

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-653-4109
WWW.COLUMBUSGA.ORG

Date: January 10, 2012

<p>REQUEST FOR PROPOSALS: RFP NO. 12-0014</p>	<p>Qualified firms are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of: Audit Services of Contract for Hospital Care to Indigent Persons</p>
<p>GENERAL SCOPE</p>	<p>Columbus Consolidated Government is soliciting proposals for the professional services of a Certified Public Accountant to perform a compliance audit of the hospital care to indigent persons contract between the Columbus Consolidated Government and the Medical Center Hospital Authority.</p>
<p>DUE DATE</p>	<p align="center">FEBRUARY 8, 2012 - 5:00 PM (EASTERN)</p> <p>Proposals must be received and date/time stamped on or before the due date by the Finance Department/Purchasing Division of Columbus Consolidated Government, 5th Floor, Government Center, 100 Tenth Street, Columbus, GA.</p>
<p>ADDENDA</p>	<p align="center"><u>IMPORTANT INFORMATION</u></p> <p>The Purchasing Division will post all addenda (if any) for this project at http://www.columbusga.org/finance/proposals.htm. It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and before submitting a proposal.</p>
<p>NO PROPOSAL SUBMISSION</p>	<p>Refer to the form on the reverse page if you are not interested in this invitation.</p>

Andrea J. McCorvey
Andrea J. McCorvey, CPPB
Purchasing Division Manager

STATEMENT OF "NO PROPOSAL SUBMISSION"

Notify the Purchasing Division if you do not intend to submit a Proposal:

Email schandler@columbusga.org or return this form, via fax or mail, to:

Fax number (706) 653-4109

Attn: Sandra Chandler, Buyer I

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

Columbus, Georgia 31902-1340

We, the undersigned decline to submit a proposal for **RFP NO. 12-0014** for **Audit Services of Contract for Hospital Care to Indigent Persons** for the following reason(s):

- Specifications are too "tight", i.e. geared towards one brand or manufacturer (explain below)
- There is insufficient time to respond.
- We do not offer this product and/or service.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Remove us from your vendor list for this commodity or service.
- Other (specify below)

Comments: _____

We understand that if this statement is not completed and returned, our company may be deleted from the Columbus Consolidated Government's bidders' list for this commodity or service.

COMPANY NAME: _____

AGENT: _____

DATE: _____

TELEPHONE NUMBER: _____

PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL.

3-110 Competitive Sealed Proposals (Competitive Sealed Negotiations) For Equipment, Supplies or Professional Services - \$25,000 and Above

(1) Conditions for Use

When the Purchasing Division Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by Article 3-104, Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

A. Request for Proposals

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

B. Public Notice

Adequate public notice of the Request for Proposals shall be given in the same manner as provided under the section titled "Competitive Sealed Bids."

C. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

D. Evaluation Factors.

The Request for Proposals shall identify all significant evaluation factors (including price or cost) and their relative importance. Mechanisms shall be established for technical evaluation of the proposals received, determinations of responsible offerors for the purpose of written or oral discussions, and selection for contract award.

E. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be

reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

F. Award.

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, further negotiations may take place with the recommended offeror or negotiations will begin with the next most qualified offerer. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Offerors will be afforded the opportunity to make an appointment to review the contract file.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITING AND MUST BE ADDRESSED TO THE PURCHASING DIVISION.

All questions or clarifications concerning this solicitation shall be submitted in writing. The City will not orally or telephonically address any question or clarification regarding specifications or procedures. If a vendor visits or calls the Purchasing Division with such questions, he or she will be instructed to submit the questions in writing.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. Vendors shall not contact department heads or using agencies with questions about solicitations. You must submit the written question to the Purchasing Division. If it is necessary that a technical question needs addressing, the Purchasing Division will forward such to the using agency, which will submit a written response.

