required Software Licenses	$
9.	Network interface/connectivity equipment	$
10.	Site Preparation	$
11.	Installation – Booking Panel	$
12.	Installation – Annex Panel	$
13.	Installation – Central Roll Call Room Panel	$
14.	Network Installation/Configuration	$
15.	System Programming and Configuration	$
16.	Key/key-set programming and assignment	$
17.	Software Installation/Configuration	$
18.	Training – Initial Administrator Training	$
19.	Training – Initial End-User Training	$
20.	Technical Support – Emergency/On-Site Service – Hourly Rate	$ /hr
21.	Technical Support – Remote – Hourly Rate	$ /hr
22.	Preventative Maintenance – Hourly Rate	$ /hr
23.	Recurring Software and Licensing Costs	$
	TOTAL BID (1 THROUGH 20)	$
24.	**Number of Days for Completion – Completion Time**	/Days

PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART III: Vendor Information:

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He is_____ (owner, partner officer, representative, or

agent) of _____, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

_____
(Signed)

_____
(Title)

Subscribed and Sworn to before me this _____ day of _____, 202__

Name_____

Title_____
My commission expires (Date)

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is_____ (owner, partner officer, representative, or

agent) of _____, the sub-contractor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

_____
(Signed)

_____
(Title)

Subscribed and Sworn to before me this _____ day of _____, 202__.

Name_____

Title_____
My commission expires (Date)

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

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
e) The Contractor will contract for the 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(a), (b), and (c);
f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

_____ _____
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 _____, _____, 20_____ in _____ (city), _____ (state).

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20_____.

_____
NOTARY PUBLIC
My Commission Expires: _____

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor 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 Subcontractor

_____
Name of Project

_____
Name of Public Employer

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

Executed on _____, ___, 202__ in _____(city), _____(state).

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____,202__.

_____
NOTARY PUBLIC

My Commission Expires:

_____

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor 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 under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor 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 Sub-subcontractor

_____
Name of Project

_____
Name of Public Employer

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

Executed on _____, ___, 202__ in _____(city), _____(state).

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____,202__.

_____
NOTARY PUBLIC
My Commission Expires:

_____

Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

_____ _____
Signature of Applicant: Date

_____
Printed Name:

*_____
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 202__.

_____
Notary Public
My commission Expires:

***Note**: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

_____

Certification of Absence of Conflict of Interest
For Development of Specifications or Scope of Work

Required for each contract or arrangement to prepare or develop specifications or requirements
(O.C.G.A. § 36-80-28)

The undersigned Consultant, who is entering into a contract or arrangement with Rockdale County to prepare or develop specifications or requirements for an invitation for bids, request for proposals, purchase order, or any other type of solicitation for said Rockdale County certifies that:

1. Consultant shall avoid any appearance of impropriety and shall follow all policies and procedures of Rockdale County, as may be related to the project.

2. Consultant discloses below any material transaction or relationship currently known to Consultant that reasonably could be expected to give rise to a conflict of interest, including, but not limited to, that of the Consultant, or the Consultant's employees, agents or subsidiaries (Include past, present, or known prospective engagements, involvement in litigation or other dispute, client relationships, or other business or financial interest):

   _____
   _____
   _____
   _____
   _____
   _____

3. Consultant shall immediately disclose any material transaction or relationship subsequently discovered during the pendency of the contract or arrangement.

4. Consultant acknowledges that any violation or threatened violation of the agreement may cause irreparable injury to the Rockdale County, entitling Rockdale County to seek injunctive relief in addition to all other legal remedies.

_____
Signature of Contractor's Authorized Official

_____

Printed Name & Title of Authorized Official

_____

Date

ROCKDALE COUNTY

LOCAL VENDOR PREFERENCE

AFFIDAVIT OF ELIGIBILITY

Complete all areas below. Incomplete forms may be rejected.

1. LEGAL NAME OF FIRM: _____

   Mailing Address: Physical Address (if different):

   _____ _____

   _____ _____

2. Year your business was established in Rockdale County: _____

3. Business License:

   License Number: County_____

4. For transactions which require sales tax, provide the following Reseller information:

   Reseller Permit Number: _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Enter the Company Name and Address as it appears on permit:

   _____

   _____

5. Does your business have more than one office in the State of Georgia?

   Yes _____ No _____

   If Yes, specify the office location considered as the point-of-sale for sales tax purposes:

   _____

   _____

6. Was the local business required to pay business and/or real property tax for the most recent tax year?
   Yes _____ No _____

   If Yes, did the local business pay any of this tax to Rockdale County?
   Yes _____ No _____

****

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation, or entity intentionally submitting false information to the County in an attempt to qualify for local preference shall be prohibited from bidding on Rockdale County products and services for a period of one (1) year.

