

# REQUEST FOR PROPOSAL



## **PURCHASING DEPARTMENT**

**P.O. BOX 1349**

**327 NORTH ASHLEY ST.**

**VALDOSTA, GEORGIA 31601**

**[LC-2605](#)**

**FOR: Disaster Logistics Support Services**

**OPENING DATE: April 24, 2026**

**TIME: 10:00 am EST**

***Amy Woods, Finance Department***

***(229) 671-2527***

## **INTRODUCTION & GENERAL INFORMATION**

### **Purpose**

Lowndes County Emergency Management Agency (EMA) is soliciting sealed proposals from qualified, licensed, bonded, and insured contractors to provide Disaster Logistics Support Services. Services shall include, but are not limited to, the provision of equipment, personnel, technical support, logistics coordination, documentation, and project management necessary to support disaster response and recovery operations.

The intent of this Request for Proposals (RFP) is to establish one or more pre-event, competitively procured contracts with qualified firms capable of rapidly mobilizing and delivering scalable logistics support under emergency conditions.

The selected contractor(s) shall be required to furnish all labor, supervision, equipment, materials, and incident management support necessary to meet the operational needs of Lowndes County during disaster events and other emergency incidents.

For purposes of this RFP, any reference to “Lowndes County” shall be deemed to include the municipalities of Dasher, Hahira, Lake Park, Remerton, and Valdosta.

### **Background**

Lowndes County is vulnerable to a wide range of hazards, including natural, technological, and human-caused incidents, which may significantly impact public safety, critical infrastructure, and essential services.

Disaster events may require the rapid activation and coordination of logistics resources to:

- Protect life and property
- Support displaced and impacted populations
- Maintain or restore critical infrastructure and essential services
- Support emergency response operations and incident management

To ensure preparedness and operational readiness, Lowndes County seeks to pre-establish competitively procured contracts with qualified firms capable of providing comprehensive, scalable disaster logistics support. These contracts are intended to support timely response, ensure compliance with applicable federal and state reimbursement requirements (including Federal Emergency Management Agency Public Assistance Program guidelines), and enhance overall operational effectiveness during emergencies.

## **Procurement Contact & Communications**

All communications regarding this Request for Proposals (RFP) shall be made in writing only and directed to the Procurement Contact identified below:

Procurement Contact:

Amy Woods

Lowndes County

327 N. Ashley Street

Valdosta, GA 31601

Email: amy.woods@lowndescounty.com

All questions, requests for clarification, and other communications must be submitted via email. Responses to substantive questions will be issued in the form of written addenda and distributed to all known prospective proposers. It is the responsibility of the proposer to ensure receipt of all addenda issued by Lowndes County prior to the submission deadline. Failure to acknowledge addenda may result in the proposal being deemed non-responsive.

Proposers are expressly prohibited from contacting elected officials, department heads, evaluation committee members, or any other County personnel regarding this RFP outside of the process outlined above.

**Unauthorized contact may result in the disqualification of the proposer's submission.**

## **Procurement Schedule**

Lowndes County anticipates the following schedule for this procurement. The County reserves the right to modify these dates at its sole discretion through written addenda. All dates and times listed in this RFP are Eastern Time (ET).

<b>Milestone</b>	<b>Date</b>
RFP Release Date	March 23, 2026
Pre-Proposal Meeting	April 10, 2026 10:00 AM
Deadline for Submission of Questions	April 9, 2026 2:00 PM
Responses to Questions Issued	April 13, 2026
Proposal Submission Deadline	April 24, 2026 10:00 AM
Evaluation Period	April 27 – May 8, 2026
Intended Date for Contract Award	May 26, 2026

**Proposals received after the stated submission deadline will not be considered.**

## **FEDERAL GRANT AND FEMA PUBLIC ASSISTANCE COMPLIANCE**

Services procured under this RFP may be funded, in whole or in part, through federal disaster assistance programs, including the Federal Emergency Management Agency Public Assistance

(PA) Program. Accordingly, all work performed and costs incurred shall comply with all applicable federal, state, and local laws, regulations, and guidance, including but not limited to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

The selected contractor(s) shall be responsible for ensuring full compliance with all applicable federal requirements, including those related to procurement, contract administration, cost eligibility, and documentation.

### **Record Retention and Documentation**

The contractor shall maintain all records, supporting documentation, and cost data related to services performed under this contract for a minimum of three (3) years in accordance with 2 CFR §200.334, or longer if required by state or local law, audit requirements, or until final resolution of any audits, appeals, or litigation, whichever is later.

Such records shall include, but are not limited to:

- Detailed labor records, including names, titles, hours worked, and pay rates
- Equipment usage records, including type, hours of operation, and applicable rates
- Materials and supply documentation, including invoices and receipts
- Subcontractor agreements and supporting documentation
- Daily activity logs and operational reports
- Photographic documentation, where applicable
- Load tickets, manifests, or other tracking documentation (as applicable to services performed)

### **Access to Records**

The contractor agrees to provide the County, the State of Georgia, Federal Emergency Management Agency, the U.S. Department of Homeland Security, the U.S. Comptroller General, and their authorized representatives full access to any books, documents, papers, and records related to this contract for the purpose of audits, examinations, excerpts, and transcription.

### **Required Contract Provisions**

The resulting contract shall incorporate all applicable provisions required under 2 CFR Part 200, Appendix II, including but not limited to:

- Equal Employment Opportunity (EEO)
- Davis-Bacon Act (if applicable)
- Contract Work Hours and Safety Standards Act
- Clean Air Act and Federal Water Pollution Control Act
- Debarment and Suspension (2 CFR Part 180)
- Byrd Anti-Lobbying Amendment
- Compliance with FEMA Requirements

The contractor shall perform all work in a manner that ensures eligibility for reimbursement under the Federal Emergency Management Agency Public Assistance Program. The contractor shall cooperate fully with the County in meeting all documentation and compliance requirements necessary to support reimbursement.

Failure to comply with applicable federal requirements may result in the disallowance of costs and may constitute grounds for contract termination.

## **SCOPE OF WORK / SERVICES**

### **Contract Intent and Term**

It is the intent of Lowndes County to pre-establish contracts for both immediate (emergency) and non-immediate disaster logistics support services to ensure a rapid and effective response to disasters and other emergencies.

The initial contract term shall be for a period of one (1) year, with the option to renew for up to four (4) additional one-year terms, subject to mutual agreement and approval by Lowndes County.

Any task order, work assignment, or project initiated prior to the expiration of the contract may, at the County's discretion, be extended beyond the contract term until such work is completed and accepted.

Awards may be made to one or multiple vendors, and contracts shall be non-exclusive. The Contractor(s) may be utilized on an as-needed basis throughout the contract term and may be called upon to support planned events, special operations, or smaller-scale incidents in addition to large-scale disaster activations.

Lowndes County reserves the right to:

- Expand or modify the scope of services as operational needs evolve
- Issue task orders or assignments based on specific incident requirements
- Investigate and evaluate the qualifications and capabilities of any proposer at any time

Proposers shall possess and maintain all required licenses, permits, certifications, equipment, personnel, and resources necessary to perform the services described in this RFP.

