

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, COLUMBUS, GEORGIA 31901
P. O. Box 1340, COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
www.columbusga.org

Date: September 17, 2021

REQUEST FOR PROPOSALS: RFP No. 22-0013	Qualified firms are requested to submit proposals, subject to conditions and instructions as specified, for the furnishing of: CLASSIFICATION AND COMPENSATION STUDY AND ANALYSIS
GENERAL SCOPE	The City of Columbus is seeking proposals from qualified Consultant/Firms to conduct a classification and compensation study. The Consultant/Firm will work with Human Resources and City leadership to review our classification and compensation structure and recommend comparable public/private survey markets. Consultant/Firms shall consider the compensation and benefits package received by employees with the City as it relates to both the external and internal markets.
DUE DATE	OCTOBER 20, 2021 - 5:00 PM (EASTERN)
SUBMISSION REQUIREMENTS	See Appendices A through D for information and instructions on how to register and submit a proposal through DemandStar.
ADDENDA	The Purchasing Division will post addenda (if any) for this project at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm . It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and prior to submitting a response.
NO SUBMITTAL	If you are not interested in this solicitation, complete and return page 3.

Andrea J. McCorvey,
Purchasing Division Manager



IMPORTANT INFORMATION

E-Notification

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Marketplace to receive future procurement notifications at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000

Fax: 404-657-8444

Email: procurementhelp@doas.ga.gov

STATEMENT OF "NO PROPOSAL SUBMISSION"

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

Email: BidOpportunities@ColumbusGa.org

Fax: 706-225-3033

Attn: Della Lewis, CPPB, GCPA

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

We, the undersigned decline to submit a proposal for **RFP No. 22-0013** for **Classification and Compensation Study and Analysis** for the following reason(s):

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

Comments:

COMPANY NAME: _____

REPRESENTATIVE: _____

DATE: _____

TELEPHONE: _____

EMAIL: _____

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

3-110 Competitive Sealed Proposals (Negotiations)

(1) Conditions for Use

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

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000.00, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by [article 3-104](#), purchasing limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

A. Request for Proposals

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

B. Public Notice

The public will be given adequate notice of the request for proposals, provided that, adequate notice shall mean at least [15](#) business days before the due date, which is stated in the request. ***The City reserves the right to seek request for proposals in a shorter period, if necessary, as determined by the Purchasing Manager.***

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the city's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the internet and on the city's government access television channel.

Public works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for specialized equipment/supplies.
- Solicitations for specialized services.
- Re-bid of solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the purchasing manager.

C. Receipt of Proposals

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

D. Evaluation Factors

The request for proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

E. Evaluation Process

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the request for proposals. Each voting committee member shall grade each submitted proposal based upon the evaluation criteria.

F. Discussion with Responsible Offerors and Revisions to Proposals

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

G. Award

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

After council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Manager to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the purchasing division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

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

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

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

QUESTION/CLARIFICATION FORM

Date: _____

To: Della Lewis, Buyer Specialist
Email BidOpportunities@ColumbusGA.org or
Fax (706) 225-3033

Re: **Classification and Compensation Study and Analysis – RFP No. 22-0013**

Questions and requests for clarification must be submitted at least five (5) business days before the due date:

From:

Company Name

Website

Representative

Email Address

Complete Address

City

State

Zip

Telephone Number

Fax Number

COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

Classification and Compensation Study and Analysis RFP No. 22-0013

The City of Columbus is seeking proposals from qualified Consultant/Firms to conduct a classification and compensation study. The Consultant/Firm will work with Human Resources and City leadership to review our classification and compensation structure and recommend comparable public/private survey markets. Consultant/Firms shall consider the compensation and benefits package received by employees with the City as it relates to both the external and internal markets.

