



**REQUEST FOR QUOTE (RFQ) No. 27-3005-RFQ15
REPOST COURIER SERVICES**

July 27, 2026

**DUE DATE
Tuesday, August 18, 2026, at 2:30 p.m. EST.**

**Bids shall only be accepted via email at:
dkphsolicitations@dph.ga.gov
Subject line: *27RFQ15 Courier Services***

Any bid submitted in any other format (paper, fax, mail, etc.) will not be accepted.

Instructions to Bidders:

1. All communications regarding this solicitation must be directed to the Procurement and Contracts Supervisor, Shakera Hall, shakera.hall@dph.ga.gov.
2. All questions or requests for clarification must be sent via email at dkphsolicitations@dph.ga.gov. In the subject line, use ***RFQ Questions – Courier Services***. Questions are due no later than **Friday, August 7, 2026, at 2:00 p.m. EST**. Questions received after this date and time may not be answered.
3. Questions and clarifications will be answered in the form of an addendum. Any addenda, schedule changes, and other important information related to this solicitation will be posted on the Georgia Procurement Registry and DKPH website, and it is the Offeror's responsibility to check the Georgia Procurement Registry and DKPH website for any addenda or other communications related to this solicitation.
4. DeKalb Public Health reserves the right to reject all bids and to waive technicalities and informalities and make an award in the best interest of DeKalb Public Health.
5. DeKalb Public Health is not responsible for any technical difficulties. It is highly recommended that all potential contractors submit their quotes before the due date of this solicitation.

SUBMISSION COVERSHEET
COMPLETE AND RETURN THIS PAGE ALONG WITH THE LIST OF ITEMS BELOW

REQUEST FOR QUOTE
COURIER SERVICES

Company Name			
Contact Person			
Address			
Email		Phone	

You must complete and submit copies of the following items:

- 1. SUBMISSION COVERSHEET** (page #2)
- 2. Exhibit B:** Information Requested to Assist in the Determination of Responsibility
- 3. Exhibit C:** COST SHEET must be submitted with bids.
- 4. Exhibit D:** Certificate of Insurance (COI)
- 5. Exhibit E:** CORPORATION WITHOUT CORPORATE SEAL STATEMENT OF CORPORATE RESOLUTION
- 6. Exhibit F:** CONSOLIDATED CERTIFICATE REGARDING LOBBYING; DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS
- 7. Exhibit G:** E-VERIFICATION DOCUMENTATION – The Contractor Affidavit
- 8. Exhibit H:** REFERENCE SHEET

By submitting a response to the RFQ, the contractor is acknowledging that the contractor:

1. Has read all the information and instructions, and
2. Agrees to comply with all the terms and conditions, information, and instructions contained in this RFQ.

Person Authorized to Sign on Behalf of the Contractor:

Signature: _____

Printed Name/Title _____

Purpose

The DeKalb County Board of Health (DKPH) is seeking quotes from qualified courier service providers to provide scheduled transportation of prescription medications, vaccines, and laboratory specimens between designated DKPH health centers and the Georgia Public Health Laboratory (GPHL). The Contractor shall provide courier services four (4) days per week.

Background

The DeKalb County Board of Health (DKPH) operates multiple health centers throughout DeKalb County that provide clinical, pharmacy, laboratory, and public health services. To support daily operations, DKPH requires reliable courier services to transport prescription medications, vaccines, laboratory specimens, and related materials between designated health centers and the Georgia Public Health Laboratory (GPHL). The Contractor shall provide secure, timely, and temperature-controlled transportation while maintaining chain of custody and complying with HIPAA, Georgia Department of Public Health (DPH) standards, and all applicable federal, state, and local regulations.

The six (6) locations that require pick-up and drop-off service are:

- E.L. Richardson Health Center, 445 Winn Way, Decatur, GA. 30030
- T.O. Vinson Health Center, 440 Winn Way, Decatur, GA 30030
- Clifton Springs Health Center, 3110 Clifton Springs Road, Decatur, GA. 30034
- East Health Center, 2277 South Stone Mountain Lithonia Road, Lithonia, Ga 30058
- North Health Center, 3807 Clairmont Rd. NE, Chamblee, GA 30041
- Georgia Public Health Laboratory (GPHL), 1749 Clairmont Road, Decatur, Georgia 30030.

1. Scope of Work

Pick up prescription medications from the Pharmacy at North Health Center.

Pick up laboratory specimens from the laboratory at North Health Center and each designated DKPH health center.

Deliver prescription medications to designated DKPH health centers, as directed by the DKPH Pharmacist.

Deliver all collected laboratory specimens to the Georgia Public Health Laboratory (GPHL).

Return pharmacy storage containers and signed packing slips to the Pharmacy, as needed.

Return any undeliverable medications or vaccines to the Pharmacy on the same day.

Provide all personnel, vehicles, fuel, equipment, and supplies necessary to perform the services.

- The Contractor shall provide insulated coolers, ice packs, and any temperature-controlled transport equipment necessary to maintain the integrity of medications, vaccines, and laboratory specimens during transport.

Note: The Contractor shall follow the scheduled courier route below on each scheduled service day. Pharmacy deliveries may be made to any designated DKPH health center, as directed by the DKPH Pharmacist on the days indicated below. Laboratory specimen pickups shall be performed only at the health centers listed in the Laboratory Pickup Schedule below.

2. Weekly Courier Service Schedule

Day	Laboratory Pickup Locations	Pharmacy Services	Delivery Requirements
Monday	• Clifton Springs Health Center• E.L. Richardson Health Center	Pharmacy deliveries as needed	Deliver all laboratory specimens to the Georgia Public Health Laboratory (GPHL) by 1:00 p.m.
Tuesday	• East DeKalb Health Center• North Health Center• T.O. Vinson Health Center	Pick up medications and vaccines from the North Health Center Pharmacy, as needed, and deliver to designated health centers	Deliver all laboratory specimens to GPHL by 1:00 p.m.
Wednesday	• Clifton Springs Health Center• E.L. Richardson Health Center	Pharmacy deliveries as needed	Deliver all laboratory specimens to GPHL by 1:00 p.m.
Friday	• Clifton Springs Health Center• E.L. Richardson Health Center• East DeKalb Health Center• North Health Center• T.O. Vinson Health Center	Pick up medications and vaccines from the North Health Center Pharmacy, as needed, and deliver to designated health centers	Deliver all laboratory specimens to GPHL by 1:00 p.m.