### **Multi-Jurisdictional Participation**

Although proposals will be evaluated through a coordinated process, each participating jurisdiction retains full and independent authority to accept or reject any proposal and to execute a contract at its sole discretion.

Contracts executed pursuant to this RFP shall constitute separate and independent agreements between the contractor and each individual jurisdiction. Execution of a contract by one jurisdiction shall not obligate or bind any other jurisdiction.

## **General Scope of Services**

The Contractor shall provide comprehensive disaster logistics support services, which may include, but are not limited to, the following:

### A. Logistics Coordination and Resource Management

- Incident logistics coordination in support of Emergency Operations Center (EOC) activities
- Resource ordering, tracking, and accountability in alignment with NIMS/ICS principles
- Coordination with local, state, and federal partners

### B. Commodity Management and Distribution

- Establishment and operation of Points of Distribution (PODs)
- Procurement, transportation, storage, and distribution of emergency commodities (e.g., water, food, tarps, ice)
- Inventory tracking and reporting

### C. Warehousing and Inventory Management

- Establishment and management of temporary or long-term staging areas and warehouses
- Inventory control systems, tracking, and reporting
- Material handling and security

### D. Base Camps and Temporary Facilities

- Design, setup, operation, and demobilization of base camps and support facilities
- Provision of temporary housing, sanitation, food service, and support services for responders and essential personnel

### E. Equipment, Fleet, and Fuel Support

- Provision and management of equipment and fleet resources
- Fuel sourcing, storage, and distribution
- Maintenance and repair services

### F. Donations and Volunteer Management Support

- Establishment and operation of donations management systems
- Coordination of unsolicited goods and volunteer resources

### G. Documentation and Reporting

- Daily operational reporting and activity tracking
- Photographic and video documentation of operations

- Development of reports necessary to support reimbursement through the Federal Emergency Management Agency Public Assistance Program

#### H. Project and Program Management

- On-site project management and supervisory personnel
- Coordination with County staff and incident command structure
- Cost tracking, documentation, and reporting

#### **Mobilization and Operational Requirements**

The Contractor shall be capable of mobilizing personnel, equipment, and resources within a timeframe specified by the County, which may include immediate (within 12–24 hours) or scheduled deployment depending on the nature of the incident.

All operations shall be conducted in accordance with:

- The National Incident Management System (NIMS)
- The Incident Command System (ICS)
- Applicable local and state emergency management frameworks

#### **Task Orders and Activation**

Work under this contract shall be initiated through written or verbal authorization by Lowndes County. Verbal authorizations shall be followed by written confirmation as soon as practicable.

The County reserves the right to:

- Activate one or multiple contractors simultaneously
- Assign specific scopes of work by task order or project assignment
- Adjust operational requirements based on incident needs

#### **Technical Specifications and Operational Requirements**

This section establishes the minimum technical and operational requirements for services provided under this RFP.

The selected Contractor shall develop and maintain a comprehensive operational plan to provide resources and logistical support to Lowndes County. Implementation of this plan, including deployment and activation of personnel, equipment, or services, shall occur only upon authorization from Lowndes County.

The Contractor shall demonstrate the capability to:

- Pre-position resources in advance of anticipated incidents
- Rapidly mobilize and deploy resources following an event

- Achieve full operational capability within timeframes appropriate to the scale and complexity of the incident

### **Technical and Logistical Support**

The Contractor shall provide technical assistance and logistical support across the full spectrum of emergency response and recovery operations, including but not limited to the following:

#### **A. Personnel and Staffing**

- Provide qualified operators, technicians, and support personnel necessary to perform all required services in a safe, timely, and cost-effective manner
- Provide supervisory and project management staff sufficient to support operational complexity
- Provide background-checked personnel upon request for designated positions

#### **B. Equipment, Materials, and Operational Support**

The Contractor shall furnish all equipment, materials, and services necessary for full lifecycle operations, including:

- Site establishment, operation, maintenance, and demobilization
- Staging area and warehouse operations
- Transportation, material handling, and storage

This includes, but is not limited to:

- Logistics coordination and support
- Transportation and transfer of equipment and materials
- Forklifts, box trucks, and material handling equipment (MHE)
- Emergency procurement and sourcing capabilities, including rapid purchasing methods
- Pre-event and post-event contracting support

### **Base Camp and Temporary Facility Operations**

The Contractor shall provide turnkey base camp solutions, including design, setup, operation, and demobilization.

#### **A. Deployment Requirements**

- Base camps shall be fully operational within 24 hours of notice to proceed
- Initial sanitation (portable toilets and handwashing stations) shall be operational within 8 hours

#### **B. Capacity Requirements**

- First Responder Camps: 50, 100, or 250 personnel (5:1 shower ratio)
- Support Personnel Camps: 100, 250, 500, or 1,000 personnel (15:1 shower ratio)

#### **C. Required Components**

- Site preparation and layout
- Sleeping units (tents or trailers) with:
  - Beds or cots
  - Linens, blankets, and pillows
  - Fire safety equipment (smoke detectors, extinguishers, exit signage)
- Restroom and shower facilities:
  - Separate male/female facilities
  - Hygiene kits (toothbrush, toothpaste, soap, shampoo, razor, deodorant, etc.)
  - Towels (minimum 1 towel and 2 washcloths per person)
- Portable sanitation:
  - Lighted units for nighttime use
  - Secondary containment to prevent environmental contamination
  - Handwashing stations at all sites
- Food service (galley operations):
  - Meals consistent with U.S. Forest Service standards
  - Three meals per day (minimum two hot meals)
  - 24-hour feeding capability for all operational shifts
  - Dining capacity for at least 40% of camp population
- Utilities and infrastructure:
  - Potable water, wastewater, and power (fully self-sufficient if utilities unavailable)
  - Capability to connect to existing utilities when available
  - Required cost deductions for County-provided utilities (clearly itemized)
- Additional support services:
  - Refrigeration units
  - Laundry services (“fluff and fold,” 24-hour turnaround)
  - Offices and command centers (including satellite connectivity such as Starlink)
  - Wireless internet service
  - Lighting systems
  - Traffic-controlled and well-lit parking areas
- Medical and security:
  - Support for on-site medical clinic setup
  - Non-sworn security personnel for access control and site safety

### **Operational Support Services**

The Contractor shall provide additional operational capabilities, including:

- Fuel supply and fuel management
- Vehicle and equipment maintenance and repair
- Emergency communications (satellite and radio systems)
- Generator deployment and power distribution

- Flood mitigation and pumping operations
- Debris push/clear (“cut and toss”) operations
- Hazardous materials and specialized response support
- Warehouse establishment within 50 miles of Lowndes County
- Conex storage units
- Donations management
- Point of Distribution (POD) setup and operations
- Decontamination and site cleanup

### **Commodity Procurement and Delivery**

The Contractor shall provide for the rapid procurement and delivery of emergency commodities.