Authorized Signature: _____ Date: _____

Printed Name & Title: _____ Phone: _____

SAMPLE AGREEMENT FOR THE PURCHASE AND INSTALLATION OF ELECTRONIC JAIL KEY SYSTEM

The County reserves the right to revise this agreement as it is a sample agreement.

This Agreement entered into on this _____ day of _____, 2026, between ROCKDALE COUNTY, GEORGIA, a political subdivision of the State of Georgia, whose address is 981 Milstead Avenue, Conyers, Georgia 30012, (hereinafter referred to as the "County") and [CONTRACTOR NAME], a Georgia corporation, whose address is [CONTRACTOR ADDRESS], (hereinafter referred to as "Contractor").

WHEREAS, the County desires to engage the services of Contractor for the purchase, installation, and implementation of an electronic jail key system.

WHEREAS, Contractor is qualified to perform this service and desires to render this service to the County as provided herein.

NOW THEREFORE, the County engages the services of Contractor for and in consideration of the mutual promises contained in this Agreement and the parties agree as follows:

1. **Services Provided by Contractor**.

The Contractor shall furnish all products, tools, skill and labor of every description necessary to carry out and to complete in a good, firm, substantial workmanlike manner the installation of an electronic jail key system, which includes installing 3 network-connected panels in accordance with the Contractor's Proposal dated _____ (hereinafter called "Work"), attached hereto and made a part hereof. Contractor shall provide, at their expense, all vehicles and equipment necessary to provide this Work. The Work shall be performed at the direction of the Chief of Law Enforcement Operations or his designee and consistent with all Federal, State and Local laws.

The Contract Documents and Contractor's Proposal are considered essential parts of the Agreement, and requirements occurring in one are as binding as though occurring in all. They are intended to define, describe and provide for all labor necessary to complete the Work in an acceptable manner, ready for use, or operation by the County.

The Contractor shall commence the Work to be performed under this Contract Agreement on a date to be specific in a written Notice to Proceed and shall fully complete all work hereunder within Ninety (90) days, unless modified and agreed upon by both parties in writing.

2. **Fees and Compensation**.

(a) Contract Price: The Contract Price shall not exceed _____ ($_____ _____) Dollars, and shall be the total amount payable by the County to the Contractor for the performance of the Work set forth in the Contract Documents, unless amended as agreed upon by both parties in writing as detailed in Section 6 of this Agreement. It is understood that the Contractor shall provide and pay for all products, labor (including labor performed after regular working hours, on Saturdays or Sundays, or on legal holidays), tools, supervision, and all other services and facilities of any nature whatsoever necessary to execute, complete, place into operation, and deliver the Work.

The Contractor shall be responsible for any additional expenses incurred by the County as a result of the extended work hours, including resident inspection overtime. The cost associated with resident inspector overtime will be deducted from the Contractor's monthly payment request.

(b) Payments Withheld: The County may decline to approve an application for payment, in whole or in part, as may be necessary to protect the County from loss because of:

(1) Failure of the Contractor to make payments properly to subcontractors or for labor or products.

(2) Unsatisfactory prosecution of the Work by the Contractor either due to quality of the Work or if the Contractor is behind the currently approved construction schedule.

When the above reasons for nonpayment are corrected, then payment will be made for amounts withheld because of such reasons, not later than the next payment.

Payment Terms: Payment shall be as follows: Net 30

3. **Effective Dates of Agreement**.

The effective date of this Agreement shall be the date said Agreement is signed by the Chairman of the Rockdale County Board of Commissioners (the "Board"). The term of this Agreement shall be determined from the date the Contractor receives notice to proceed from the County, unless terminated be either party as detailed in section 13 of this Agreement.

4. **Rejection of Work and Materials.**

All products furnished and all Work completed will be inspected by the County. All products furnished and all Work completed that is not in accordance with the Contract Documents or that is defective will be rejected. All rejected products or Work shall be removed immediately. If rejected products or Work is not removed within 48 hours, the County will have the right and authority to stop the Work immediately and will have the right to arrange for the removal of said rejected products or Work at the cost and expense of the Contractor.

5. **Supervision of Work.**

The Contractor shall supervise and direct the Work. The Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of the Work. The Contractor shall employ and maintain on the Work a qualified supervisor or superintendent who shall be designated in writing by the Contractor as the Contractor's representative at the site. The supervisor shall be present on the site at all times as required to perform adequate supervision and coordination of the Work.

The supervisor shall have full authority to act on behalf of the Contractor and to execute the orders or directions of the County without delay. The supervisor shall have full authority to promptly supply products, tools, plant equipment and labor as may be required. The supervisor's authority shall be such that all communication given to the supervisor shall be as binding as if given to the Contractor.