Estimated route distance: Approximately 50 miles per scheduled route. Mileage is provided for informational purposes only and shall not be the basis for pricing.

3. Service Requirements

The Contractor shall provide reliable, secure, and timely courier services to transport prescription medications, vaccines, and laboratory specimens between designated DeKalb Public Health (DKPH) health centers and the Georgia Public Health Laboratory (GPHL).

The Contractor shall:

- Perform scheduled courier services four (4) days per week for approximately **208 scheduled routes annually.**
- Pick up prescription medications from the Pharmacy at North Health Center between **8:30 a.m. and 10:30 a.m.**
- Pick up laboratory specimens from North Health Center and each designated DKPH health center.

- Deliver all laboratory specimens to the Georgia Public Health Laboratory (GPHL) no later than **1:00 p.m.**
- Complete all pharmacy deliveries by **1:00 p.m.** on the same business day.
- Return any undeliverable pharmacy items, empty small insulated coolers, reusable ice packs, pharmacy storage containers, and signed packing slips to the North Health Center Pharmacy on the next scheduled business day, unless otherwise directed by DKPH.
- Transport all medications and laboratory specimens on the same day they are collected.
- Transport all prescription medications, vaccines, and laboratory specimens in accordance with the Health Insurance Portability and Accountability Act (HIPAA), Georgia Department of Public Health (DPH) standards, and all applicable federal, state, and local laws and regulations.
- Maintain required storage temperatures and an unbroken chain of custody throughout transportation.
- Immediately notify DKPH of any delayed deliveries, damaged items, lost shipments, temperature excursions, or other incidents that could affect courier services.

4. Estimated Workload

The following information is provided to assist Offerors in preparing an accurate quote. Actual quantities may vary and are not guaranteed.

- Approximately **208 scheduled routes annually** (four (4) routes per week)
- Typical laboratory pickup volume consists of **two (2) to three (3) laboratory specimens** packaged in a sealed zip-lock specimen bag.
- Typical pharmacy pickup volume consists of **one (1) to two (2) small, insulated coolers** containing prescription medications and/or vaccines with reusable ice packs.
- Under normal operating conditions, the Pharmacy typically requires one (1) to three (3) pharmacy pickups per week. During influenza season or other public health initiatives, pharmacy pickups may increase to up to four (4) pickups per week, with deliveries to all designated health centers as needed.
- Maximum anticipated daily workload may include up to ten (10) laboratory specimens and/or pharmacy deliveries during peak operational periods.
- Medication deliveries may vary by day, and not every health center will receive pharmacy deliveries on every scheduled route.

5. Tracking System

The Contractor shall maintain a tracking system to document and monitor all courier services performed under this contract. At a minimum, the tracking system shall:

- Document pickup and delivery times.
- Maintain chain of custody throughout transportation.
- Provide proof of delivery.
- Track scheduled and on-demand pickups.
- Generate delivery reports upon request.
- Provide immediate notification to DKPH of delayed, lost, damaged, or compromised deliveries.

6. On-Demand Services

In addition to the scheduled route, DKPH may request on-demand courier services as operational needs arise.

- On-demand requests will generally be made prior to **10:00 a.m.**
- Offerors shall provide a separate unit price for on-demand pickups on the Pricing Sheet.
- The Contractor shall respond to on-demand requests within the timeframe proposed in its quotation.
- The on-demand pickup rate shall include all labor, mileage, fuel, equipment, and other costs associated with the requested trip.
- ***The On-Demand Pickup unit price is requested for contract administration purposes only and will not be considered in the evaluation or award of this RFQ.***

Services shall not be provided on State holidays or official DKPH closures unless otherwise authorized by DKPH.

7. Contractor Qualifications

1. Minimum three (3) years of experience providing medical courier services.
2. Three references.
3. Required business licenses.
4. Commercial automobile liability insurance (see attached Exhibit C).

8. Operational Requirements

5. Describe the proposed tracking system.
6. Certify that assigned personnel are trained in HIPAA and the safe handling of laboratory specimens and pharmacy items.
7. Describe procedures for maintaining chain of custody.
8. Contingency plan for vehicle breakdowns and driver absences.
9. Demonstrate the ability to provide temperature-controlled transportation for prescription medications, vaccines, and laboratory specimens

Milestone	Date
RFQ Issued	July 27, 2026
Deadline for Questions	Friday, August 7, 2026, 2:00 p.m. EST
Responses to Questions	Wednesday, August 12, 2026
Quotes Due	Tuesday, August 18, 2026, 2:30 p.m. EST

1. **CONTRACT:** The request for quote invitation, terms and conditions, the specifications and the received quote form the contract and they shall be fully part of the contract, as if thereto attached, or therein repeated. These documents represent the entire agreement between the successful vendor and DeKalb Public Health (“DKPH”) and supersede any prior discussions or negotiations, representations, or agreements, either written or oral. Contracts, if awarded, will be awarded to responsible proposers whose quote will be most advantageous to the DKPH, cost and other factors considered. The determination will be solely at the discretion of the DKPH.

Based upon the availability of funding and the assumption of satisfactory performance by the responder, the initial contract term shall be one (1) year from the date of contract execution. The contract may be renewed for four (4) additional one-year terms upon mutual written agreement of both parties and subject to the availability of funding.

In the event that DKPH exercises the right to renew, all terms, conditions, and specifications of the original contract, as amended, shall remain the same and apply during the extension period. A period not less than three years, or no more than five years, in duration. If an extension option is exercised, such shall be accomplished in writing between the contractor and DKPH’s Procurement and Contracts Division.