#### **A. Delivery Requirements**

- Initial delivery of commodities shall occur within 24 hours of authorized order

#### **B. Initial Surge Capability (Minimum Expectations)**

- Bottled Water: 5 truckloads (53’ trailers, minimum 20 pallets each, 16-oz bottles or equivalent)
- Ice: 5 truckloads (53’ trailers, minimum 20 pallets each, 7-lb bags or equivalent)
- MREs: 3 truckloads (minimum 1,248 cases total)
- Tarps: Minimum 1,000 units (20’ x 25’ minimum)

#### **C. Generator Deployment**

Initial deployment shall include:

- (2) - 100 kW
- (2) - 250 kW
- (4) - 300 kW
- (6) - 500 kW
- (1) - 600 kW

Includes installation, maintenance, cabling, and a minimum of 72 hours of continuous fuel supply

Lowndes County reserves the right to modify quantities, delivery locations, and resource types based on incident conditions.

### **Mobilization and Staffing Requirements**

The Contractor shall:

- Provide predefined rapid response teams (“strike packages”)
- Deploy initial personnel and equipment within 8 hours of notification
- Achieve full operational capability within 24 hours
- Scale operations up or down based on incident needs

The Contractor shall remain fully self-sufficient, including housing, food, communications, and fuel, for the duration of operations.

### **Coordination and Communication**

The Contractor shall:

- Provide a single point of contact (liaison) to coordinate with Lowndes County
- Provide on-site representation at the Emergency Operations Center (EOC) or designated location when requested
- Participate in coordination calls and planning meetings as required
- Coordinate with County representatives at EOC, staging areas, and mobilization sites

### **Reporting and Documentation Requirements**

The Contractor shall provide daily operational and financial reporting, including:

- Resources deployed and in use
- Inventory status and tracking
- Location and utilization of assets
- Government-furnished vs contractor-furnished resources
- Total costs incurred to date (labor, equipment, materials, subcontractors)

All documentation shall be maintained in compliance with applicable federal reimbursement requirements, including those of the Federal Emergency Management Agency.

The Contractor shall provide any additional documentation requested by Lowndes County within 30 calendar days to support reimbursement claims.

### **Post-Award Requirements**

Following contract award, the Contractor shall:

- Provide an initial implementation and capabilities briefing to Lowndes County within sixty (60) days of contract execution
- Designate primary and secondary points of contact, including names, titles, telephone numbers, and email addresses
- Participate in coordination meetings, planning sessions, and readiness activities as requested by the County
- Maintain updated contact information and ensure 24/7 availability of key personnel during activations

The Contractor shall also be prepared to participate in pre-event planning, training, exercises, and after-action reviews as requested by Lowndes County.

## **Safety, Health, and Security**

The Contractor shall be solely responsible for the safety and health of its personnel, subcontractors, and operations under this Contract.

All work shall be performed in compliance with applicable local, state, and federal safety and health regulations, including those enforced by the Occupational Safety and Health Administration.

The Contractor shall:

- Implement and maintain a comprehensive **safety and health program**
- Take all necessary precautions to protect personnel, property, and the public
- Continuously inspect work sites, equipment, and materials to identify and correct hazards
- Ensure all personnel are properly trained and equipped, including the use of appropriate personal protective equipment (PPE)
- Provide site-specific safety plans upon request

The Contractor shall promptly report all accidents, incidents, injuries, and near-misses in accordance with applicable laws and as reasonably requested by Lowndes County.

The Contractor shall be responsible for maintaining appropriate site security measures, including access control, asset protection, and coordination with local law enforcement when necessary.

## **Contractor Liability, Indemnification, and Standard of Care**

### **Responsibility for Damages and Injuries**

The Contractor shall be responsible for all damages to persons or property that occur as a result of its performance of work under this Contract, to the extent caused by the negligent acts or omissions of the Contractor, its employees, agents, or subcontractors.

Lowndes County shall not be responsible for loss, damage, theft, or destruction of Contractor-owned equipment, materials, or assets, except to the extent caused by the negligent acts or omissions of Lowndes County.

### **Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless Lowndes County, its officers, officials, employees, and agents from and against any and all claims, damages, losses, liabilities, and expenses, including reasonable attorney's fees, arising out of or resulting from the performance of the work, provided that such claim is caused in whole or in part by the Contractor.

### **Subcontractor Responsibility**

The Contractor shall be fully responsible for the acts and omissions of its subcontractors and shall not be relieved of responsibility by virtue of subcontracting.

Lowndes County shall have no contractual relationship with subcontractors and shall not serve as arbitrator in disputes between the Contractor and any subcontractor.

### **Compliance and Standard of Care**

The Contractor shall:

- Comply with all applicable building codes, regulations, and permitting requirements
- Perform all work in accordance with **industry standards and best practices**
- Provide workmanship that meets or exceeds professional standards
- Take all reasonable measures to ensure quality, durability, and operational effectiveness

## **PROPOSAL SUBMISSION INSTRUCTIONS**

### **Proposal Format**

Each proposer shall submit a complete proposal organized in the order outlined below. Proposals shall be clear, concise, and sufficiently detailed to allow for a comprehensive evaluation.

Failure to follow the required format or to provide all requested information may result in the proposal being deemed non-responsive.

#### **A. Cover Letter**

The Cover Letter shall include, at a minimum:

- Legal name of the company and any DBA (Doing Business As) names
- Physical and mailing addresses
- Type of business entity (e.g., Corporation, LLC, Partnership, Sole Proprietorship)
- State and date of incorporation or formation
- Names of all owners, partners, and/or corporate officers
- Identification of a primary contact person, including telephone number and email address
- Signature of an authorized officer legally able to bind the company

The Cover Letter shall also include:

- A brief overview of the firm's background and core business activities
- A statement summarizing the firm's ability to perform the services described in this RFP
- A statement affirming the proposer's intent to enter into a contract with Lowndes County, if selected

#### **B. Firm Experience and Qualifications**

The proposer shall demonstrate its experience, qualifications, and capacity to perform the required services.

At a minimum, the proposal shall include:

- Evidence of the firm’s experience providing disaster logistics services of similar size and complexity
- Documentation demonstrating financial capability to support large-scale emergency operations (e.g., access to capital, credit lines, or other financial resources)
- Confirmation that the firm has been actively engaged in disaster logistics services on a full-time basis for a minimum of five (5) years

The proposer shall also provide:

- An overview of company-owned assets and equipment available for deployment
- Description of how subcontractors or partner organizations will be utilized (if applicable)
- Identification of key personnel assigned to this contract, including resumes and relevant experience

**C. Proposed Approach and Technical Solution**

The proposer shall provide a detailed description of its approach to delivering services under this contract.

This section shall include:

- A narrative describing the proposer’s overall operational approach
- Proposed timelines for:
  - Mobilization
  - Initial deployment
  - Full operational capability
- Description of:
  - Resource pre-positioning capabilities
  - Scalability of operations
  - Coordination with local, state, and federal agencies
- A point-by-point response to each element of the Scope of Work and Technical Specifications
- Description of:
  - Documentation and reporting processes (including support for reimbursement through the Federal Emergency Management Agency Public Assistance Program)
  - Quality control and performance monitoring processes

**D. References**

Provide a minimum of three (3) references for projects of similar size and scope.

