

RFP REGISTRATION

You MUST register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Administration Department as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

RFP Number and Title: 2017-01, Town of Edisto Beach Information Technology Services

Description: Provide cloud-based 7/24/365 information technology (IT) support and services and assume overall IT responsibility for all departments in the Town for a three/five year period.

Receiving Period: March 30, 2017 prior to 2:00 p.m. (Please note that UPS and Fed EX do not guarantee next day delivery before 2 pm in this zip code)

RFP Opening: March 30, 2017, 2:00 p.m.

This form is for RFP registration only. Please scroll down for additional information.

**VENDOR REGISTRATION
FAX THIS FORM BACK IMMEDIATELY
FAX: (843) 869-3855**

Carefully complete this form and mail or fax it to the Administration Department. You must submit one form for each RFP that you are registering.

Company Name: _____

Contact Person: _____

Mailing Address: _____

City: State: Zip Code: _____

Phone: Fax: E-mail: _____

Cut along the outer border and affix this label to your sealed RFP envelope to identify it as a "Sealed RFP". Be sure to include the name of the company submitting the RFP where requested.

SEALED RFP • DO NOT OPEN

SEALED RFP NO.: 2017-01

RFP TITLE: Town of Edisto Beach IT Services

DUE DATE/TIME: March 30, 2017, 2:00 p.m.

SUBMITTED BY: _____
(Name of Company)

DELIVER TO: Town of Edisto Beach - Administration Department
2414 Murray Street
Edisto Beach, South Carolina 29438



**Town of Edisto Beach
Administration Department
Iris Hill
RFP #2017-01**

Town of Edisto Beach Information Technology Services

The purpose of this RFP is to solicit proposals from vendors to provide us with an IT Service Management solution and the associated implementation services. We will consider proposals from single vendors or from multiple vendors working as a team. The ideal vendor(s) will be an established solution vendor with an industry-recognized solution for IT Service Management that meets our specific requirements as documented in the RFP. Sealed RFPs will be received in the Administration Department, **prior to 2:00 p.m., March 30, 2017**. RFPs will be opened at 2:00 p.m., September 23, 2013.

Background

The Town of Edisto Beach has approximately 31 full-time employees, 23 computers and 5 servers. Town employees are located in 2 primary areas. Computers range from desktops to tablets.

The Town's standard network operating system is Windows Server 2012 with the associated software-Symantec Antivirus Corporate Edition, VERITAS Backup Exec 9.1 and the standard desktop operating system is Windows 12, with the following associated software-Symantec Antivirus, Adobe Acrobat, Firehouse, INCODE, MCCI Laserfiche, etc. The data backbone is a Dell PowerEdge R430 server.

We are looking for an IT Service Management Solution that best meets our requirements, and the associated implementation services to make it operational at the Town of Edisto Beach, within the budget available to the Town of Edisto Beach.

Budget

The Town's computers are on a five year replacement schedule. The budget is approximately \$52,000 which does not include the cost of computer hardware and software replacement.

Services

Vendor must be qualified to provide software consulting, information technology support services, management information services, computer technology support services, website services and related professional services.

Vendor will operate as an independent contractor and the Town shall pay a monthly fee for services. Vendor is expected to provide onsite and remote support. Vendor will provide the Town with a schedule showing when vendor will be onsite. Vendor must be capable of providing IT support and operate a service desk or comparable service. Although most service orders are generated during normal business hours (8 a.m.-4:30 p.m. Monday through Friday), vendor must be capable of providing support services 24/7 either in person or by remote access. Remote access is preferable from a cost efficient standpoint.

Additional services may be required on an as needed basis according to vendor fee schedule. A website component should be included as vendor will be tasked with designing, maintaining and hosting website.

Vendor must be capable of providing feedback and advice on the purchase of software and hardware components and products. Vendor must be capable of working with the Finance Department in developing an annual budget based on the needs of the Town.