2. The DKPH reserves the right to reject or accept any or all quotes and to waive informalities, minor irregularities and technicalities in quotes received, whichever is deemed to be in the best interest of the DKPH, and to re-advertise.
3. The DKPH may accept any items or group of items of any quote unless the proposer qualified their quote by specific limitations.
4. **COMPLETION:** The Offeror shall read quote carefully, complete all entries, and submit all documents or information requested. Failure to do so may result in rejection of the quote.
5. **CONTRACT RENEWAL:** After the initial contract term, the DKPH reserves the right to renew the contract for four (4) additional years if the vendor and the DKPH mutually agree. Renewing the contract would imply doing so under the same terms and conditions unless proposed changes are mutually agreed upon by both parties.
6. **FUNDING:** If for any fiscal year (July 1 to June 30) of this contract, DKPH for any reason, fail to appropriate funds for these services, the DKPH will notify the vendor immediately and will no longer be obligated under the contract.

7. EXCEPTIONS: Quotes meeting the requirements of this document shall be considered. Offerors taking exception to any of the terms, conditions or offering substitutions shall state these exceptions plainly on the Exceptions Page of this document.
8. DEVIATIONS to any/all requested options in this quote are subject to approval by DKPH prior to any resultant award.
9. QUANTITIES: Unless otherwise noted, any quantities provided for this Request for Quote are estimated volume and do not represent a purchase contract quantity. DKPH reserves the right to purchase quantities that are fewer, greater, or even none for the line items presented based on needs at given times during the period of this pricing contract. The DKPH reserves the right to not consider a quote if a service charge, minimum dollar, or minimum quantity is applied.
10. OFFER TIMELINE: Offeror agrees to keep their offer open for acceptance by the DKPH for no less than ninety (90) days from the CSP response date and time.
11. COMPLIANCE: Under this contract, the DKPH Procurement Supervisor will have the responsibility to ensure compliance with contract requirements, such as but not limited to acceptance and inspection of equipment and services provided.
12. UNDERSTANDING: Offeror, by making his/her quote, represents that he/she has read and understands the request for quote.
13. PURCHASE ORDER: DKPH limits its purchases through the use of properly approved and authorized purchase orders. The successful vendor must be able to accept purchase orders via email (preferred) or facsimile (FAX). Therefore, the purchase order number shall appear on ALL itemized invoices to ensure payment.
14. Any contract(s) or agreement(s) signed by any DKPH employee other than the District Health Director or their designee is considered null and void.
15. INVOICING: The vendor shall submit itemized invoices within a 30-day window of service during the DKPH's fiscal year in which the items were purchased. Invoices shall indicate the vendor contract number with the DKPH along with the DKPH contract number. Invoices shall be issued only for services provided. Payment shall not be due until the invoice(s) are submitted after delivery of service. Payments will be made within thirty (30) days of receipt of an accurate non-disputed invoice. All invoices can be mailed directly to: DKPH, Attention: Accounts Payable Department, P.O. Box 987, Decatur, Georgia 30031 and to the Program Manager.
16. TAX EXEMPTION: DKPH, by law, is exempt from most taxes. Offeror to retain on file a copy of a tax-exempt form submitted by DKPH. Offeror is encouraged to allow for an automated tax exemption, not requiring the department buyer to request exemption. Do not include tax in your bid totals. If awarded contract, Offeror may

obtain a copy of the DKPH Tax Exemption Certificate by contacting the DKPH Purchasing Department.

17. SIGN-IN AND IDENTIFICATION BADGES: For safety purposes, all vendors will sign-in at the DKPH or administration front desk when entering a DKPH facility. All vendors will be expected to show their driver's license or other government issued photo identification card to the employee at the front desk at the administration office.
18. FAILURE TO ABIDE BY TERMS: If at any time, a vendor fails to fulfill or abide by the terms, conditions, or specifications of the contract, or to perform by providing the items/services at the price submitted or within the specified time frame, the DKPH reserves the right, upon written notice to the vendor to cancel the contract.
19. DEFAULT: Prior to the cancellation of the contract for default, DKPH's Procurement and Contracts Division will advise the vendor, in writing, of their intentions, and the reasons for such intentions. The vendor will be allowed fifteen (15) days to cure the default condition. If such condition is not cured to the satisfaction of the DKPH after that time, then the cancellation of the contract may be executed.
20. GIFTS: Please note that a "gift to a public servant" is a Class A misdemeanor offense if the recipient is a government employee who exercises some influences in the purchasing process of the governmental body. This would certainly apply to anyone who helps establish specifications or is involved in product selection or directs a purchase.
21. INTERLOCAL AGREEMENTS, PURCHASING COOPERATIVES: The DKPH reserves the right to utilize other DKPH contracts, State of Georgia contracts, contracts awarded by other Governmental Agencies, other Boards, or cooperative agreements in lieu of any offer received, or award made as a result of this quote, if it is in the DKPH's best interest to do so.
22. VENUE: Both parties agree that venue for any litigation arising from this contract shall lie in DeKalb County, Georgia.
23. INSURANCE. Prior to beginning work, the successful contractor is required to furnish Certificates of Insurance as may be required by the DKPH and described in the specifications (*Exhibit A*)
24. PERFORMANCE: Prospective vendor must affirmatively demonstrate responsibility through a satisfactory performance record. Each Offeror is required to submit with their quote a list of three (3) references of organizations for which they currently or have provided products/services to within the last three (3) years. The list shall include the company/entity name, address, contact name, and telephone number.