References shall not include Lowndes County and shall represent different organizations.

Each reference shall include:

- Name of organization

- Contact name and title
- Address, email, and telephone number
- Dates of service
- Description of services performed, including scope, scale, and outcomes

### **Cost Proposal**

- Detailed pricing structure (unit rates, labor rates, equipment rates, etc.)
- Description of billing methodology (e.g., time and materials, unit-based, etc.)
- Identification of any additional costs or fees

### **Required Forms and Certifications**

- Non-Collusion Affidavit
- Certification Regarding Debarment (per 2 CFR Part 180)
- E-Verify Contractor Affidavit and Agreement (Immigration Compliance)
- Proof of insurance
- Acknowledgment of addenda

### **Exceptions and Deviations**

Any exceptions to the requirements of this RFP must be clearly identified. Failure to identify exceptions shall be interpreted as acceptance of all terms and conditions.

### **Proposal Instructions**

#### **Submission Requirements**

Proposals shall be submitted in a sealed envelope or package and clearly labeled on the outside with:

- RFP Title: **Disaster Logistics Support Services**
- RFP Number: LC-2605
- Proposer's Name and Address
- Proposal Due Date and Time: April 24, 2026 10:00 AM EDT

Proposals must be delivered to:

#### **Lowndes County Purchasing Office**

**Attn: Amy Woods**

**327 N. Ashley Street**

**Valdosta, GA 31601**

Proposals must be received no later than [Time] on [Proposal Due Date].

Each proposer shall submit:

- One (1) original hard copy of the proposal, clearly marked "Original"

- One (1) electronic copy of the complete proposal on a USB flash drive

The electronic copy shall be in PDF format and shall mirror the hard copy submission.

Proposals received after the stated deadline will be considered late and will not be opened or considered.

Lowndes County is not responsible for delays caused by mail, courier services, or any other delivery method. It is the sole responsibility of the proposer to ensure timely delivery.

### **Public Opening**

Proposals will be publicly opened at 10:00 AM EDT on April 24, 2026 at the following location:

Lowndes County Purchasing Office  
327 N. Ashley Street  
Valdosta, GA 31601

Only the names of the proposers will be read aloud at the opening. No other information will be disclosed until after the evaluation process is complete.

### **Proposal Withdrawal**

Proposals may be withdrawn by written request received by the Lowndes County Purchasing Office prior to the submission deadline. After the deadline, proposals may not be withdrawn for any reason.

### **Examination of Documents**

Proposers shall carefully examine all RFP documents, specifications, and requirements.

Proposers shall promptly notify the Lowndes County Purchasing Office, in writing and no later than the deadline for submission of questions, of any ambiguity, inconsistency, or error discovered in the RFP documents.

Failure to notify the County of such issues prior to submission shall constitute a waiver of any claim related to such ambiguity or error.

### **Requests for Clarification**

All requests for clarification or interpretation of the RFP documents must be submitted in writing and received by the Lowndes County Purchasing Office no later than the deadline for submission of questions as identified in the Procurement Schedule.

### **Addenda**

Any interpretation, correction, or change to the RFP will be made only by written addendum issued by Lowndes County.

Addenda will be sent via email to all proposers in attendance at the mandatory pre-bid conference.

It is the responsibility of the proposer to monitor this location and ensure receipt of all addenda prior to submission of a proposal. Failure to acknowledge addenda may result in the proposal being deemed non-responsive.

### **Mandatory Pre-Proposal Conference**

A mandatory pre-proposal conference will be held to provide an overview of the project, clarify requirements, and answer questions from prospective proposers.

**Date:** April 10, 2026

**Time:** 10:00 AM EDT

**Location (In-Person):**

Lowndes County Emergency Operations Center  
250 Douglas Street  
Valdosta, GA 31601

**Virtual Option:**

Webinar Link: <https://join.me/LowndesEMA>

Audio Line: (813) 769-0500

Conference ID: 244-281-095#

Attendance at either the in-person or virtual session is mandatory. Proposers must attend one of the two options to be considered responsive.

Failure to attend the mandatory pre-proposal conference will result in the proposal being deemed non-responsive and will not be considered for award.

Only proposers who attend the pre-proposal conference will be eligible to submit a proposal.

A sign-in sheet will be maintained for in-person attendees, and virtual attendance will be tracked. It is the responsibility of the proposer to ensure their attendance is properly recorded.

Verbal responses provided during the conference are not binding. All official responses will be issued through written addenda.

### **Evaluation Process and Criteria**

Lowndes County will evaluate proposals using a best-value methodology. Award(s) will be made to the proposer(s) whose submission is determined to be most advantageous to Lowndes County, based on the evaluation criteria set forth herein.

This is a pre-event, on-call disaster logistics contract. Accordingly, emphasis will be placed on demonstrated operational capability, surge capacity, mobilization speed, and ability to perform under emergency conditions.

All proposals shall be evaluated using the same criteria and scoring process.

Lowndes County reserves the right to reject any proposal that, in its sole judgment, does not demonstrate the operational capability, resources, or experience necessary to perform under emergency conditions, regardless of score.

### **Evaluation Criteria & Weighting**

<b>No.</b>	<b>Evaluation Criteria</b>	<b>Weight (Points)</b>
1	Technical Approach & Operational Plan	20
2	Disaster Experience & Qualifications	20
3	Capacity & Surge Capability	20
4	Response Time & Mobilization	20
5	Pricing Structure & Reasonableness	15
6	References & Past Performance	5
<b>Total</b>		<b>100 Points</b>

#### **1. Technical Approach & Operational Plan (20 Points)**

Evaluation will consider:

- Quality, clarity, and feasibility of the proposed disaster logistics plan
- Pre-event planning, coordination, and integration with County operations
- Resource tracking, accountability, and inventory management systems
- Alignment with NIMS/ICS operational structures
- Demonstrated ability to operate in a self-sufficient manner during disaster conditions
- Quality control and operational oversight approach

Evaluation will include the proposer’s demonstrated ability to provide complete, accurate, and auditable documentation in compliance with the Federal Emergency Management Agency Public Assistance (PA) Program, including labor, equipment, materials, subcontractor costs, and operational reporting.