Evaluation Procedures

The Administrator and other staff will evaluate submitted proposals. The evaluators will consider how well the vendor's proposal meets the needs of the Town and described in the responses. It is important that the responses be clear and complete. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather is intended to help the Town select the vendor with the best combination of attributes, including price. The Town reserves the right to require that a subset of vendors make a presentation.

Attached are important instructions and specifications regarding responses to this RFP. Failure to follow these instructions could result in RFP disqualification.

Questions regarding this bid should be in writing and should reference the above Bid number. Submit all questions to **Maxine Burton, Financial/Budget Analyst, via E-mail mburton@townofedistobeach.com** or fax to **(843) 869-3855** by **March 30, 2017**.

RFPs may be mailed, express mailed or hand delivered to:

**Town of Edisto Beach
Administration Department
2414 Murray Street
Edisto Beach, South Carolina 29438
(843) 869-2505**

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VENDOR INSTRUCTIONS AND GENERAL INFORMATION

VENDOR INSTRUCTIONS: To ensure acceptance of this RFP, follow these instructions.

RFP DOCUMENTS MUST BE DELIVERED TO THE ADMINISTRATION DEPARTMENT PRIOR TO 2:00P.M. ON THE DATE SPECIFIED. THERE WILL BE NO EXCEPTIONS.

1. **EXECUTION OF RFP:** RFP must contain an original signature of an authorized representative in the space provided on the signature page. RFP must be typed or printed in black ink. Erasable ink is not permitted. Corrections made by vendor to any RFP entry must be initialed by the person who signs the RFP.
2. **RFP OPENING:** It is the responsibility of the vendor to assure that their RFP is delivered at the proper time and place prior to the RFP opening. All RFP openings shall be public, at 2:00 p.m., on the date specified in the Notice to Vendors. RFPs, which for any reason are not so delivered, will not be considered. **RFP SUBMITTAL FORMS USING FACSIMILE OR EMAIL WILL NOT BE ACCEPTED.**

NOTE: Vendors may call the Administration Department for results. The telephone number is (843) 869-2505 extension 212. RFP files may be examined during normal working hours by appointment.

3. **TAXES:** Vendors are responsible for the payment of any applicable taxes that are connected to the purchase of any materials or subcontractors used in the execution of this RFP.
4. **INVOICING AND PAYMENT:** The successful vendor shall submit a properly certified invoice to the Town at the prices bid. **An original invoice shall be submitted to the appropriate User Department at 2414 Murray Street, Edisto Beach, South Carolina, 29438.** The vendor shall include the RFP number and/or the purchase order number on all invoices. Invoices will be processed for payment when approved by the user department.
5. **CONFLICT OF INTEREST:** All vendors must disclose, with their RFP, the name of any officer, director or agent who is also an employee of the Town or any of their agencies. Furthermore, all vendors must disclose the name of any Town employee who owns, directly or indirectly, any interest of any amount in the vendors' firms or any of their branches.
6. **WARRANTY:** Unless otherwise specified, the vendor agrees that the services furnished under this RFP shall be covered by the most favorable commercial warranty the vendor gives to any customer for comparable services, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Town by any other provision of this RFP.
7. **ADDENDUM:** Any changes in the RFP shall be made in the form of a written addendum by the User Department. No other person shall be authorized to make

changes verbally or in writing. If an addendum is issued, the addendum sheet must be signed by the vendor and faxed to (843) 869-3855.

8. **LIABILITY:** The vendor shall hold and save the Town, its officers, agents and employees harmless from liability of any kind in the performance of this RFP and against claims by third parties resulting from the supplier's breach of contract or the supplier's negligence.
9. **PATENTS AND ROYALTIES:** The vendor, without exception, shall indemnify and save harmless the Town and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented or non-patented invention, process, or article manufactured and used in the performance of this RFP. If the vendor uses any design, device or material covered by letters, patent or copyright, it is mutually agreed and understood without exception that the RFP prices shall include all royalties or cost arising from the use of such design, device or material in any way involved in the work.
12. **SEALED RFP:** All RFP submittals must be completed and submitted in a sealed parcel. **(DO NOT INCLUDE MORE THAN ONE RFP SUBMITTAL PER ENVELOPE. RFP SUBMITTAL SHALL INCLUDE ONE (1) ORIGINAL)** The **Original** RFP submittal(s) shall be submitted on the forms provided by the Town of Edisto Beach. All RFPs are subject to the conditions herein; failure to comply will subject to rejection.