25. PLACES OF BUSINESS: Prospective vendor may be required to furnish evidence in writing that they maintain permanent places of business and have adequate places of business and have adequate equipment, finances, and personnel to furnish the items/services offered satisfactorily and expeditiously.
26. EXCEPTIONS: Offerors taking exception to the terms and conditions or specifications of this quote shall state these exceptions plainly on the Exception Page of the quote document. If no exceptions are indicated on the submitted form, it will be assumed that your quote complies with our document.
27. PRICING: Negotiation may be a part of this process. Therefore, vendors are cautioned to submit their most competitive price for their product and service the first time through on the Proposal Response forms. If the scope of the quote and all other requirements are met initially, there may not be any need for negotiation with any vendor.
28. AWARD: It is the intention of the DKPH to establish a list of as many offerors as successfully respond to this RFQ. DKPH does not guarantee any quantities or dollar amounts relating to this quote, as items and/or services will be purchased on an “as needed” basis with available funding. Purchases will be based upon the DKPH’s needs throughout the period covered by this quote.
29. NOTIFICATION OF AWARD: All vendors properly responding on time to this quote with all of the required documents complete, will be considered for award. The DKPH may elect to issue subsequent quotes and approve additional vendors for the same or similar items/services during the agreement period, if it is determined to be in the best interest of the DKPH.
30. CANCELLATION: DKPH shall have the right to cancel for default all or any part of the undelivered portion of this order/service if vendor breaches any of the terms hereof including warranties of vendor or if the vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any other remedies, which DKPH may have in law or equity.
31. FORCE MAJEURE: If by reason of Force Majeure (unforeseeable circumstances), either party hereto shall be rendered unable wholly or in part to carry out its obligations under this agreement, then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term Force Majeure as employed herein, shall mean acts of God, acts of public enemy, orders of any kind of government of the United States or the State of Georgia or any civil or military authority; insurrections; epidemics; landslides; land sinkage; lightning; earthquakes; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and

people; civil disturbances; explosions; breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability.

32. **ASSIGNMENT DELEGATION:** No right or interest in this contract shall be assigned or delegation of any obligation made by vendor without the written permission of DKPH. Any attempted assignment or delegation by vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
33. **WAIVER:** No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved.
34. **INTERPRETATION PAROLE EVIDENCE:** This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplementing or explaining any term used in this agreement. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to control.
35. **ADVERTISING:** The vendor shall not advertise or publish, without DKPH's prior consent the fact that DKPH has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.
36. **RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he/she may demand that the other party give written assurance of his/her business intent to perform. In the event that a demand is made, and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.
37. **DISCLOSURES:** By signing this quote, a vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the quote submitted. Vendor shall note any and all relationships that might be a conflict of interest and include such information with the quote (Conflict of Interest Questionnaire). By signing this quote, a vendor affirms that, to the best of his/her knowledge, the quote has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other vendors in the award of this quote.

38. **TERMINATION OF CONTRACT:** It is understood that the DKPH retains the option to terminate this Agreement for any reason at the end of each contract year without pecuniary risk or penalty or at any point during the contract term with evidence of just cause. The termination will become effective, and this Agreement shall terminate sixty (60) days prior to the end of the contract year or for just cause. The termination will become effective, and this Agreement shall terminate sixty (60) days following written notification of intent.

39. **CONFIDENTIAL OR TRADE SECRETS** If any of the information is confidential or a trade secret belonging to the vendor and, if release would give advantage to a competitor or vendor, that information should be filed with the quote in a separate envelope marked “CONFIDENTIAL – DO NOT DUPLICATE WITHOUT PERMISSION”.

Acceptance of such materials does not constitute an admission by DKPH that the materials are confidential or a trade secret. **CRIMINAL RECORDS HISTORY:**

The vendor shall insure that all entities with which it contracts shall supply information regarding criminal records history of any employee, agent or consultant who shall be present on DKPH’s property at any time. Under no circumstances shall any entity be allowed to use employees, agents or consultants present on site who have been convicted of a felony or a crime involving sexual misconduct.

40. **COMPETITIVE PROCUREMENT:** This RFQ is part of a competitive procurement process which helps to serve the DKPH’s best interest. Contracts, if awarded, will be awarded to the lowest responsive and responsible Offeror whose quotation conforms to all material requirements of this RFQ. Offerors are encouraged to submit their most competitive pricing. DKPH reserves the right to request clarification of quotations when necessary but is under no obligation to negotiate pricing.

41. **LENGTH OF CONTRACT:** All responses to the RFQ shall be valid for the date of DKPH approval with the possibility of four (4) additional annual renewals between the DKPH and the Vendor.

42. **ACCEPTANCE:** This will be a single or multi-vendor award. DKPH reserves the right to accept or reject any or all of the quotes submitted, waive minor technicalities, and award to the lowest responsive and responsible Offeror most advantageous to the DKPH. Award will be made to the lowest responsive and responsible Offeror meeting all material requirements of this RFQ.

43. **OTHER REQUIREMENTS:** The warranty, general, special terms and conditions, insurance, submittal documents and specifications as stated herein shall apply and shall not be nullified, voided or altered in any way by the inclusion of the Offeror’s pre-printed forms with this Quote or any other document submitted during delivery of product, invoicing, acknowledgement letters, emails, faxes, routing

communications between the contracted parties, of subcontract employees, or third parties unless specifically acknowledged and agreed to in writing by DKPH.

44. **PERFORMANCE.** The responsibility for compliance with this solicitation and the subsequent contract shall be with the submitting Offeror. Awarded Offerors are expected to provide prompt service that is due under this contract including warranties. Past performance of the Offeror may be a factor in awarding future contracts.
45. Any problems or discrepancies that are not covered by the above requirements should be directed to the DKPH Office of Purchasing for a determination or clarification prior to any action taken on said problem or discrepancy. If the Offeror fails to make such request, no excuse will thereafter be entertained for failure to carry out the work in a satisfactory manner. All bidders shall provide detailed explanations of any variances or exceptions the Offeror has with any requirement or terms specified in this RFQ and shall thoroughly explain any alternate service offered. DKPH is not responsible for any costs incurred by the vendor for the preparation or distribution of this bid. Respondents or other authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications before submitting offers. Failure to do so will be at the Offeror's own risk. Proprietary information, if any, submitted to DKPH in response to this bid should be identified as such. Any information identified as proprietary will be handled in accordance with the provisions of the Georgia Open Records Public Information Act as it applies to such information.
46. **DKPH LICENSING PROGRAM:** The DKPH logo cannot be used without the expressed, written permission of the DKPH
47. **PURCHASE ORDER.** Proposer must accept the ordering of services via DKPH purchase order. This portion of the RFQ pertains to the offeror selected for final contract award ("contractor").
48. **INCREASES.** If deemed appropriate by the DKPH, extension period percentages of increase shall be negotiated with the contractor. If a mutual agreement cannot be reached, the DKPH reserves the right to rebid.
49. **ADDITIONAL SERVICES.** DKPH reserves the right to request the contractor to provide additional services not outlined herein. In the event this occurs, compensation will be negotiated at that time.
50. **COST.** Unless otherwise specified herein, the contractor shall be responsible for furnishing all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.
51. **INDEPENDENT CONTRACTOR.** The contractor represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be employed by the DKPH. The sole relationship