## **2. Disaster Experience & Qualifications (20 Points)**

Evaluation will consider:

- Experience in large-scale disaster logistics and emergency response operations
- Experience with government contracts, particularly at the local, state, or federal level
- Prior experience supporting federally declared disasters
- Qualifications, certifications, and experience of key personnel
- Demonstrated ability to perform in high-volume, time-sensitive environments

## **3. Capacity & Surge Capability (20 Points)**

Evaluation will consider:

- Access to inventory, commodities, and supply chain networks
- Fleet capacity, transportation resources, and equipment availability
- Warehousing, staging, and distribution capabilities
- Depth and reliability of subcontractor and partner networks
- Ability to support multiple, simultaneous deployments
- Redundancy and contingency planning

## **4. Response Time & Mobilization (15 Points)**

Evaluation will consider:

- Guaranteed response and mobilization timelines
- Ability to pre-position resources prior to anticipated incidents
- Time required to deliver initial resources and establish operations
- Ability to achieve full operational capability within required timeframes
- Overall operational readiness and deployment strategy

## **5. Pricing Structure & Reasonableness (15 Points)**

Pricing will be evaluated for:

- Transparency, clarity, and organization of pricing schedules
- Separation of labor, equipment, materials, subcontractor costs, and management fees
- Reasonableness of rates within representative categories of anticipated use
- Consistency with market benchmarks and industry standards
- Identification and structure of escalation clauses, surcharges, and variable costs

Because actual quantities are unknown at the time of award, pricing will be evaluated based on structure, competitiveness of representative sample items, and overall cost reasonableness, rather than a hypothetical total contract value.

## 6. References & Past Performance (5 Points)

Evaluation will consider:

- Feedback from government or large-scale clients
- Performance during emergency deployments
- Reliability, responsiveness, and compliance record

### **FEMA Public Assistance Compliance Capability**

As this contract may be utilized for federally declared disasters and reimbursable activities under the Federal Emergency Management Agency Public Assistance (PA) Program, proposers must demonstrate their ability to perform work in compliance with applicable federal requirements.

Evaluation will consider the proposer's demonstrated ability to:

- Comply with the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Comply with 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- Provide detailed, auditable documentation of labor, equipment, materials, subcontractor costs, and markups
- Maintain equipment usage logs consistent with FEMA Schedule of Equipment Rates or other applicable standards
- Separate base rates, overtime rates, fringe, burden, overhead, and profit
- Document mobilization, demobilization, staging, and operational periods
- Avoid prohibited contracting methods, including cost-plus-percentage-of-cost
- Support time-and-materials requirements consistent with FEMA limitations, including price ceilings when applicable
- Participate in federal or state grant monitoring, audits, or reviews as required

Failure to demonstrate the ability to support FEMA-compliant documentation and cost reasonableness requirements may negatively impact the proposal score.

### **Price Analysis Methodology**

Because this is a pre-event, on-call disaster logistics contract and specific quantities and deployment scenarios are unknown at the time of award, Lowndes County will not evaluate proposals based on a hypothetical aggregate total cost.

Pricing will instead be evaluated using a price analysis methodology that includes:

- Review of pricing structure for clarity, transparency, and separation of cost components
- Evaluation of representative sample items commonly utilized in disaster logistics operations
- Comparison of proposed rates to industry benchmarks, historical disaster contracts, FEMA cost guidance, and other governmental pricing sources

- Assessment of markups, management fees, escalation clauses, fuel surcharges, and other variable pricing components
- Determination of overall price reasonableness

The County reserves the right to conduct additional price reasonableness analysis prior to issuance of any task order.

### **Award**

Award(s) will be made to the proposer(s) whose proposal(s) are determined to provide the best value to Lowndes County.

Lowndes County reserves the right to:

- Make multiple awards under this RFP
- Assign work based on operational needs, contractor specialization, geographic considerations, or performance
- Negotiate final terms, pricing, or scope with one or more proposers
- Reject any or all proposals

### **Contract Terms and Conditions**

The terms and conditions governing any contract awarded as a result of this RFP are set forth in Attachment B, which is incorporated herein by reference.

Submission of a proposal constitutes acknowledgment and acceptance of all terms and conditions contained in this RFP and the Sample Contract, unless specific exceptions are clearly identified in the proposer's submission in accordance with the requirements of this RFP.

Failure to identify exceptions shall be interpreted as acceptance of all terms and conditions.

In the event of a conflict between the RFP and the executed contract, the terms of the executed contract shall govern.

Lowndes County reserves the right to incorporate this RFP, the successful proposal, and any negotiated terms into the final contract.

The selected proposer shall be required to execute a contract substantially in the form provided, subject to negotiation as permitted by Lowndes County procurement policies and applicable law.

### **Award and Contract Execution**

Award(s) shall be made to the proposer(s) whose proposal(s) are determined to be most advantageous to Lowndes County, based on the evaluation criteria set forth in this RFP.

Lowndes County reserves the right to:

- Make multiple awards under this solicitation
- Award contracts in whole or in part

- Negotiate terms, pricing, or scope with one or more proposers
- Reject any or all proposals
- Waive informalities or minor irregularities in proposals received

The successful proposer(s) shall execute a formal contract within the timeframe specified by Lowndes County.

No work shall commence until:

- The contract has been fully executed by all parties; and
- A written Notice to Proceed (NTP) has been issued by Lowndes County

Lowndes County reserves the right to assign work based on operational needs, contractor specialization, past performance, or geographic considerations.

Lowndes County shall not be liable for any costs incurred by the proposer prior to issuance of the Notice to Proceed.

### **Sample Contract**

A sample contract is included as Attachment B of this RFP.

The final contract shall incorporate all applicable federal, state, and local requirements, including those associated with disaster funding and reimbursement through the Federal Emergency Management Agency Public Assistance Program, where applicable.

Lowndes County reserves the right to modify the Sample Contract as necessary to ensure compliance with applicable laws, regulations, and funding requirements.

### **Required Forms, Certifications, and Attachments**

Proposers shall submit all required certifications, representations, and compliance acknowledgements, which are included as Attachments C and D as part of their proposal.

At a minimum, proposers shall complete and submit the following:

- Non-Collusion Affidavit
- Certification Regarding Debarment and Suspension (2 CFR Part 180)
- Certification of Compliance with 2 CFR Part 200
- Immigration/E-Verify Compliance (as applicable under Georgia law)
- Proof of Insurance
- Addenda Acknowledgment

Failure to submit required forms and certifications may result in the proposal being deemed non-responsive.

## **Invoicing and Documentation Requirements**

The Contractor shall submit invoices and supporting documentation for all services performed under this contract in a manner that is accurate, complete, and fully auditable.

All costs must be:

- Necessary and reasonable
- Directly related to authorized work
- Supported by appropriate documentation
- Compliant with all applicable federal, state, and local requirements

All invoicing and documentation shall support eligibility for reimbursement through the Federal Emergency Management Agency Public Assistance (PA) Program, where applicable.

## **Invoice Format and Submission**

Invoices shall be submitted no more frequently than weekly during active operations unless otherwise approved by Lowndes County.

Each invoice shall include, at a minimum:

- Contractor name and contact information
- Contract number and task order (if applicable)
- Invoice number and invoice date
- Period of performance
- Description of work performed
- Breakdown of all costs by category (labor, equipment, materials, subcontractors, etc.)
- Total amount billed

Invoices shall be submitted in a format approved by Lowndes County and may be required in both electronic and hard copy formats.

## **Required Cost Breakdown**

All invoices shall clearly separate and itemize the following cost components:

- Labor (by individual, classification, rate, and hours worked)
- Equipment (type, rate, and hours/days used)
- Materials and commodities (with quantities and unit costs)
- Subcontractor costs (with supporting documentation)
- Fuel (if billed separately)
- Transportation and delivery
- Overhead, administrative fees, and profit (if not included in rates)

Any cost not clearly identified and supported may be deemed non-compensable.