The Purchasing Division will forward written responses to the respective vendor or if it becomes necessary to revise any part of this solicitation, a written addendum will be issued to all vendors.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY'S EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE VENDORS IN WRITTEN ADDENDUM FORM FROM THE PURCHASING DIRECTOR.

Any request by vendors after a solicitation has been opened and pending award must also be submitted in writing to the Purchasing Division.

Email schandler@columbusga.org or use the attached “Question/Clarification” Fax Form (On the reverse of this sheet) to submit questions.

QUESTION/CLARIFICATION FAX FORM

DATE: _____

TO: Sandra Chandler, Buyer I
Email schandler@columbusga.org or
Fax (706) 653-4109

RE: **RFP No. 12-0014, Audit Services of Contract for Hospital Care to Indigent Persons**
.....

I have the following concerns/questions about the specifications:

From:

Company Name	Website		
Representative	Email Address		
Complete Address	City	State	Zip Code
Telephone Number	Fax Number		

GENERAL PROVISIONS FOR Audit Services of Contract for Hospital Care to Indigent Persons

Columbus Consolidated Government is soliciting proposals for professional services of a Certified Public Accountant to perform a compliance audit of the hospital care to indigent persons contract between the Columbus Consolidated Government and the Medical Center Hospital Authority.

A. PROPOSAL SUBMITTAL DATE:

SEALED PROPOSALS ARE DUE: FEBRUARY 8, 2012 NO LATER THAN 5:00 PM (Eastern). *Submit one original and five identical copies of the proposal.* For proper identification, the proponent's complete name and address should appear on the exterior of the proposal package.

The proposal should be hand delivered or mailed to the following:

Columbus Consolidated Government
Purchasing Division

RE: RFP No. 12-0014, Audit Services of Contract for Hospital Care to Indigent Persons

Mail: P.O. Box 1340
Columbus, Georgia 31902-1340

Deliver: 100 10th Street
Columbus, Georgia 31901

If the proposal does not reach the Purchasing Division on or before the due date, the proposal will be returned to the Proposer unopened. It is the Proponent's responsibility to insure the proposal is mailed or delivered by the due date. The City will not be held responsible for proposals delayed by the US Mail or any other courier.

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

B. RECEIPT OF PROPOSALS:

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

C. SUBCONTRACTING:

Should the offeror intend to subcontract all or any part of the work specified, name(s) and address(es) of subcontractor(s) must be provided in proposal response. The offeror shall be responsible for subcontractor(s) full compliance with the requirements of the RFP specifications.

IF AWARDED THE CONTRACT, PAYMENTS WILL ONLY BE MADE TO THE OFFERORS SUBMITTING THE PROPOSAL. THE COLUMBUS CONSOLIDATED GOVERNMENT WILL NOT BE RESPONSIBLE FOR PAYMENTS TO SUBCONTRACTORS.

D. QUESTIONS ABOUT THE RFP:

COMMUNICATION CONCERNING ANY BID/PROPOSAL CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITING AND ADDRESSED TO THE PURCHASING DIVISION. SEE PAGE TITLED “DO YOU HAVE QUESTIONS ...” WITHIN THIS PROPOSAL PACKAGE.

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

F. ADDENDA:

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

G. CONTRACT:

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

H. NON-COLLUSION:

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

I. INDEMNITY:

The successful respondent agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out or under this contract.

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or woman owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

K. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

L. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. The costs proposed for the RFP shall be exclusive of taxes. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

M. DRUG-FREE WORKPLACE:

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

N. FEDERAL, STATE, LOCAL LAWS:

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

O. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

P. INSURANCE:

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

Q. HOLD HARMLESS AGREEMENT:

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

R. TERMINATION OF CONTRACT:

- 1. Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

- 2. Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
- 3. Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such

failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

S. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least **120 days** after date of receipt.

T. CONTRACT AWARD:

Award of this contract will be made in the best interest of the City.