between DKPH and the contractor is as established by this contract. The contractor acknowledges responsibility for filing all returns and paying all taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., associated with the performance of the contractual requirements herein, and agrees to indemnify, save, and hold the DKPH, its officers, agents, and employees, harmless from and against, any and all losses, costs, attorney fees, and damage of any kind related to such matters. Upon request, the contractor shall provide DKPH evidence of compliance with these requirements.

52. **COMMUNICATION ON PROJECTS.** The contractor shall fully coordinate its activities in the performance of the contract with those of the DKPH. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the DKPH throughout the contract period.
53. **OWNERSHIP OF MATERIALS.** The contractor shall agree and understand that all reports and material developed or acquired by the contractor as a direct requirement specified in the contract shall become the property of the DKPH. No reports or material prepared, as required by the contract, shall be released to the public without the prior written consent of the DKPH.
54. **INDEMNIFICATION.** The contractor shall understand and agree that DKPH cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect DKPH, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. The insurance shall include an endorsement that adds DKPH as an additional insured.

The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by DKPH or its employees.

55. **CONFIDENTIAL INFORMATION.** Inasmuch as under the contract the contractor may acquire confidential information, the contractor agrees to use such information only for the sole benefit of the DKPH and to keep confidential such information, as well as all information developed in the conduct of the work contracted for including information disclosed by the DKPH to contractor or any other person engaged in the contracted work. The contractor further agrees that all data, technical information, and reports developed by contractor or any person engaged in the contracted work are the property of the DKPH and shall not be disclosed to others at any time or used for any other purpose other than for the sole benefit of the DKPH, and that upon termination of the contract, or at any other time the DKPH requests, the contractor or any other person involved in the contracted work will transmit to the DKPH any written, printed, or other materials embodying such confidential information, including all copies and excerpts thereof, given to, prepared by or for the contractor, or any other person involved in the contracted work. It is further understood and

agreed that this obligation to keep such information confidential shall continue at all times beyond the completion of the contracted work. W-2 tax information would be the most sensitive file the DKPH would send to the contractor (once annually).

56. The contractor shall agree and understand that all exhibits, materials, digital files, artwork, design features and concepts developed as a result of the contract shall become the property of the DKPH, with all rights and interests for present and future publication, display, sale, copyright, or other use as deemed appropriate by the DKPH.
57. **COMPLY WITH APPLICABLE LAW.** The contractor must comply with all existing or future applicable laws, including but not limited to, those pertaining to soy-based ink and recycled paper.
58. **NO EXCLUSIVE ARRANGEMENT.** The contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the DKPH may secure identical and/or similar services from other sources at any time in conjunction with or in replacement of the contractor's service.
59. **VIOLATIONS.** If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the DKPH has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the DKPH shall have the right to cancel the contract Immediately without penalty or recourse and suspend or debar the contractor from doing business with the DKPH. The DKPH may also withhold up to twenty-five percent of the total amount due to the contractor.
60. **AUDIT.** The contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies.
61. **CONTRACT MODIFICATIONS:** With the exception of specifically designated persons in the Office of Purchasing selected for this purpose by the DKPH, employees of the DKPH are not authorized to modify, interpret, or clarify such terms, conditions or specifications, and proposers should not rely on the presentments of employees or agents other than those with express authority to make such presentments.

Sample Standard Contract Document for Professional Services

STATE OF GEORGIA ☐

CONTRACT NO.:

COUNTY OF DEKALB ☐

22-0000-Co000-00

ARTICLE 1 - CONTRACT BETWEEN

This contract is between the DeKalb County Board of Health dba DeKalb Public Health, legally empowered to contract pursuant to the Georgia Health Code and hereinafter referred to as the "DKPH"

and

_____, a _____
located at _____, and hereinafter referred to as the
"Contractor."

This contract, made as of this _____, day of, shall constitute the terms and conditions under which the contractor shall provide _____ on behalf of DKPH.

ARTICLE 2 - CONTRACT PERIOD

This contract shall be effective upon execution and shall be reviewed annually. This contract has (4) annual renewal options unless terminated earlier under other provisions herein.

ARTICLE 3 – DKPH AND CONTRACTOR AGREEMENTS

NOW, THEREFORE in consideration of the mutual covenants herein set forth, it is agreed by and between the parties hereto as follows:

WHEREAS DKPH desires professional _____

And

WHEREAS the contractor has represented to DKPH that they are an organization that is willing and able to provide such services:

DKPH agrees to:

1. Comply with all reasonable requests from the contractor that are necessary for the performance of the duties within the scope of services.
2. Compensate the contractor per Article 7 - Terms of Payment.
- 3.

ARTICLE 4 - CONTRACT MODIFICATION

This contract may be modified by mutual consent at any time, but no modification or alteration of this contract will be valid or effective unless such modification is made in writing and signed by both parties and affixed to this instrument.

ARTICLE 5 - CONTRACT TERMINATION

- A. DKPH may terminate this contract, in whole or in part, for DKPH's convenience, or because of failure of the contractor to fulfill the obligations herein in any respect. DKPH shall terminate by delivering to the Contractor, with at least thirty (30) days' notice, a Notice of Termination specifying the nature, extent, and effective date of termination. The Contractor shall be paid for services rendered up to the date of termination. Notice shall be given in accordance with Article 12 herein.
- B. Notwithstanding the foregoing, this contract is subject to the availability of funds to DKPH to provide reimbursement for services rendered. In the event that the source of reimbursement no longer exists, then this contract shall terminate immediately upon the giving of notice of such to the Contractor, without further obligation of DKPH, and the contractor shall be paid as provided herein for services rendered up to the date of termination. Notice shall be given in accordance with Article 12 herein.