### **Labor Documentation Requirements**

For all labor charges, the Contractor shall provide:

- Daily time sheets or electronic equivalents
- Employee name and classification
- Dates and hours worked (regular and overtime)
- Work location and assignment
- Supervisor approval or verification

Labor rates shall be consistent with those proposed and approved in the contract.

### **Equipment Documentation Requirements**

For all equipment charges, the Contractor shall provide:

- Equipment type and identification number
- Operator name (if applicable)
- Hours or days of operation
- Location and use of equipment
- Applicable rate

Equipment usage must be consistent with operational need and may be evaluated against recognized standards, including FEMA equipment rate guidance where applicable.

### **Materials and Commodity Documentation**

For all materials and commodities, the Contractor shall provide:

- Supplier invoices showing actual cost
- Quantity and unit cost
- Delivery tickets or receipts
- Location of delivery and use

Commodity pricing shall reflect actual cost-plus approved markup, as defined in the contract.

### **Subcontractor Documentation**

For all subcontractor costs, the Contractor shall provide:

- Subcontractor invoices
- Description of work performed
- Dates of service
- Supporting documentation consistent with this section

All subcontractor markups must be applied in accordance with the approved pricing structure and shall be clearly identified.

### **Daily Operational Reporting**

The Contractor shall provide **daily reports** during active operations, including:

- Resources deployed (personnel and equipment)
- Work performed and locations
- Commodities received, distributed, and remaining inventory
- Operational status of sites (PODs, base camps, etc.)
- Issues, delays, or operational challenges

Daily reports shall align with invoiced costs and support verification of work performed.

### **Photographic and GPS Documentation (If Applicable)**

The Contractor shall provide photographic, video, or GPS documentation when requested by Lowndes County to support verification of:

- Work performed
- Equipment deployment
- Site conditions
- Project progress

### **Record Retention and Audit Compliance**

All records related to this contract shall be maintained in accordance with applicable requirements, including 2 CFR §200.334.

The Contractor shall:

- Retain all records for a minimum of three (3) years after final payment, or longer if required
- Provide access to records upon request by Lowndes County or authorized representatives
- Cooperate with audits, reviews, and monitoring activities

Authorized entities may include, but are not limited to:

- Federal Emergency Management Agency
- State of Georgia
- U.S. Department of Homeland Security
- U.S. Comptroller General

### **Review and Approval of Invoices**

All invoices are subject to review and approval by Lowndes County prior to payment.

Lowndes County reserves the right to:

- Request additional documentation or clarification
- Withhold payment for unsupported or questionable costs
- Disallow costs that are not adequately documented or deemed unreasonable

**Disallowed Costs**

Any costs that are:

- Not authorized
- Not properly documented
- Not consistent with contract pricing
- Not compliant with applicable regulations

may be deemed non-reimbursable and non-compensable.

**Timing of Documentation Submission**

The Contractor shall provide all supporting documentation:

- Concurrently with invoice submission; or
- Within thirty (30) calendar days of request by Lowndes County

Failure to provide required documentation may result in delayed payment or denial of costs.

## ATTACHMENT A – PRICE PROPOSAL FORM

### Instructions to Proposers

All proposers shall complete this pricing form in its entirety. Pricing shall be clearly stated, all-inclusive unless otherwise noted, and separated by cost category.

Failure to provide complete pricing may result in the proposal being deemed non-responsive.

All pricing shall remain valid for the duration of the contract term unless otherwise specified.

Cost-plus-percentage-of-cost pricing methods are prohibited.

### SECTION 1 – LABOR RATES

Position	Regular Rate (\$/hr)	Overtime Rate (\$/hr)	Notes
Project Manager			
Logistics Coordinator			
Site Supervisor			
Equipment Operator			
General Labor			
Administrative Support			

All labor rates shall be fully burdened rates, inclusive of wages, fringe benefits, payroll taxes, insurance, overhead, and profit, unless otherwise clearly identified by the proposer.

Proposers shall provide a breakdown of labor cost components (base wage, fringe, overhead, and profit) upon request by Lowndes County to support cost reasonableness and compliance with applicable federal requirements.

**SECTION 2 – EQUIPMENT RATES**

Rates shall be hourly or daily and include all operating costs unless otherwise specified

<b>Equipment Type</b>	<b>Rate (\$/Hour or Day)</b>	<b>Unit (Hr/Day)</b>	<b>Includes Operator? (Y/N)</b>	<b>Notes</b>
Forklift				
Box Truck				
Pickup Truck / SUV				
Light Tower				
Generator – 100 kW				
Generator – 250 kW				
Generator – 500 kW				
Fuel Truck				

**SECTION 3 – BASE CAMP PRICING**

Per Person Per Day Cost

<b>Camp Size</b>	<b>Cost per Person per Day (\$)</b>
100 Personnel	
250 Personnel	
500 Personnel	
1,000 Personnel	

**Additional Costs**

Cost Category	Rate (\$)	Unit	Notes
Mobilization		Lump Sum	
Demobilization		Lump Sum	
Setup Time		Included / Separate	

**SECTION 4 – COMMODITY PROCUREMENT MARKUPS**

Commodity	Markup (%)	Notes
Bottled Water		
Ice		
MREs		
Tarps		
Other Commodities		

Commodity pricing shall be based on actual invoiced cost plus a fixed, competitively procured markup percentage.

The markup percentage shall include all overhead, administrative costs, and profit associated with procurement, handling, and delivery unless otherwise specified.

The Contractor shall provide documentation of actual costs, including supplier invoices, upon request.

Lowndes County reserves the right to evaluate the reasonableness of all commodity costs and to reject or negotiate pricing deemed excessive or inconsistent with market conditions.

**SECTION 5 – TRANSPORTATION & DELIVERY**

Service	Rate (\$)	Unit	Notes
Per Mile Rate		Mile	
Truckload Delivery		Per Load	
Standby Time		Hour	
Loading/Unloading		Included / Separate	

**SECTION 6 – MANAGEMENT, OVERHEAD, AND PROFIT**

Cost Category	Rate (%)	Notes
Overhead		
Profit		
Administrative Fee		

All management, overhead, administrative, and profit costs shall be clearly identified and separately stated in the pricing proposal.

These costs shall be applied consistently across all cost categories and shall not be duplicated, layered, or embedded in multiple pricing components unless clearly disclosed.

Proposers shall identify whether overhead and profit are:

- Included within labor and equipment rates; or
- Applied as a separate percentage or fee

Any markups applied to labor, equipment, materials, or subcontractor costs must be clearly defined and shall not result in compounded or overlapping markups. Total combined markups (including overhead, profit, and administrative fees) shall be subject to review for overall reasonableness.

The Contractor shall not apply management fees, overhead, or profit in a manner that constitutes cost-plus-percentage-of-cost contracting, as prohibited under 2 CFR Part 200.

Lowndes County reserves the right to evaluate the reasonableness of all proposed markups and may negotiate adjustments prior to contract award or issuance of task orders.