U. REQUEST FOR EVALUATION RESULTS:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

V. GOVERNING LAW:

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

NOTICE TO VENDORS

Columbus Council, by Ordinance 92-60 has prohibited any business which is owned by any member of Columbus Council or the Mayor, or any business in which any member of Columbus Council or the Mayor has a substantial pecuniary interest from submitting a bid for goods or services to the Consolidated Government of Columbus, Georgia.

Likewise, by Ordinance 92-61, no business which is owned by any member of any board, authority or commission, subordinate or independent entity, or any business in which any member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a bid to the Consolidated Government if such bid pertains to the board, authority or commission.

SPECIFICATIONS FOR Audit Services of Contract for Hospital Care to Indigent Persons RFP NO. 12-0014

I. INTRODUCTION/BACKGROUND

Columbus, Georgia is a political subdivision of the State of Georgia and a consolidated city-county government, encompassing an area of approximately 220 square miles and has a population of approximately 200,000.

The Medical Center Hospital Authority was created pursuant to the Hospital Authorities Law of Georgia. Under the Hospital Authorities Law of Georgia, the Medical Center Hospital Authority has broad powers to acquire, construct, improve, alter and repair hospitals, clinics, nursing homes, extended care facilities, medical office buildings and other public health facilities and to issue revenue anticipation certificates. The Medical Center Hospital Authority, which consists of nine members appointed by the Council, owns the Medical Center Hospital, a general full-service hospital, which it leases to Medical Center, Inc.

The Medical Center Hospital facilities which are owned by the Medical Center Hospital Authority has assumed, carried out and performed the Authority's obligations to provide inpatient and certain outpatient hospital care to the indigent sick, as well as for acute inpatient hospital care of the community's prison population pursuant to the terms and conditions of a contract from July 1, 1992 until June 30, 2022.

Three (3) mills of ad valorem taxes are dedicated each fiscal year to support the contract. The payments are made in nine equal installments from October to June each year. The FY2012 budget for the 3-mills is approximately \$12,900,000.

II SCOPE OF SERVICES

The Columbus Consolidated Government is seeking proposals for professional services of a Certified Public Accountant to perform a compliance audit of the indigent hospital care contract between the Columbus Consolidated Government and the Medical Center Hospital Authority. The objective of the audit is to determine compliance of the contract provisions and the results of the financial transactions have been fairly presented.

The Contract Provisions are presented in APPENDIX A.

III REQUIREMENTS

- A. The contracted vendor shall provide a written report of the findings and recommendation.
- B. The contracted vendor shall make a formal presentation of the report to City Council.
- C. The contracted vendor shall complete the audit in not more than 180 days after contract signing. A project schedule must be included in the proposal submission.

IV. QUALIFICATIONS

The successful candidate shall possess the following qualifications:

- A. Experience performing medical related audits, including familiarity with hospital charge audits, and the determination of cost finding of the reasonable inclusion of cost elements.
- B. Knowledge of medical documentation and terminology.

- C. Knowledge of various laws, regulations, rules and guidelines for indigent care provision and the determination indigent care eligibility and the performance of testing, thereof.
- D. Ability to perform an evaluation of the contract’s compliance with municipal and state law governing municipal government contracting.
- E. Audit capability to examine or “data mine” large quantities of data for the detection of duplicate or aberrant data that could cause expenses for indigent or prisoner care to be overstated or over-billed to the Columbus Consolidated Government.

V. INDEMNITY CLAUSE

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

VI. INSURANCE REQUIREMENTS

Firms shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. **Certificate of Insurance is acceptable.**

Insurance requirements are listed on the attached **Insurance Checklist**. **The limits shown are minimum limits. Proposers shall indicate the actual limit they will provide for each insurance requirement. The proposer shall complete the Insurance Checklist and include with sealed proposal.** The Insurance Checklist will indicate to the City, the proposer’s ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will be included with the contract documents prior to signing.