GENERAL INFORMATION

1. **DEFINITIONS:** The term "Town" means the Town of Edisto Beach, South Carolina, and its authorized designees, agents or employees.
2. **AWARD(S):** The award of this RFP shall be based on lowest, responsive RFP meeting specifications and other criteria as specifically called out in this document. As the best interest of the town may require, the right is reserved to make award(s) by individual item, group of items or as indicated in the RFP form; to reject all RFPs or waive any minor irregularities or technicalities in RFPs received. The Town will not accept the RFP of vendors who are delinquent in the payment of taxes, licenses, or any other money due by them to the Town. This solicitation does not commit the Town to award a vendor or to pay for any costs incurred in the preparation of the RFP; or to procure or contract for any articles of goods or services. In determining the lowest responsive and responsible vendor, in addition to price, the following may be considered:
 - The ability, capacity, equipment and skill of the vendor to fulfill the contract. Whether or not the vendor can fulfill the contract within the time specified, without delay or interference.
 - The character, integrity, reputation, judgment, experience and efficiency of the vendor.

- The previous and existing compliance by the vendor with laws and ordinances relating to the contract.
 - The sufficiency of the financial resources to fulfill the contract to provide the goods and/or services.
 - The quality, availability and adaptability of the suppliers or contractual services to the particular use required.
 - The ability of the vendor to provide future maintenance and service, as required or needed.
 - The number and scope of conditions attached to the RFP.
 - Whether the vendor has failed to fully perform prior contracts to the Town's satisfaction, or is past due, delinquent, or owes the Town any money of any type.
3. **NON-CONFORMANCE TO RFP CONDITIONS:** Services not delivered as per delivery schedule in RFP and subsequent contract may result in vendor being found in default, in which event any and all re-procurement costs may be charged against the defaulting vendor. This non-conformance to RFP conditions may result in immediate cancellation of the contract.
 4. **ASSIGNMENT:** Any contract issued pursuant to this RFP and the monies which may become due herein is not assignable except with the prior written approval of the Town Administrator.
 5. **DISPUTES:** In the event of any doubt or difference of opinion as to the methods provided herein, or the level of performance rendered, the decision of the user department director shall be final and binding on both parties.
 6. **PLACING OF ORDERS:** The award of this RFP does not constitute an order. Before any services can be performed, the successful vendor must receive written or oral notification in accordance with the practices of the User Department.
 7. **PRECEDENCE:** Any requirement set forth in any section of the RFP documents shall be binding as if called for by all sections. If there is a difference in the terms anywhere in this document, the most restrictive shall prevail.
 8. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or RFP price sheets that change the intent of the RFP will cause the RFP to be non-responsive and the RFP will not be considered. The Town Administrator shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the RFP.
 9. **TERMINATION/SUSPENSION:** The Town Administrator reserves the right to terminate or suspend the award of this RFP, in whole or in part, when it is in the best interest of the Town to do so. The Town Administrator will notify the firm, in writing, of any such action with notice of the effective date of termination or suspension. This notice shall also specify the state of the work at the time of termination or suspension. If the User Department determines that the performance of the vendor does not comply with the RFP requirements, the division may:

- a. Immediately suspend the work; and
 - b. Notify the vendor of the non-performance with a requirement that the deficiency be corrected within ten (10) days of notification.
10. **PLANS AND SPECIFICATIONS:** The specifications and other RFP documents upon which the prices in the firm's RFP proposal are based on, are hereby made a part of the purchase order by reference hereto.
11. **UNAUTHORIZED ALIEN(S):** The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The Town shall consider the employment or utilization of unauthorized aliens a violation of Section 274A (e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the Town.