**SECTION 7 – FUEL PRICING and ESCALATION**

Proposers shall specify how fuel costs will be charged under this contract. Fuel pricing must be clearly defined using one of the methods below. All proposers shall complete the table.

**Fuel Pricing Table**

Item	Method (Select One)	Rate / Index	Markup	Included in Equipment Rates (Y/N)	Notes
Diesel Fuel	<input type="checkbox"/> Fixed <input type="checkbox"/> Index-Based <input type="checkbox"/> Included				
Gasoline	<input type="checkbox"/> Fixed <input type="checkbox"/> Index-Based <input type="checkbox"/> Included				
Generator Fuel	<input type="checkbox"/> Fixed <input type="checkbox"/> Index-Based <input type="checkbox"/> Included				

**Instructions to Proposers:**

- Fixed Rate: Provide a per-gallon price
- Index-Based: Identify the index (e.g., OPIS, EIA) and adjustment frequency
- Markup: Provide either % or \$ per gallon (if applicable)
- Clearly indicate whether fuel is included in equipment rates or billed separately

**Fuel Pricing Requirements**

All fuel pricing shall be reasonable, transparent, and based on verifiable market data.

The Contractor shall provide documentation supporting fuel costs upon request, including supplier invoices or applicable index references.

Fuel charges shall not include undisclosed markups or duplicate cost recovery.

**Escalation**

Proposers shall identify any escalation provisions applicable to labor, materials, commodities, equipment, or other cost components.

**Escalation Table**

Cost Category	Subject to Escalation (Y/N)	Basis (Index / Supplier / Other)	Frequency	Max Increase (%)	Notes
Labor					
Equipment					
Commodities					
Transportation					
Other					

**Escalation Requirements**

Escalation must be:

- Clearly defined
- Based on objective, verifiable criteria
- Applied consistently across cost categories

Escalation shall not be automatic and must be:

- Justified with supporting documentation
- Submitted to Lowndes County for review
- Approved by the County prior to implementation

**Not-to-Exceed and Cost Control**

Lowndes County reserves the right to establish not-to-exceed (NTE) pricing limits for fuel, commodities, or any cost category at the time of contract award or during task order issuance.

The County may require price validation for any cost component that exceeds reasonable market rates or appears inconsistent with historical pricing, industry standards, or available cost data.

The Contractor shall not exceed approved pricing thresholds without prior written authorization from Lowndes County.

Failure to obtain such authorization may result in disallowance of costs.

**Compliance**

Fuel pricing and escalation provisions shall not be structured in a manner that results in cost-plus-percentage-of-cost contracting as defined under 2 CFR Part 200.

All pricing must be consistent with competitively procured rates and shall support eligibility for reimbursement through the Federal Emergency Management Agency Public Assistance Program.

**SECTION 8 – SUBCONTRACTOR MARKUP**

Category	Rate (%)	Notes
Subcontractor Markup		

Proposers shall identify any markup applied to subcontractor costs in the pricing proposal.

Subcontractor markup shall be clearly stated as a single percentage or fee and shall include all administrative costs, overhead, and profit associated with subcontracted work unless otherwise disclosed.

The Contractor shall not apply multiple, layered, or compounding markups to subcontractor costs unless explicitly identified and approved by Lowndes County.

Subcontractor costs must be supported by actual invoices or documentation from the subcontractor, and all markups must be applied in a transparent and verifiable manner.

The Contractor shall remain fully responsible for the performance, compliance, and costs of all subcontractors.

Subcontractor markup shall not be applied in a manner that constitutes cost-plus-percentage-of-cost contracting as defined under 2 CFR Part 200.

Lowndes County reserves the right to evaluate the reasonableness of subcontractor markups and may require justification, negotiation, or adjustment of such markups prior to contract award or during task order issuance.

Subcontractor markup shall be applied only once to the subcontractor’s actual cost and shall not be applied to previously marked-up amounts.

**SECTION 9 – ADDITIONAL PRICING INFORMATION**

Proposer shall list any additional fees, charges, or pricing structures not identified above:

**Additional Pricing Table**

Description of Cost	Rate (\$ or %)	Unit (if applicable)	When Applied	Included Elsewhere? (Y/N)

Proposers shall use this section to identify any additional fees, charges, or pricing structures not otherwise included in the required pricing tables.

All additional pricing must be:

- Clearly defined
- Quantifiable (rate, unit, or percentage)
- Non-duplicative of other pricing elements

Proposers shall indicate whether each cost is already included elsewhere in the proposal to prevent duplication of charges.

Any costs, fees, or charges not identified in the Price Proposal Form may be deemed non-compensable under the resulting contract.

Lowndes County reserves the right to reject, negotiate, or disallow any additional pricing determined to be unreasonable, unclear, or duplicative.

**SECTION 10 – CERTIFICATION**

I certify that the pricing provided is complete, accurate, and in compliance with all requirements of this RFP.

**Authorized Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **ATTACHMENT B – SAMPLE CONTRACT**

### **DISASTER LOGISTICS SUPPORT SERVICES AGREEMENT**

This Agreement (“Agreement”) is made and entered into by and between Lowndes County, Georgia (“County”) and [Contractor Name] (“Contractor”).

#### **PURPOSE**

The purpose of this Agreement is to provide pre-event and post-event disaster logistics support services, including personnel, equipment, materials, and management necessary to support emergency response and recovery operations.

#### **TERM**

This Agreement shall be for a period of one (1) year, with the option to renew for up to four (4) additional one-year terms, subject to mutual agreement.

Any task order issued prior to expiration may continue until completion.

#### **SCOPE OF SERVICES**

The Contractor shall perform services in accordance with:

- The Request for Proposals (RFP)
- The Contractor’s proposal
- Any issued task orders

In the event of conflict:

- Executed Contract
- RFP
- Contractor Proposal

#### **TASK ORDERS**

Work shall be authorized through written task orders issued by the County.

Task orders may define:

- Scope of work
- Location
- Timeframe
- Not-to-exceed (NTE) amount

Verbal authorization may be given during emergencies but must be followed by written confirmation.

#### **COMPENSATION**

Compensation shall be based on the Contractor’s submitted and approved pricing.

The County shall pay only for:

- Authorized work
- Properly documented costs
- Reasonable and necessary expenses

The County may establish not-to-exceed limits at the task order level.

### **INVOICING AND PAYMENT**

Invoices shall comply with all requirements set forth in the RFP.

The County reserves the right to:

- Request supporting documentation
- Withhold payment for unsupported costs
- Disallow non-compliant costs

### **FEDERAL COMPLIANCE**

This Agreement may be funded in whole or in part by federal funds, including the Federal Emergency Management Agency Public Assistance Program.

The Contractor shall comply with:

- 2 CFR Part 200
- All applicable federal, state, and local laws

### **AUDIT AND RECORD RETENTION**

The Contractor shall:

- Maintain all records for a minimum of three (3) years
- Provide access to records upon request

Access shall be granted to:

- Federal Emergency Management Agency
- U.S. Department of Homeland Security
- U.S. Comptroller General

### **INDEPENDENT CONTRACTOR**

The Contractor is an independent contractor and not an employee of the County.