The Contractor shall employ only competent and skilled personnel. The Contractor shall, upon demand from the County, immediately remove any superintendent, foreman or workman whom the County may consider incompetent or undesirable.

6. **Changes in the Contract.**

The County may at any time, as the need arises, order changes within the scope of the Work without invalidating the Contract Agreement. If such changes increase or decrease the amount due under the Contract Documents, or in the time required for performance of the Work, an equitable adjustment will be authorized by Change Order.

7. **Insurance.**

The Contractor shall not commence any work under this Contract until all insurance, as stipulated in the attached Exhibit "A", has been obtained and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence any work on subcontractor's contract until all similar insurance required of the subcontractor has been so obtained and approved by the Contractor.

8. **Interruption of Facility Operations.**

The Contractor shall provide the County with written notice at least three days prior to any interruption in facility operations required by construction activity. The notice shall include the date and time of the scheduled interruption, the length of time the interruption will be in effect, the procedures to be followed, a complete identification of all those processes, equipment and operations to be affected, and all other information the County may require. The Contractor shall provide any equipment, piping, auxiliary power or other means necessary to sustain facility operations.

9. **Protection of Work, Property and Persons.**

(a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the Work and other persons who may be affected thereby, all the Work and all products to be incorporated therein, whether in storage on or off the site, and other property at the site or adjacent thereto.

(b) The Contractor shall remedy all damage, injury or loss to any property, improvements or facilities caused, directly or

indirectly, in whole or in part, by the Contractor or any of the Contractor's subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The property, improvements or facilities shall be replaced or restored to a condition as good as when the Contractor entered upon the Work. In case of failure on the part of the Contractor to restore such property, or make good such damages or injury, the County may, after 48 hours written notice, proceed to repair, rebuild, or otherwise restore such property, improvements or facilities as may be deemed necessary. The cost thereof will be deducted from any monies due or which may become due the Contractor under this Contract.

(c) In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the County, shall act to prevent threatened damage, injury or loss.

(d) Completed Work and stored products shall be suitably protected during unseasonable weather, to allow Work to proceed in a timely fashion. Work planned, or in progress, should be performed to minimize impact of adverse weather.

10. **Indemnification**.

In addition to its agreement to obtain and maintain insurance as set forth herein, the Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees, from any and all claims against the County, its officers, agents and employees, which arise out of any act or omission of the Contractor or any of the Contractor's officers, agents and/or employees, and any and all claims which result from any condition created or maintained by the Contractor or anyone employed by the Contractor or any of their officers, agents or employees, which condition does not specify to be created or maintained by this Contract.

11. **Termination of Agreement**.

In the event either party elects to terminate this Agreement for whatever reason deemed appropriate, written notice shall be provided and termination shall be effective fifteen (15) days from receipt of written notice.

12. **Notice**.

Any notice or other communication required or permitted to be given under this Agreement must be in writing and must be mailed by overnight delivery or certified mail, postage prepaid, so that the notifying party can prove delivery of notice and the date thereof, and addressed as follows:

To the County:	**To the Contractor**:
Rockdale County, Georgia	_____
Attn: Tina Malone	_____
P. O. Box 289	_____
Conyers, Georgia 30012	_____
Phone – 770-278-7553	_____
Email – tina.malone@rockdalecountyga.gov	_____

The addresses stated in this paragraph may be changed by the respective parties upon a documented notice delivered in advance, pursuant to this paragraph.

13. **Assignment**.

The Contractor shall have no right to transfer or assign its interest in this Agreement without the prior written consent of an authorized representative of the County.

14. **Corporate Authority**.

Contractor represents to the County that this Agreement, the transaction contemplated in this Agreement, and the execution and delivery hereof, have been duly authorized by all necessary corporate proceedings and actions, including, without limitation, the action on the part of the directors. The individual executing this Agreement on behalf of Contractor warrants that he or she is authorized to do so and that this Agreement constitutes the legally binding obligation of the corporation.

15. **Waiver**.

No action taken pursuant to this Agreement shall be deemed to constitute a waiver by the party taking such action of compliance with any representation, warranty, covenant or agreement in this Agreement. The waiver by any party of a breach of any provision or condition contained in this Agreement shall not operate or be construed as a waiver of any subsequent breach or of any other conditions.

16. **Severability**.

If any provision of this Agreement or application to any party or circumstances shall be determined by any court of competent jurisdiction to be unenforceable to any extent, the remainder of this Agreement or the application of such provision to such person or circumstances, other than those as to which it is so determined invalid or unenforceable, shall not be affected thereby, and each provision hereof shall be valid and shall be enforced to the fullest extent permitted by law.

17. **Interpretation**.