VII. PROPOSAL SUBMISSION REQUIREMENTS

Submit one original and five identical copies of the proposal. For proper identification, the proponent’s complete name and address should appear on the exterior of the proposal package. The complete proposal shall contain the following information and shall be submitted in a binder, in the format shown below (*divide each section with identifying tabs*):

Failure to adequately address each of the sections specified below will result in lower scores and may render the proposal non-responsive, and the proposal submission deemed incomplete.

Section 1: Transmittal Letter

- A. Transmittal letter shall introduce the firm, describe the ownership, include complete address, phone and fax numbers, and include the name and email of contact person(s) during this proposal process. The transmittal letter must contain a statement to the effect that the proposal is binding for at least 180 days from the proposal date. An authorized agent of the firm must sign the transmittal letter.

- B. Indicate the number of years the company has been in business under its present company/trade name.
- C. Indicate whether your firm has been involved in any litigation/claims.
- D. Indicate if any local, county, state and/or federal agency has ever debarred your firm.

Section 2: Addenda Acknowledgement:

The Purchasing Division will post any and all addenda on its webpage at <http://www.columbusga.org/finance/proposals.htm>. Vendors are responsible for periodically visiting the web page for addenda, before the due date and before submitting a proposal.

Section 3: Qualifications

- A. A statement of qualifications that includes the firm's professional credentials and the names and resumes of all professional personnel in the firm who would be expected to actually perform the services on this contract.
- B. Identify the major principals of the firm.
- C. An explanation of how the firm is organized and how its resources will be allocated for the contract.
- D. Provide a list of all sub-consultants (if any) to be assigned to the contract. Columbus Consolidated Government reserves the right to approve all sub-consultants used on the contract.

Section 4: Experience with Similar Projects

- A. Describe the firm's experience on similar projects.
- B. Client Work History: Provide a list of five (5) clients for whom you have provided similar services (*Attachment A*).

Section 5: Understanding and Approach

- A. Describe the firm's understanding of the scope of services.
- B. Describe the firm's proposed approach and special considerations of concerns related to the project.
- C. Provide a proposed service plan in accordance with the scope of services and the specifications.
- D. The service plan shall include a **project schedule**, and measures that the firm will take to stay on schedule.

Section 6: Business Requirements

- A. Complete and return the attached W-9 Form, Request for Taxpayer Identification Number and Certification (*Attachment B*)
- B. Complete and return the appropriate pages of the GSICA Forms (*Attachment C*)
- C. Provide proof of insurance. (Refer to *Attachment D*)
- D. Provide a copy of Business License
Vendors shall submit, with their bid or proposal, a copy of the Business License (Occupation License) that is required to conduct business at your location. If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia. If you have questions regarding this requirement, please contact Yvonne Ivey, Occupation Tax Supervisor, 706-225-3091.

Section 7: Cost Proposal

Delineate all costs associated with providing this services. Delineate costs for all personnel, travel and materials.

VIII. RFP EVALUATION

Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following weighted criteria will be used to evaluate proposals:

Criteria	Weight
A. Qualifications	40%
B. Proposed Approach to the Project	25%
C. Experience with Similar Projects	20%
D. Client Work History	10%
E. *Cost	5%

*Cost proposal is subject to negotiation

Each of the above criteria (A-E) will be given a rating, of 1 through 100, by each member for the Evaluation Committee. The ratings are as follows:

RATING	
1-10	Very Poor
11-20	Poor
21-30	Fair
31-40	Below Average
41-50	Average
51-60	Above Average
61-70	Good
71-80	Very Good
81-90	Excellent
91-100	Superior

VIII. SELECTION CRITERIA

After the review and rating of proposal(s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

APPENDIX A: CONTRACT PROVISIONS

The following definitions apply to the agreement:

(a) “Acute inpatient hospital care” means that inpatient care to be rendered at Hospital, as herein defined, to seriously ill persons who are prisoners of Columbus, Georgia, as herein defined, and which Medical Center in its good faith judgment determines to be appropriate. Provided, however, that in every circumstance acute inpatient hospital care shall include all care which Columbus, Georgia is required by law to provide to its prisoners, but only to the extent that Medical Center is able to render such care through its own facilities, equipment, and employees.