ARTICLE 6 - CONTRACT SUSPENSION

DKPH reserves the right to suspend the contract in whole or in part under this provision, if it appears to DKPH, in its sole discretion, that the contractor is failing to comply with any one or more of the following: (1) the quality of service; (2) the specified completion schedule of Contractor's duties required under this contract; (3) the documentation requirements for proof of reimbursable expenses prior to payment thereof; or (4) the programmatic performance or service deliverables set forth herein. DKPH will send written notice to the Contractor, as notification of DKPH's action under this Article, specifying the nature of the non-compliance and the actions necessary to correct the non-compliance. The Contractor will immediately discontinue services and will have ten (10) calendar days from receipt of such notice to cure, remedy or correct the non-compliance to DKPH's satisfaction. The Contractor will receive no payment for services rendered during the suspension period. If DKPH, in its sole discretion, is satisfied with Contractor's response, DKPH may lift the suspension of the contract, and both parties will resume full performance under the contract. If the Contractor does not provide a satisfactory response to DKPH within the ten (10) day period, then this contract shall immediately terminate without further obligation by DKPH. The Contractor shall be paid up to the date of suspension.

ARTICLE 7 - TERMS OF PAYMENT

In accordance with the Contractor's completed and accepted "Cost Sheet" attached as Exhibit C , the total amount of the contract shall not exceed _____

(\$_____). Assuming satisfactory performance, payments will be made by DKPH to the contractor upon receipt and acceptance of an invoice from the Contractor.

ARTICLE 8 - PUBLICITY

Any publicity given to the program or services provided herein, including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Contractor, shall not identify DKPH as a sponsoring agency without prior approval by DKPH's managing programmatic division/office. In addition, the contractor shall not display DKPH's name or logo in any manner, including, but not limited to, display on Contractor's letterhead or physical plant, without the prior written authorization of DKPH.

ARTICLE 9 - NON-DISCRIMINATION

- A. Non-discrimination in Employment Practices: The Contractor agrees to comply with Federal and State laws, rules and regulations and the Rules and Regulations of the State Personnel Board if applicable relative to non-discrimination in employment practices because of political affiliation, religion, race, color, sex, handicap, age, or national origin.
- B. Non-discrimination in Client/Client Service Practices: The Contractor agrees to comply with Federal and State laws, rules, and regulations relative to non-discrimination in client and client service practices because of political affiliation, religion, race, color, sex, handicap, age, or national origin.
- C. Compliance with Applicable Provisions of the Americans with Disabilities Act: The Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules, and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.

ARTICLE 10- INDEPENDENT CONTRACTOR

The relationship between DKPH and the Contractor shall be that of the owner and an independent Contractor. Nothing contained in this contract shall be construed to constitute the contractor or any of its employees, agents, or subcontractors as a partner, employee, or agent of DKPH.

ARTICLE 11 - SUBCONTRACTS

Any subcontracts or delegation of the authority herein shall be submitted to DKPH for review and approval prior to execution of the subcontract. The Contractor shall specifically identify the proposed work for subcontracting and the proposed subcontractor to complete the subcontracted work. The subcontract will be null and void if entered into without the express, written consent of DKPH.

The Contractor specifically agrees to be responsible for the performance of any subcontractor or other duties delegated and all provisions of this Contract. The Contractor will ensure that the subcontractor both understands and abides by all pertinent provisions of this contract and all regulations applicable to the subcontractor. The Contractor agrees to reimburse DKPH for any federal, state, county or local audit disallowances arising from the subcontractor's performance or non-performance of duties under this contract which are delegated to the subcontractor.

ARTICLE 12 - NOTICE

All notices and other communications required or permitted under this contract shall be in writing and shall be deemed given when delivered personally or five days after being sent by registered mail, postage prepaid, and addressed as follows:

DKPH: Bjay Wylde
Chief Operating Officer
DeKalb Public Health
445 Winn Way, PO Box 987
Decatur, Georgia 30030
Email: bjay.wylde@dph.ga.gov

Contractor: _____

ARTICLE 13 - GEORGIA LAWS GOVERN

This contract shall be governed by, construed, and enforced in accordance with the laws of the State of Georgia. The Contractor certifies that it is not currently engaged in a boycott of the nation of Israel and that it will not engage in such a boycott for the duration of this contract as defined in O.C.G.A. § 50-5-85.

ARTICLE 14 - VENUE

This contract shall be deemed to have been made and performed in DeKalb County, Georgia. For the purposes of venue, all suits or causes of action arising out of this contract shall be brought in the courts of DeKalb County, Georgia.

ARTICLE 15 - SOLE AGREEMENT

This contract constitutes the sole agreement between the parties. No representation oral or written not incorporated herein shall be binding upon the parties.

ARTICLE 16 - RECORDS

Contractor shall keep and maintain appropriate accounts and financial records pertaining to costs incurred on this contract in a manner consistent with applicable Federal, State or Local agencies' regulations. The Contractor shall make these records available for audit as may be required by appropriate Federal, State, or Local agencies, statutes, and regulations. Such records shall be held for a retention period of three (3) years from the date of the last payment or until any pending litigations, claims, or audit findings are resolved.

**ARTICLE 17 - CERTIFICATION REGARDING LOBBYING, DEBARMENT,
SUSPENSION & DRUG-FREE WORKPLACE**

Contractor certifies compliance with certification requirements as identified at 34 CFR Part 82 and 85 by signing Exhibit D attached to this contract.

**ARTICLE 18 – IMMIGRATION AND SECURITY REFORM AND CONTROL ACT
COMPLIANCE (if applicable)**

Contractor agrees that throughout the performance of this contract it will remain in full compliance with all federal and state immigration laws, including but not limited to provisions 8 USC § 1324a and Act 457 of the 2006 Session of the Georgia General Assembly (Georgia Security and Immigration Compliance Act, effective July 1, 2007) regarding the unlawful employment of unauthorized aliens and verification of lawful presence in the United States. The Contractor will ensure that only persons who are citizens or nationals of the United States or non-citizens authorized under federal immigration laws are employed to perform services under this contract or any subcontract hereunder. (Titles 13, 16, 35, 42, 43, 48, and 50 of the Official Code of Georgia Annotated, enacted effective July 1, 2007).