Employers may avail themselves of a program by the U.S. Immigration and Customs Enforcement called E-Verify. E-Verify is an Internet-based system operated by U.S. Citizenship and Immigration Services (USCIS), part of the Department of Homeland Security (DHS), in partnership with the Social Security Administration (SSA). E-Verify is currently free to employers. E-Verify provides an automated link to Federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers.

If your company wishes to avail themselves of this program, you can register online for E-Verify at <https://www.vis-dhs.com/EmployerRegistration>, which provides instructions for completing the registration process. At the end of the registration process, you will be required to sign a Memorandum of Understanding (MOU) that provides the terms of agreement between you as the employer, the SSA, and DHS. An employee who has signatory authority for the employer can sign the MOU. Employers can use their discretion in identifying the best method by which to sign up their locations for E-Verify. To find out more about E-Verify, please visit www.dhs.gov/e-verify or contact USCIS at **1-888-464-4218**.

12. **ANNUAL APPROPRIATIONS:** The vendor acknowledges that the Town, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted or the reduction of revenues for those budgeted agreements that may be available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the

Town's performance and obligation to pay under this agreement is contingent upon annual appropriation.

13. The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

SPECIAL INFORMATION

1. **PERMITS:** The Vendor is responsible for obtaining all licenses. The costs for any licenses shall be the responsibility of the Vendor.
2. **INSURANCE:** The Vendor is responsible for procuring and maintaining for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, his agents, representatives, employees, or subcontractors. A Certificate of Insurance evidencing referenced coverages is to be submitted to the Town of Edisto Beach prior to being awarded any business.
3. **SAFETY:** The Vendor is responsible for providing for the safety of all Vendor's personnel working in the Project Area.
4. **WORK AREA CLEAN-UP REQUIREMENTS**
 - a. During the progress of the Work, the Vendor shall keep the premises and maintained travel lanes free from accumulations of waste, discarded or surplus material, rubbish and other debris or contaminates resulting from the Work.
 - b. Following completion of the Work, Vendor shall remove all waste material, rubbish and debris from and about the premises as well as all tools, appliances, construction equipment, machinery and surplus material. The vendor shall leave the site clean and ready for occupancy by the Town at substantial completion of the Work.
5. **WARRANTY:** The Vendor shall warrant against all defects in material and workmanship for a period of one year after acceptance.
8. **INVOICE PAYMENTS**

By signing and submitting an invoice the Vendor certifies that all work and/or materials have been completed in accordance with the Contract Documents.

SCOPE OF WORK

The Town is seeking a qualified company to provide cloud-based 7/24/365 information technology (IT) support and services and assume overall IT responsibility for all departments in the Town for a three/five year period. The Town IT environment is made up of:

- 4-sites
- 23-PC's
- 5-servers

The IT services include, but are not limited to, the following:

- Hosted Desktop/Managed Services
- Network (Switches, routers, firewalls)
- Workstations (Relevant desktop operating systems and software)
- Servers (Relevant server operating systems and software)
- Security (Understand and provide recommendations)
- Email
- Data Backup
- Proactive monitoring of all systems
- Provide budgetary guidance and Town IT planning
- Provide regular reports and recommendations from those findings
- Provide ad-hoc solution consulting
- Provide attendance at departmental meetings
- Operate company staffed Service Desk and provide response levels and escalation process
- Own company data center, with redundant data center relationship(s) or provide alternative
- Provide vendor coordination assistance, as needed
- Have company staffed Project Management Team- (Include the method and approach used to manage the overall project and client correspondence)
- Website management
- Disaster recovery

The following requirements are set forth for prospective vendors. Responses must include a narrative description of all the following capabilities that must be offered:

Company Overview

Provide the following for your company:

- Official registered name, address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone and fax numbers.
- Brief history, including year established and number of years your company has been offering Information Technology services

References

Provide at least 3 current references preferably from local governments:

- References (which includes a contact name, phone number and email address)
- Clients where you have experience supporting under 30 PCs

Staff Information

Include biographies and relevant experience of key staff and management personnel who would provide support to the Town. Provide name(s) of engineer(s) assigned to Edisto Beach.