(b) “Contract year” for purposes of this agreement means the twelve month period beginning July 1 of any calendar year and ending June 30 of the following calendar year during the term of this agreement.

(c) “Indigent resident of Columbus, Georgia” is the term which describes a person other than a prisoner who is eligible to receive care under this agreement. For these purposes, indigent resident of Columbus, Georgia” means a person who has been a resident of Columbus, Georgia (the geographic limits of Muscogee County, Georgia) for at least ninety days and whose income during the twelve month period immediately preceding the date of determination must not have been greater than one hundred twenty five percent (125%) of poverty” as defined in the most recent Federal Poverty Income Definition/Guidelines published by the United States Department of Health and Human Services, as that definition, those guidelines and the interpretations thereof promulgated by said Department exist on July 1 of each current contract year.

(d) “Hospital” means those hospital facilities in Columbus, Georgia owned by the Authority and operated by Medical Center which are known generally as the Medical Center Hospital, as well as those additional entities and facilities for providing diagnosis and treatment which are affiliated with Columbus Regional Healthcare System, Inc. and to which Medical Center may choose to refer persons who are qualified to receive care under this agreement for diagnosis and treatment.

(e) “Hospital care” means that in-patient and out-patient care to be rendered at Hospital, as herein defined, which Medical Center in its good faith judgment determines to be appropriate for a qualified indigent resident or prisoner of Columbus, Georgia.

(f) “Prisoner of Columbus, Georgia” means a person who is in the physical custody of Columbus, Georgia and for whom Columbus bears the legal responsibility of providing medical care.

(g) “Qualified”, “qualification”, or “qualified person” refers to the status of persons who are determined by Medical Center to be actually eligible and qualified to receive hospital care under this agreement as an indigent resident of Columbus, Georgia, and also refers to and includes the status of persons who are actually eligible and qualified to received acute inpatient or outpatient hospital care as prisoners of Columbus, Georgia.

II. Authority’s obligation to make available through the Medical Center the Hospital’s equipment, facilities, and services to qualified indigent residents of Columbus, Georgia who are determined to be in need of hospital care, and to qualified prisoners of Columbus, Georgia who are also determined to be in need of acute inpatient or outpatient hospital care.

(a) The Authority shall be obligated to afford and make available (through the Medical Center) to indigent residents of Columbus, Georgia who are determined to be actually qualified under the provisions of the contract that hospital care which Medical Center, in its good faith judgment, determines to be appropriate and reasonable. Provided, however, that nothing contained herein shall require the Authority to make available to thus qualified persons any equipment, facilities, or services (including, but not limited to staffing levels) which at any time Medical Center and Hospital do not offer or make available to the general public, or to persons able to pay its established charges.

(b) The Authority shall also be obligated to afford and make available (through the Medical Center) to all prisoners of Columbus, Georgia who are determined to be actually qualified under the provisions of the contract that acute inpatient and out patient hospital care which Medical Center in its good faith judgment determines to be appropriate and reasonable. Provided, however, that nothing contained herein shall require the Authority to make available to thus qualified persons any equipment, facilities, or services (including, but not limited to staffing levels) which at any time Medical Center and Hospital do not offer or make available to the general public, or to persons able to pay its established charges.