### **SUBCONTRACTORS**

The Contractor shall be fully responsible for all subcontractors.

All subcontractors must comply with:

- Federal requirements

- Contract terms

**SAFETY**

The Contractor shall be responsible for safety and compliance with all applicable regulations, including OSHA standards.

**INSURANCE**

The Contractor shall maintain insurance as required by the County, including:

- General Liability
- Workers’ Compensation
- Automobile Liability

Proof of insurance shall be provided prior to contract execution.

**INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County from claims arising out of Contractor performance.

**TERMINATION**

**A. For Convenience**

The County may terminate this Agreement at any time with written notice.

**B. For Cause**

The County may terminate for:

- Failure to perform
- Non-compliance
- Breach of contract

**FORCE MAJEURE**

Neither party shall be liable for delays caused by events beyond reasonable control.

**GOVERNING LAW**

This Agreement shall be governed by the laws of the State of Georgia.

**ENTIRE AGREEMENT**

This Agreement, together with the RFP and Contractor’s proposal, constitutes the entire agreement.

**NOTICE TO PROCEED**

No work shall begin until a written Notice to Proceed is issued.

**E-VERIFY COMPLIANCE**

The Contractor shall comply with all applicable Georgia E-Verify requirements.

**NON-DISCRIMINATION**

The Contractor shall comply with all applicable non-discrimination laws.

**CONTRACT AMENDMENTS**

This Agreement may only be modified in writing and signed by both parties.

**SEVERABILITY**

If any provision is found invalid, the remainder shall remain in effect.

**SIGNATURES**

**LOWNDES COUNTY, GEORGIA**

By: \_\_\_\_\_

Name: Bill Slaughter

Title: Chairman

Date: \_\_\_\_\_

**[CONTRACTOR NAME]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT C - REQUIRED CERTIFICATIONS AND REPRESENTATIONS**

The following certifications and representations are required as part of this proposal. Each item is set forth in full for clarity. By checking the applicable box for each item and executing the signature block at the end of this appendix, the Proposer certifies that all checked statements are true and correct. Separate signatures for each certification are not required.

### **Proposal Submission and Non-Collusion Certification**

The Proposer certifies that this proposal is submitted in good faith and without collusion, consultation, communication, or agreement with any other proposer or competitor. The Proposer further certifies that no attempt has been made to restrict competition or influence the procurement process improperly.

Confirmed

### **Cost Eligibility and Reasonableness (2 CFR Part 200)**

The Proposer certifies that all costs submitted in response to this RFP are true, accurate, necessary, reasonable, and allocable to the proposed services in accordance with applicable federal cost principles, including 2 CFR §§200.403–200.405. The Proposer acknowledges that supporting documentation must be maintained and made available upon request.

Confirmed

### **Debarment and Suspension Certification**

The Proposer certifies that neither the firm nor its principals are presently suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions in accordance with 2 CFR §200.214.

Confirmed

### **Conflict of Interest Disclosure**

The Proposer certifies that no conflict of interest exists that would impair its ability to perform the services described in this RFP. Any actual or potential conflicts of interest will be disclosed promptly to the issuing agency if they arise.

Confirmed

### **Subcontractor Use and Compliance Commitment**

The Proposer certifies that subcontractors are not required to be identified at the time of proposal submission. The Proposer shall remain fully responsible for the performance and compliance of all subcontracted services. Prior to utilizing any subcontractor, the Proposer shall verify and document that the subcontractor is not suspended or debarred and shall maintain such records in accordance with applicable federal, state, and local requirements.

Confirmed

**Drug-Free Workplace Act Certification**

The Proposer certifies compliance with all applicable Drug-Free Workplace Act requirements and agrees to maintain a drug-free workplace throughout the term of any resulting contract.

Confirmed

**Equal Employment Opportunity and ADA Compliance**

The Proposer certifies compliance with all applicable federal and state non-discrimination laws, including Equal Employment Opportunity requirements and the Americans with Disabilities Act (ADA). All services shall be performed in a manner consistent with these requirements.

Confirmed

**Subcontractor Use and Disclosure**

The proposer certifies that any subcontractors utilized under this contract will be vetted for eligibility, monitored for compliance, and documented in accordance with applicable federal, state, and local requirements.

Confirmed

**Authorized Certification**

By signing below, the undersigned certifies that they are authorized to bind the Proposer and that all certifications and representations marked above are true, complete, and correct.

Proposer Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT D - E-VERIFY CONTRACTOR AFFIDAVIT AND AGREEMENT  
(IMMIGRATION COMPLIANCE)**

**STATE OF GEORGIA  
LOWNDES COUNTY**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

The undersigned, who, after being duly sworn, states under oath and agrees to for and on behalf of the Contractor as follows:

By executing this Affidavit, the undersigned verifies the compliance of the Contractor with the Georgia Illegal Immigration Reform and Enforcement Act of 2011, Sections 2 and 3, as amended (O.C.G.A. § 13-10-90 et seq., the “Act”) and Georgia Department of Labor Rules 300-10-1-.01 et seq. (and, for a contract or agreement relating to public transportation, with the rules regarding the Act of the Georgia Department of Transportation; the “GDOT Rules”), stating affirmatively that the individual, firm, or corporation which is contracting with the Board of Commissioners of Lowndes County, Georgia (“Lowndes County”) has registered with, is authorized to use, is using, and will continue to use throughout the contract period, a Federal Work Authorization Program\* in accordance with the applicable provisions and deadlines established in the Act and Georgia Department of Labor Rule 300-10-1-.02 (and, for a contract or agreement relating to public transportation, established in the GDOT Rules).

The undersigned Contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the Contract with Lowndes County of which this Affidavit is a part, the undersigned Contractor will secure from such subcontractor(s) similar verification of compliance with the Act and Georgia Department of Labor Rules 300-10-1-.01 et seq. (and, for a contract or agreement relating to public transportation, verification of compliance with the GDOT Rules) through the subcontractor’s execution of the subcontractor affidavit the Act and the rules and regulations thereunder. The undersigned Contractor further agrees to maintain records of such compliance and provide a copy of each such Affidavit and verification to Lowndes County within five (5) business days after the subcontractor(s) is retained to perform such service. The Affidavit from each subsequent contractor shall include the subcontractor’s (or sub-subcontractor’s) name and address, E-verify/Federal Work Authorization Program user identification number and date of authorization to use the Federal Work Authorization Program, the name of the project, and the name of the public employer for the project.

\_\_\_\_\_  
Contractor’s E-verify/Federal Work Authorization  
Program User Identification Number

Disaster Logistics Support Services  
Name of Project

\_\_\_\_\_  
Date of Authorization (Date Number Obtained)

Lowndes County Board of Commissioners  
Name of Public Employer

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT, AND AGREE TO THE FOREGOING FOR AND ON BEHALF OF THE CONTRACTOR.

\_\_\_\_\_  
BY: Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Contractor's Address

Sworn to and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

\* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, commonly known as E-Verify.