Background Checks

- Verify that all company employees have passed an employer background and credit check.
- Certify that all approved engineers and key support staff have:
 - Completed the Criminal Justice Information System (CJIS) Security & Awareness Training Course for the Level 1 CJIS Security Test.
 - Been fingerprinted to verify no criminal history and meet all requirements for administration of that portion of computer systems and network infrastructure interfacing directly or indirectly with the DCIN network for the Interstate exchange of criminal history/criminal justice information

Company Information

- How many years in business
- Head Quarters and regional locations
- How many years providing IT solutions
- # of full time employees

- How many engineers, sales, admin, project management, application development, etc.

Managed Services Experience

- List all managed services your company currently offers and have installed with clients.
- List an example of local government clients that currently use your managed services
- List current managed services customers that the town could visit to observe the solution.
- Does the company own the data center used for hosted services?
- How many engineers are within a two-hour drive time to the Town? Are there any engineers located locally?
- Local Government Virtual Chief Information Officer Certifications (VCIOs)

Cloud Experience

- List all cloud services your company currently offers and have installed with clients.
- List an example of local government clients that currently use your hosted desktop solution
- Please list current hosted desktop clients that the town could visit to observe the solution.
- Where is the data center located that contains your hosted desktop solution?
- Prior to vendor selection, will you agree to a tour of your data center that will house the hosted desktop solution?
- Where are the physical locations that may contain backups of your client's hosted desktop information?
- What is the level of power redundancy in your data center?
 - Dual power feeds?
 - Dual UPS? What down time can they support?
 - Auto-motor generator backup power?
- Project Management Experience
 - List the dedicated project management staff and their current PMI certifications, i.e. PMP, CAPM, etc. who would be responsible for onboarding, implementation, training, and acceptance of IT projects for the Town.
- Technical Certifications
 - List your company's engineers with Certified Government CIO (CGCIO) certifications.
 - List the # of engineers and their individual networking certifications

- List the # of engineers and their individual server certifications
- List the # of engineers and their individual storage certifications
- List the # of engineers and their individual desktop certifications
- List the # of engineers and their individual security certifications
- List the # of engineers and their individual cloud technology related certifications

Website

- List all website services your company currently offers and has installed for clients.
- Provide links to sample websites for observation by the Town.

Management

Based on your understanding of the Town's needs, explain how your company is best suited to provide the services required and why your company should be selected. Provide a narrative of your proposed management and service solution for the Town.

By signing this proposal, vendor certifies site visit, verifies site conditions and dimensions, and is responsible for the complete work pertaining to site conditions. It is the responsibility of the vendor to verify conditions provided by the Town.

RFP NO. 2017-01

RFP TITLE: Town of Edisto Beach Information Technology Services

MONTHLY COST _____

(Vendor fee schedule must accompany cost)

VENDOR:

Authorized Representative

ADDRESS:

TELEPHONE:

CELL PHONE:

FAX:

EMAIL:

By signing this I, _____ certify I have performed a site visit, verified site conditions and dimensions, and am responsible for the complete work pertaining to site conditions. It is my responsibility to verify any conditions provided by the Town.

Signed

Date

Print

Addendum Sheet

RFP NO. 2017-01

RFP TITLE: Town of Edisto Beach Information Technology Services

VENDOR: _____
Authorized Representative

ADDRESS: _____

TELEPHONE: _____

CELL PHONE: _____

FAX: _____

EMAIL: _____

The Vendor acknowledges receipt of the following addendum by signing and dating below.

Addendum No.	Date	Signature

BIDDER: _____

Bid No. _____

NON-COLLUSION OATH

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, its agents, servants, and/or employees, to the best of its knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or itself, to obtain information that would give the Bidder any unfair advantage over others, nor have it colluded with anyone for an on behalf of the Bidder, or itself, to gain any favoritism in the award of the Contract herein.