Contractor further certifies by executing Exhibit E, The Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1), it will comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act O.C.G.A. 13-10-90 et.seq. The Contractor further agrees to include the provisions contained in the foregoing paragraph in each subcontract for services hereunder. The Contractor shall not retaliate against or take any adverse action against any employee or any subcontractor for reporting or attempting to report, a violation(s) regarding applicable immigration laws.

ARTICLE 19 - BOARD REPRESENTATIVE

For purposes of administering this contract, DKPH shall be represented by the Director of Health, as Chief Executive Officer of DKPH, or his designee. Said Director/Chief Executive Officer shall, in accordance with the By-Laws of Board, act on behalf of DKPH in receiving notices and in performing the functions of Board as required by this contract.

ARTICLE 20 - AIDS POLICY

Contractor agrees, as a condition to the provision of services to DKPH's clients/patients, not to discriminate against any client/patient who may have AIDS or be infected with Human Immunodeficiency Virus (HIV). The Contractor is encouraged to provide or cause to be provided appropriate AIDS training to its employees and to seek AIDS technical advice and assistance from the appropriate division or office of DKPH, as the Contractor deems necessary. The Contractor further agrees to refer those clients/patients requesting additional AIDS-related services or information to the appropriate county health department.

ARTICLE 21 - CONTRACTOR COMPLIANCE WITH STATE AND FEDERAL LAWS, RULES, REGULATIONS, AND STANDARDS

Contractor agrees that all work done as part of this contract will comply fully with all administrative and other requirements established by applicable federal and state laws, rules and regulations, and assumes responsibility for full compliance with all such laws, rules, and regulations, and agrees to fully reimburse DKPH for any loss of funds or resources resulting from non-compliance by the Contractor, its staff, agents, or sub the Contractor as revealed in any subsequent audits. The Contractor understands that the following items specifically apply to this contract, but do not exclude any other applicable federal or state laws or requirements.

- A. 45 CFR Part 74; as used in this contract, the word The Contractor is synonymous with the word Subgrantee as used in this Code of Federal Regulations.
- B. Fair Labor Standards Act of 1938, as amended.
- C. Public Health Service Act, Title X (42CFR, Subpart A, Part 59), Section 1001 P.L. 78-410.

ARTICLE 22 - INDEMNIFICATION

Contractor shall defend, indemnify, and hold harmless DKPH, its members, employees, agents, contractors, and officials, for any claims, charges or suits that arise due to the Contractor's error, omission, negligence, or acts.

ARTICLE 23 - NON-SMOKING POLICY FOR CHILDREN'S SERVICES

Contractor agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by the contractor and used routinely or regularly for the provision of health care, daycare, early childhood development services, education or library services to children under the age of 18. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty up to \$1,000.00 for each violation and/or the imposition of an administrative compliance order on the Contractor.

ARTICLE 24 - CONFLICT OF INTEREST

Contractor represents that the provisions of the Official Code of Georgia Annotated, Section 45-10-20 through 45-10-28, as amended, which prohibit and regulate certain transactions between certain State officials, employees, and the State of Georgia, have not been violated and will not be violated in any respect during the pendency of the contract.

[Signature Page to Follow]

IN WITNESS WHEREOF, the parties have each hereunto affixed their signatures the day and year first written below.

Contractor Execution

Signature

Printed Name

Title

Date

**DeKalb County Board of Health dba
DeKalb Public Health**

Lynn A. Paxton, M.D., M.P.H
Interim District Health Director
District 3-5

Date

ATTEST:

Monica M. Bradshaw
Internal Services Manager

Date

**INFORMATION REQUESTED TO ASSIST
IN THE DETERMINATION OF RESPONSIBILITY**

Bidders shall provide the following information on attached sheets; this information shall be submitted with the bid in the format specified. Provide the response, to each section of the information, on a separate sheet of paper, preferably typewritten, and attached to the bid at the time it is submitted. Failure to provide information requested in complete and accurate detail may result in rejection of the bid.

1. History and Organizational Structure of the Firm

Provide a cover letter introducing the company and including the corporate name, address and telephone number of the corporate headquarters and local office. **The name and phone number of one individual who will be the company's primary contact with DeKalb Public Health for contract negotiation and the name of the project manager.** A brief history of the company and the present organizational structure of the firm describing the management organization, permanent employees by discipline, and this project's coordination structure; if the firm is a partnership, indicate the name of all partners; if incorporated indicate where and when. If the Contractor has changed names or incorporation status within the last five (5) years, then please list all of such preceding organizations and a brief reason for the change. Contractor shall also provide a business license indicating that the Contractor can conduct business in DeKalb County, Georgia. Further, Contractor shall provide documentation showing that the Contractor is properly registered to conduct business in the State of Georgia. Contractor acknowledges and agrees that any business license and registration must remain current for the duration of the contract and such documents are material term to this agreement.

2. References

List as references (names, addresses, contact persons and toll-free phone numbers) a minimum of three (3) government municipalities or other clients of similar size and nature to DeKalb Public Health for which a project comparable to the scope of this project was completed.

3. Subcontractors

Indicate the names and addresses and degree of utilization of any and all subcontractors which would be used in the performance of this contract.

4. Previous Default

Indicate if you or any predecessor organization have ever defaulted on a contract or denied a bid due to non-responsibility to perform. If so, provide the facts and circumstances. If your firm or any successor organization is now involved in any litigation or in the past ten (10) years have been involved in litigation with owners, please list the parties to the litigation, the civil action number and a brief explanation of the matter

COST SHEET

Item	Unit	Unit Price
Scheduled Courier Route	Per Scheduled Route	\$
Estimated Annual Cost (208 Routes)	Annual	\$

Item	Unit	Unit Price
On Demand Pickup (Non-Evaluated)	Per Pickup	

*The unit price for the Scheduled Courier Route shall include all labor, personnel, supervision, vehicles, fuel, insurance, equipment, insulated coolers, reusable ice packs, supplies, overhead, profit, and all other costs necessary to perform the services described in this RFQ. No additional charges will be accepted unless specifically requested and approved in writing by DKPH.