A. PROPOSAL SUBMITTAL DATE:

PROPOSALS ARE DUE: OCTOBER 20, 2021 NO LATER THAN 5:00 PM (Eastern). *Submit one electronic response via DemandStar.*

After award of Contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

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

B. RECEIPT OF PROPOSALS:

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

C. SUBCONTRACTING:

Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

D. QUESTIONS ABOUT THE RFP:

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled "Do You Have Questions ..." within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

E. PUBLIC INFORMATION:

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

F. ADDENDA:

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

G. CONTRACT:

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

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

H. NON-COLLUSION:

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

I. INDEMNITY:

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

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

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

K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

L. SPECIFICATION DESCRIPTIONS:

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

or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

M. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

N. DRUG-FREE WORKPLACE:

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

O. FEDERAL, STATE, LOCAL LAWS:

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

P. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. The Procurement Ordinance is codified on Section 2-3.03 of the Columbus Code and can be accessed through the City's website at https://library.municode.com/ga/columbus/codes/code_of_ordinances.

Q. INSURANCE:

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

R. HOLD HARMLESS AGREEMENT:

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

S. TERMINATION OF CONTRACT:

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

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract

to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

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

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

T. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least **180 days** after date of receipt.

U. CONTRACT AWARD:

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

V. REQUEST FOR EVALUATION RESULTS:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results shall submit a written request to the Purchasing Division.

W. GOVERNING LAW:

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

X. FINAL CONTRACT DOCUMENTS:

It is understood that the final contract shall include the following: **1)** The RFP; **2)** Addenda; **3)** Awarded Vendors(s) response; **4)** Awarded Vendor(s) Clarifications; **5)** Negotiated Components; and **6)** Awarded Vendor(s) Business Requirements.

Y. PAYMENT DEDUCTIONS:

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

Z. PAYMENT TERMS:

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

AA. RIGHT TO PROTEST:

- A. Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- B. The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- C. A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- D. Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

NOTICE TO VENDORS

Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

Sec. 2-3.06. - Same—By members of boards, authorities, commissions.

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

SPECIFICATIONS

Classification and Compensation Study and Analysis

RFP No. 22-0013

I. OVERVIEW

The City of Columbus is seeking proposals from qualified Consultant/Firms to conduct a classification and compensation study. The Consultant/Firm will work with Human Resources and City leadership to review our classification and compensation structure and recommend comparable public/private survey markets. Consultant/Firms shall consider the compensation and benefits package received by employees with the City as it relates to both the external and internal markets.

Project Timeline (*Subject to Change*)

September 17, 2021	-	RFP Advertisement
October 20, 2021	-	Proposal due date
November 3, 2021	-	Evaluation Process
November 30, 2021	-	Presentations/Interviews (<i>if necessary</i>)
December 14, 2021	-	Award Recommendation to Columbus Council

II. BACKGROUND INFORMATION

Located in west-central Georgia on the banks of the Chattahoochee River, Columbus is a dynamic cosmopolitan community of nearly 200,000 citizens within its 221 square miles. Columbus is Georgia's first consolidated city/county government, the second largest city in Georgia and is a recognized leader among its peer cities, takes pride in its operational efficiency and the excellent quality of life it fosters. The city has become a model for effective public/private partnerships. Such partnerships have spurred significant economic development as well as cultural and recreational growth.

Columbus is known for its historic downtown/uptown district located near the breathtaking Riverwalk. Columbus is home to Fort Benning, the Best Army Installation in the World; the 148-year-old Springer Opera House – the State Theater of Georgia; and the corporate headquarters of AFLAC, Total Systems Services (TSYS) and Synovus Financial Corp. Livability.com recently named Columbus as one of the 100 Best Small to Medium –sized cities in the U.S. In addition to its thriving economic development, Columbus offers excellent education, housing, entertainment, and retail/shopping/dining opportunities and experiences that are second to none. The cost of living is quite competitive, and the quality of life gives you a sense of belonging.

The Columbus Consolidated Government is the local municipality of Muscogee County. It is a full-service city and is governed by an elected mayor, and ten council members (two at-large and eight district representatives). An appointed city manager administers governmental operations and finances. The mayor and councilors are elected for four-year terms.