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 2013

NOTARY PUBLIC FOR THE

STATE OF _____

My Commission Expires: _____

Print Name: _____

Address: _____

Phone Number: _____

Authorized Signature of Bidder

Please print Bidder's Name and Address:

(Note: Notary seal required for Out of State Bidder)

BIDDER _____ BID NO. _____

DRUG-FREE WORKPLACE AFFIDAVIT

I certify to comply with the Drug-Free Workplace Act, Section 44-107-10 et. Seq. of the South Carolina Code of Laws to provide a drug free workplace. (This clause applies to any resultant contract of \$50,000.00 or more). The State of South Carolina has amended Title 44, Code of Laws of South Carolina, 1976, relating to health, by adding Chapter 107, so as to enact the Drug-Free Workplace Act.

Date: _____

Vendor: _____

Address: _____

Telephone _____

By _____

(Signature)

Failure to Furnish This Affidavit Will Result in the Delay of Contract

BIDDER: _____

BID NO: _____

COMPLIANCE WITH ILLEGAL IMMIGRATION ACT

By signing a bid/proposal, the Bidder/Offeror certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of South Carolina Code of Laws and agree to provide to the State upon requires any documentation required to establish either; (a) that Title 8, Chapter 14 is inapplicable to the Bidder/Offeror and its subcontractors or sub-subcontractors; or (b) that the Bidder/Offeror and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14.

Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this Chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the Court or imprisoned for not more than five years, or both."

Bidder/Offeror agrees to include in any contracts with subcontractors, language requiring subcontractors to (a) comply with applicable requirements of Title8, Chapter 14, and (b) include in its contracts with the sub-contractors languor requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

Bid No: _____

Project Name: _____

Contractor/Vendor Name: _____

Address: _____

Authorized Representative Name and Title: _____

Signature of Authorized Representative: _____

Witness (Print Name and Sign) _____

BIDDER: _____ BID NO. _____

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

(For Contractors/Vendors Other Than Individuals)

Edisto Beach requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub recipients of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements, subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By Signing this document, the Contractor/Vendor hereby certifies its commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded programs or activity administered by the sub-recipient and/or its contractors.

Bid No: _____

Project Name: _____

Contractor/Vendor Name: _____

Address: _____

Authorized Representative Name and Title: _____

Signature of Authorized Representative: _____

Witness (Print Name and Sign): _____

BIDDER: _____

BID NO. _____

GOOD FAITH AFFIDAVIT

Minority/Women/Disadvantaged Business enterprise (M/W/DBE) Compliance Provisions

It is the policy of Edisto Beach to provide minorities, women and disadvantaged business enterprises equal opportunity for participating in all aspect of the Town's contracting and procurement programs, including but not limited to, employment and construction projects consistent with the state laws. It is further the town's policy to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veterans' status. It is further the policy of the Town to conduct its contracting and procurement programs so as to prevent discrimination and to resolve any and all claims of such discrimination.

1. Minority, women-owned, disadvantages businesses, that reasonably could have been expected to submit a quote and that were known to the contractor, were contacted utilizing Federal, State and/or Local Government minority registry list(s). Contacts were made at least 10 days, or within a reasonable amount of time, before the submittal date, and the subcontractors were notified of the nature and scope of work to be performed.
2. The construction plans, specifications, and requirements have either been available for review by prospective minority, women-owned, disadvantaged businesses, or have been provided to them at least 10 days or within a reasonable amount of time, before the submittals were due.
3. Where feasible, combined work has been broken down into units to better facilitate minority, women owned, disadvantaged businesses participation, as needed.
4. Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors, as needed.
5. Negotiated in "Good Faith" with interested minority, women-owned, disadvantaged businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority, women-owned, disadvantaged businesses based on their lack of qualifications must have the reasons documented in writing and attach supporting documents to the Good Faith Effort Affidavit.
6. Provided prompt pay agreements and policies to minority subcontractors and suppliers associated with this Affidavit.

I have made a good faith effort to comply with the following listed items:

Affidavit of _____

(Name of Offeror)