*Pricing shall be based on an estimated annual quantity of 208 scheduled routes (4 scheduled routes per week $\times$ 52 weeks). This estimate is provided for evaluation purposes only and does not guarantee the actual number of routes. Payment will be based on actual services performed.

*Award will be made to the lowest responsive and responsible Offeror whose quotation conforms to all material requirements of this RFQ. DKPH reserves the right to reject any or all quotations, waive informalities, and cancel the solicitation when determined to be in the best interest of the agency.

Contractor: _____

Signature: _____

Print: _____

Date: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH THE QUOTE

Certificates of Insurance

Along with the contract documents sent to Board for execution, Contractor shall furnish Certificates of Insurance from companies doing business in Georgia or written evidence of self-insurance and acceptable to DKPH covering:

- (a) Statutory Workers' Compensation Insurance, or proof that Contractor is not required to provide such coverage under State law. Contractor agrees to confirm that all subcontractors likewise carry statutory Workers' Compensation Insurance, and to provide proof of such confirmation to Board.
- (b) Professional liability insurance on the services in this contract with limit of one million dollars (\$1,000,000).
- (c) Comprehensive liability insurance covering all operations and automobiles;
 - (1) With limits of \$100,000/300,000 bodily injury.
 - (2) With limits of \$100,000 property damage.
- (d) "Umbrella" or "excess" coverage cannot be used to reach limits stated in (b) and (c).

Certificates of insurance must be executed in accordance with the following provisions:

- (a) Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract;
- (b) Certificates to contain the location and operations to which the insurance applies;
- (c) Certificates to contain the following clause:

"Re: change or cancellation. Policy certified will not be changed or cancelled without ten (10) days prior notice to the DeKalb County Board of Health, as evidenced by return receipts of registered or certified letters."

- (d) Certificates to contain endorsement incorporating indemnification agreement assumed by the Contractor further agree as follows:

- (1) On the front of the certificate, the certificate is to contain the following clause:

"Re: Indemnification Agreement. Contract liability is included. See Indemnification Agreement clause on the reverse side of the certificate.";

- (2) Type the following indemnification agreement statement on the reverse side of the certificate:

EXHIBIT D

Certificates of Insurance

"The Contractor shall defend, indemnify and hold harmless DKPH for any claims, charges or suits that arise due to the Contractor's error, omission, negligence or acts."

(e) Contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

**CORPORATION WITHOUT CORPORATE SEAL
STATEMENT OF CORPORATE RESOLUTION**

I, _____, certify the following:
(Secretary, Board of Directors)

WHEREAS, I am duly elected and authorized secretary of

_____, organized and
(Name of Corporation)

incorporated to do business under the laws of the State of Georg

WHEREAS, said Corporation has through lawful resolution of the Board of Directors of the Corporation duly

authorized and directed _____, in his/her official capacity
(Name of Individual)

as _____,
(Must be President, Vice-President, Chief Executive Officer, or Assistant Secretary), of the Corporation, to enter and execute this written contract with the DeKalb County Board of Health dba DeKalb Public Health, for the

provision of _____ services
for the period

beginning upon full execution and ending _____, and be it further

RESOLVED, that the foregoing resolution has not been rescinded, modified, amended, or otherwise changed in anyway by the Board of Directors, since the adoption thereof, and is in full force and effect on the date hereof.

IN WITNESS WHEREOF, I have set my hand and seal this ____ day of _____, 20____.

Signature (Representative, Board of Directors)

Typed Name of Individual Signing

Title of Individual Signing

End of Exhibit E

**CONSOLIDATED CERTIFICATE REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE
WORKPLACE REQUIREMENTS**

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - L.L.L. "Disclosure Form to Report Lobbying", in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclosure accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110:

- A. The Applicant certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period proceeding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**CONSOLIDATED CERTIFICATE REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE
WORKPLACE REQUIREMENTS**

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 35, Sections 85.605 and 85.610:

A. The applicant certifies that it will or will continue to provide a drug-free workplace.

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees about

-

- (1) The dangers of drug abuse in the workplace.
- (2) The grantee's policy of maintaining a drug-free workplace.
- (3) Any available drug counseling, rehabilitation, and employee's assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendars' days after such conviction.

e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (dX2), with respect to any employee who is so convicted -

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f),

**CONSOLIDATED CERTIFICATE REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE
WORKPLACE REQUIREMENTS**

- B. The Grantee may insert in the space provided below the site(s) for the performance of work done

in connection with the specific grant:

Place of Performance: (street address, city, county, state, zip code).

Check ☐ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implement at 34 CFR Part 85, Section 85.605 and 85.610 -

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to Director, Grants and Contract Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature

Date

End of Exhibit F

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor(s) Name: _____

Address: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13- 10-91, stating affirmatively that the individual, firm, or corporation which is registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E- Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the DeKalb Public Health within five (5) business days after any subcontractor(s) is/are retained to perform such service.

E Verify™ Company Identification Number_____
Date of Authorization_____
BY: Authorized Officer or Agent_____
Date (Name of Person or Entity)

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

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

* **or any subsequent replacement** 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, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

End of Exhibit G

REFERENCES

In the space provided below, please list a minimum of three (3) references giving the name, address, phone, email address, and contact person of companies, organizations, or agencies for whom you have provided services similar to those listed in this RFQ.

Company Name	
zAddress	
Phone Number	
Contact Person	
Email Address	

Company Name	
Address	
Phone Number	
Contact Person	
Email Address	

Company Name	
Address	
Phone Number	
Contact Person	
Email Address	

Company Name: _____

Signature of Authorized Company Official: _____

Title: _____

Date: _____

End of Exhibit H