(c) Nothing contained herein shall be deemed to require the Authority, either through contract with the Medical Center or otherwise, to provide Hospital care or other health care which is beyond the scope or capacity of Medical Center's facilities, equipment and services at any given time, or beyond the credentials and qualifications of Medical Center's professional employees, including physicians who are its employees. While the Authority has no obligation hereunder to provide diagnosis and treatment by physicians or other health care professional employed by specialty areas in which no health care professional employed by Medical Center is qualified, the Authority and Medical Center may voluntarily endeavor to obtain such care from qualified independent practitioners in private practice who enjoy clinical privileges at the Hospital without waiving the limitation on the Authority's obligation provided herein. Columbus acknowledges that neither the Authority nor the Medical Center (through its contractual professional services of physicians and other health care professionals whom Medical Center does not employ or to provide professional services in specialty and professional areas in which no Medical Center employee is qualified. If Medical Center as the Authority's designated independent contractor arranges for another healthcare provider or providers to render care to qualified persons which Medical Center is not able to provide through its own facilities and employees, neither the Authority nor Medical Center shall be responsible under this contract for paying the charges of such other providers or any other expenses associated with the rendering of care to a qualified person by such other provider or providers. Provided, however, that no action by Medical Center in arranging for care to be rendered to a qualified person by such other provider or providers shall obligate Columbus to pay for that care, and neither the Authority nor Medical Center is empowered hereunder to bind Columbus or to act for Columbus in that regard. Provided, further, that except in the event of life-threatening emergencies Medical Center shall consult with Columbus, Georgia's City Manager or his designee prior to referring and transferring any qualified person for care by such other provider or providers.

(d) It is the intent of the agreement to provide for prisoners' medical and hospital attention as required by law, except that nothing contained herein shall be deemed to require Medical Center to provide any care to prisoners of Columbus, Georgia which Medical Center is not able to render through its own facilities, equipment and employees. Anything contained in the contract to the contrary notwithstanding, and not in derogation of the power and authority of Medical Center as the Authority's designated independent contractor to determine generally both the qualified status of indigent residents of Columbus, Georgia and the appropriate course and scope of treatment for all qualified persons who present themselves for care under this contract, in no

circumstances whatever shall Authority or Medical Center be obligated to provide any purely elective care, including but not limited to elective cosmetic surgery. In no circumstances in which Authority and Medical Center are required to render care under the contract, or in which Medical Center as Authority's designated independent contractor elects to do so, shall the Authority or persons receiving such care, excepting, however, those circumstances in which only private rooms are available, and excepting further those circumstances in which the care or service to be provided is made available only on a private room basis.

(e) During the term of the contract, the qualification of any person to receive hospital care under the contract on the basis that such person is an indigent resident of Columbus, Georgia in need of such care, including all determinations as to the extent of diagnosis and treatment required, shall be made by Medical Center as the Authority's designated independent contractor in accord with the provisions of the contract; during the term of the contract all determinations as to the extent of diagnosis and treatment required for prisoners of Columbus, Georgia shall be made by Medical Center as the Authority's designated independent contractor in accord with the provisions of the contract.

III. Payment by the Columbus Consolidated Government to the Authority for hospital care rendered to indigent residents and for acute inpatient and outpatient hospital care rendered to prisoners of Columbus, Georgia.

(a) Columbus shall pay to the Authority during each contract year an annual payment in an amount calculated by multiplying three mills (.003) times the taxable value (as of the preceding January 1) of Columbus' real and personal property tax digests maintained for ad valorem property tax purposes.

(b) Whenever during a contract year the Medical Center's charges for care rendered to prisoners of Columbus, Georgia during the contract year equals \$500,000 (calculated on the basis of the Medical Center's then established charges), thereafter during the remainder of the contract year Columbus shall reimburse the Authority fifty percent (50%) of the Medical Center's billed established charges for acute inpatient and outpatient hospital care provided to the prisoners of Columbus, Georgia.

IV. The contract acknowledges the fact that the Medical Center is free to accept paying and insured patients and to establish and collect reasonable competitive charges for care which are calculated to cover costs, expenses, and a retained earnings margin sufficient to maintain and replace plant and equipment, and to further the Medical Center's beneficent purposes.

Please refer to **Appendix A** for the **Medical Center Contract**, and to **Appendix B** for the **Indigent Care Report for FY2011**. These documents are posted on the Purchasing website at: <http://www.columbusga.org/finance/proposals.htm> directly beneath the weblink for RFP 12-0014 Audit Services of Contract for Hospital Care to Indigent Persons.