The Columbus Consolidated Government employs a diverse workforce of 3,000 full and part time employees working in Public Safety (Police, Fire & Emergency Medical Service, Sheriff, Muscogee County

Prison and Coroner); General Government (Public Works, Metra Transit, Parks and Recreation, Civic Center, Planning and Community Development, Tax Assessors, etc.); and the Judicial Courts (Superior Court, State Court, Juvenile Court, Municipal Court, Probate Court, Environmental Court and Records Court). The annual operating budget is \$296.2 million. Columbus Consolidated Government's current budget book may be found on the web page of the Finance Department, <https://www.columbusga.gov/Finance/finplan.htm#bbook>.

The City's current classification and compensation plan was adopted in Fiscal Year 2007 beginning July 1, 2006 and ending June 30, 2007. Many of the positions evaluated at that time have been reviewed and updated when necessary. Some new positions have been developed and have been incorporated into the plan. Other positions have been eliminated. Since the plan was adopted, inequities and compression have developed, and the criteria and weighting of various factors of the system need to be updated.

III. GOALS AND OBJECTIVES

The purpose of the classification and compensation study is to address changes in City operations and staffing over the past decades, which may have affected the type, scope, and level of work being performed.

The City's objectives are to:

1. Attract and retain qualified employees.
2. Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together.
3. Provide salaries commensurate with assigned duties.
4. Clearly outline promotional opportunities and provide recognizable compensation growth.
5. Provide justifiable pay differential between individual classes; and
6. Maintain a competitive position with other comparable government entities and private employers within the same geographic areas.

All work will be done with regular involvement of the City Manager, Deputy City Managers, Finance Director, and Human Resources Department. Department Heads and other key personnel will be involved, as necessary. Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Presentation to the City Council upon completion of the project is also expected.

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The consultant shall perform or provide the following:

A. Scope of Services

1. Provide for a comprehensive evaluation of every job within the city government to determine relative worth within the organization for internal equity and for the establishment of pay ranges and step progressions within the ranges.
2. Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
3. Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable Georgia municipalities and the southern region as required.
4. Identify potential pay compression issues and provide potential solutions.
5. Analyze and recommend changes to the present compensation structure to meet market analysis. This recommendation may include recommendations for individual positions as well.
6. Consider the national climate to adjust the minimum hourly wage of CCG employees.

7. The Consultant/Firm is expected to develop and conduct a comprehensive total compensation and benefits analysis of the City of Columbus as compared to private and public sector external labor markets, based on industry specific compensation studies/standards to make recommendations for changes to the current job classification and compensation system.
8. Make recommendations for combining comparable jobs.
9. Include benefits comparison in external equity survey.
10. Perform cost analysis/financial impact analysis of implementing the proposed changes.
11. Prepare a written plan and deliver a final presentation to the City Leadership Team and City Council.
12. The classification and compensation system to be recommended as responses to this RFP must adhere to the following basic elements and characteristics: (a) the system must meet all legal requirements, (b) be totally nondiscriminatory and provide for compliance with all pertinent federal, state, and local requirements (e.g., ADA, FLSA, EEO, etc.).
 - i. The system must be easy for management to administer, maintain, and defend.
 - ii. The system must easily accommodate organizational changes and growth.
 - iii. The system should be based on sound compensation principles in which internal and external equity are considered within the pay structure, as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
 - iv. The system should provide for new positions to be incorporated into the compensation plan, as well as regular adjustments to maintain the plan's competitiveness.
 - v. The system should be compatible with current City of Columbus payroll programs/software.
 - vi. The city requests that all information submitted by the successful consulting firm be in Word format or a combination of Word and Excel format, provided electronically, on CD or flash drive, and in hard copy. The city further requests the complete use of the material developed for the ability to update or change it as needed. All work provided by the consultant under contract with the City of Columbus shall belong exclusively to the City.

B. Information Meetings

1. Consultant to schedule an initial meeting with City Manager, Deputy City Managers, Finance Director and Human Resources, to discuss the process and tasks to be performed in the study to include reasonable dedication of key personnel.
2. Consultant to meet with department heads to explain study and process to be used.
3. Consultant to provide frequent updates to Human Resources Director and City Manager.