Should any provision of this Agreement require a judicial interpretation, the parties agree that the body interpreting or construing this Agreement will not apply the assumption that the terms of this Agreement will be more strictly construed against one party by reason of the rule of legal construction that an instrument is to be construed more strictly against the party which itself or through its agents prepared the Agreement. The parties acknowledge and agree that they and their agents have each participated equally in the negotiation and preparation of this Agreement.

18. **Venue & Jurisdiction**.

The County and the Contractor, by entering into this Promissory Note, hereby agree that the courts of Rockdale County, Georgia shall have jurisdiction to hear and determine any claims or disputes between them pertaining directly or indirectly to this Agreement. Contractor expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced in said courts. The choice of forum set forth in this section shall not be deemed to preclude the bringing of any action by the County or the enforcement by the County of any judgment obtained in such forum in any other appropriate jurisdiction. Further, the Contractor hereby waives the right to assert the defense of forum non-conveniens and the right to challenge the venue of any court proceeding.

19. **Governing Law**.

This Agreement shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

20. **Binding Effect**.

This Agreement shall be binding upon the Contractor and its successors and permitted assigns.

21. **Further Assurances**.

The Contractor agrees to execute, acknowledge, seal and deliver, after the date of this Agreement, without additional consideration, such further assurances, instruments and documents, and to take such further actions, as the County may reasonably request in order to fulfill the intent of this Agreement and the transactions contemplated by this Agreement.

22. **Entire Agreement**.

This Agreement, its attachments and essential documents (as provided in paragraph 1 above) represent the entire understanding of the parties with regard to the subject matter of this Agreement. There are no oral agreements, understandings, or representations made by any party to this Agreement that are outside of this Agreement and are not expressly stated in it. No supplement, modification, or amendment of this Agreement will be binding unless executed in writing by all parties.

By signing this Agreement, the parties acknowledge that they have read each and every page of this Agreement before signing same and that they understand and assent to all the terms thereof. In addition, by signing this Agreement, the parties acknowledge that they are entering into this Agreement freely and voluntarily and under no compulsion or duress.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

CONTRACTOR

By: _____

_____
Name (Typed or Printed)

_____
Title

_____
Federal Tax I.D. Number

Attest:

_____
Corporate Secretary or Assistant Corporate Secretary

ROCKDALE COUNTY, GEORGIA

By: _____
JaNice Van Ness, Chair & CEO

Attest:

_____
Jennifer Rutledge, Director/County Clerk

Approved as to Form:

_____
M. Qader A. Baig, County Attorney

REFERENCES

Instructions: Type or clearly print all information.

Reference #1
Name of Project Owner: _____
Project Description and Location: _____
_____
_____
_____
Contracted Dollar Amount: _____
Completed Dollar Amount: _____
Scheduled Completion Date: _____
Actual Completion Date: _____
Contact Person's Name: _____
Contact Phone: _____
Contact Fax: _____
Contact E-mail: _____

Reference #2
Name of Project Owner: _____
Project Description and Location: _____
_____
_____
_____
Contracted Dollar Amount: _____
Completed Dollar Amount: _____
Scheduled Completion Date: _____
Actual Completion Date: _____
Contact Person's Name: _____
Contact Phone: _____
Contact Fax: _____
Contact E-mail: _____

Reference #3
Name of Project Owner: _____
Project Description and Location: _____
_____
_____
_____
Contracted Dollar Amount: _____
Completed Dollar Amount: _____
Scheduled Completion Date: _____
Actual Completion Date: _____
Contact Person's Name: _____
Contact Phone: _____
Contact Fax: _____
Contact E-mail: _____

Representative's Signature: _____ Date: _____

SUBCONTRACTORS

Instructions: Type or clearly print all information.

NAME, ADDRESS, & PHONE NUMBER OF SUBCONTRACTOR	SUBCONTRACT WORK ITEM	DOLLAR VALUE OF SUBCONTRACT WORK
1.		
2.		
3.		
4.		
5.		
6.		

Representative's Signature: _____ Date: _____

PROPOSAL CHECKLIST

_____ **ONE (1) FLASH DRIVE (containing a copy of the Proposal and the Price Proposal in Adobe PDF format) of the following documents: all documents shall be fully completed, signed, and dated:**

_____ **Proposal Form (See Pages 15-16)**

_____ **All Applicable Affidavit Forms (See Pages 17-23)**

_____ **Local Vendor Policy (See Page 24)**

_____ **References (See Page 30)**

_____ **Subcontractors (See Page 31)**

_____ **Any Proposed Deviations from the Required Scope of Work, Including Necessary Explanations and Conditions**

_____ **Proof of Business License**

The purpose of this checklist is to remind proposers of the documents generally required for the proposal submittal. It is the proposer's responsibility to include additional documents requested in the proposal that may not be shown on the checklist.