ATTACHMENT A

**Client Work History Sheet
Audit Services of Contract for Hospital Care to Indigent Persons
RFP No. 12-0014**

Provide a listing of *the last (5) five municipalities for which you have provided similar services.*

1. Municipality: _____ Address: _____ Telephone: _____ Project Cost: _____	Point of Contact: _____ Email Address: _____ Completion Date: _____
2. Municipality: _____ Address: _____ Telephone: _____ Project Cost: _____	Point of Contact: _____ Email Address: _____ Completion Date: _____
3. Municipality: _____ Address: _____ Telephone: _____ Project Cost: _____	Point of Contact: _____ Email Address: _____ Completion Date: _____
4. Municipality: _____ Address: _____ Telephone: _____ Project Cost: _____	Point of Contact: _____ Email Address: _____ Completion Date: _____
5. Municipality: _____ Address: _____ Telephone: _____ Project Cost: _____	Point of Contact: _____ Email Address: _____ Completion Date: _____

ATTACHMENT B

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
: : : : : : : : :
OR
Employer identification number
: : : : : : : : :

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

VENDOR INFORMATION REGARDING
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE
and
House Bill 87, also known as,
The Illegal Immigration Reform and Enforcement Act of 2011

Section 3 of House Bill 87 amends O.C.G.A. §13-10-91.

O.C.G.A. §13-10-91(b)(1) states, in part, “A public employer shall not enter into a contract ... for the physical performance of services unless the contractor registers and participates in the federal work authorization program.”

Accordingly, the affidavits on the pages that follow relate to documentation you must provide the City.

All contractors must complete the attached **“CONTRACTOR AFFIDAVIT”******. Additionally, if you utilize subcontractors, they must complete the **“SUBCONTRACTOR AFFIDAVIT”** and or the **“SUB-SUBCONTRACTOR AFFIDAVIT.”**

******In lieu of the affidavit required by this subsection, a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall instead provide a copy of the state issued driver's license or state issued identification card of such contracting party and a copy of the state issued driver's license or identification card of each independent contractor utilized in the satisfaction of part or all of the original contract with a public employer. A driver's license or identification card shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card.**

The complete verbiage for the law is on the Purchasing Web Page:
http://www.columbusga.org/finance/Purchasing_docs/Georgia_Security_and_Immigration_Compliance_Act.pdf

"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE"

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

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

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

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

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE"
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 ***Columbus Consolidated Government*** 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 _____, ____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

**"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE"
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 **Columbus Consolidated Government** 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 _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT D

Audit Services of Contract for Hospital Care to Indigent Persons RFP No. 12-0014

INSURANCE CHECKLIST
CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE
AND ENDORSEMENTS INDICATED BY "X"
 CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

	Required Coverage(s)	Limits (Figures denote minimums) STATUTORY REQUIREMENTS	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	STATUTORY REQUIREMENTS	
	Comprehensive General Liability		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	Automobile Liability		
X	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	Others		
	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
X	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	

Required Coverage(s)	Limits (Figures denote minimums)	Bidders Limits/Response
16. Dishonesty Bond		
17. Builder's Risk	Provide Coverage in the full amount of contract	
18. XCU (Explosive, Collapse, Underground) Coverage		
19. USL&H (Long Shore Harbor Worker's Compensation Act)		
20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X 22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X 23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X 24. The City shall be named Additional Insured on all policies		
X 25. Certificate of Insurance shall show Bid Number and Bid Title		
26. Pollution:	\$2 Million per occurrence/claim	

*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

INSURANCE AGENT'S STATEMENT:

I have reviewed the above requirements with the bidder named below and have advised the bidder of required coverages provided or not provided through this agency. The bidder can comply with the insurance requirements stated above.

AGENCY NAME: _____

AGENTS NAME: _____ SIGNATURE of AGENT: _____

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements.

BIDDER NAME: _____ AUTHORIZED. SIGNATURE: _____