C. Classification Study

1. Consultant to review current classification grade methodology and propose recommended strategies for the city.
2. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
3. Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certification/licenses/registrations requirements for classification as needed.
4. Consultant to identify Officials & Administrators, Professionals, Technicians, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service employees, including Fair Labor Standards Act (FLSA) status (exempt/non-exempt).

5. Consultant to present proposed recommendations to the City Leadership Team and Human Resources Director for review prior to making any final classification determinations.
6. Consultant to finalize class specifications and recommend appropriate classification for each employee/position, including correction of identified discrepancies between existing and proposed classifications.
7. Consultant to identify career ladders/promotional opportunities as deemed appropriate for job classifications.
8. Consultant to submit recommendations for appropriate implementation measures that the Human Resources staff will need to take.
9. Consultant to provide a straightforward, easily understood, maintenance system that Human Resources Department will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process we would use in the review of the classification of individual jobs, as needed.
10. Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.
11. Review current classification grade, methodology, and propose recommended strategies for the City of Columbus.
12. Update and/or create job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications, working conditions, and license requirements, for classifications as needed.
13. Compare Position Descriptions Questionnaires to existing job descriptions.
14. Analyze existing internal hierarchy based on job relationships, identify problem areas within the internal hierarchy system, and propose implementation methods to correct identified problems.

D. Compensation Study

1. Consultant to review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
2. Consultant to recommend and identify a consistent and competitive market position that the city can strive to maintain.
3. Consultant to recommend comparable labor markets, including both private and public sector employers for compensation survey. Consultant shall perform a market salary survey of cities and counties comparable to the City of Columbus in size, population, economic climate, and other relevant factors. Such market survey should consider both internal and external equity.
4. Consultant to develop and conduct a comprehensive compensation and benefits survey.
5. Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
6. Consultant to recommend how employees may progress through established salary ranges, i.e., if pay chart with steps is recommended, how would employees progress through steps, i.e., longevity pay, pay for performance, annual COLAs, etc. Also, if pay chart with ranges recommended; how would employees progress through the ranges, i.e., longevity pay, pay for performance, annual COLAs, etc. or other recommendation for pay chart.
7. Consultant to develop guidelines to assist City staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.
8. Consultant to recommend implementation strategies including calculating the cost of implementing the plan.

9. Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.
10. Prepare cost analysis for employees in positions that fall below the proposed minimum salaries following reclassification.
11. Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.
12. Consultant to identify how current specialty pay and incentive pay fits into employees' total pay (including OLOST, Incentive Pay, Reform Pay, Education Pay)
13. Conduct analysis of pay policies and practices and develop recommendations for the ongoing internal administration and maintenance of the proposed classification and compensation plan.
14. Consultant to provide system documentation and computer formats/software to administer compensation plan.
15. Consultant to develop and recommend a detailed plan for the internal administration and maintenance of the plan as a Plan Administration and Maintenance Policy. The Plan Administration and Maintenance Policy should include the method for determining merit/longevity increases, annual across-the-board plan adjustments, promotions adjustment, demotion adjustments, educational recognition, external market pressures and equity adjustments. Maintenance should include annual activities such as market survey.
16. Utilizing the market survey results and comparable job descriptions, the consultant shall prepare a recommended compensation plan and salary schedule to correspond to the applicable classification plan.
17. Consultant to conduct a compression analysis to include any recommendations for implementation.
18. Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.
19. Recommend appropriate salary range for each existing or proposed position based on the classification plan, the compensation survey results, and internal relationships and equity.
20. Recommend salary range to include percent spreads between ranges and within ranges for each position based on median and mean salary of comparable cities. Prepare a new salary structure based on the results of the survey and best practices.
21. Recommend implementation strategies including calculating the cost of implementing the study with a phased approach that would be implemented over three (3) years.

E. Study Conclusion

1. Prepare a written report of recommendations, including discussion of methods, techniques, and data used to develop the Classification and Compensation Plan.
2. Provide instructional information to allow City staff to conduct individual salary audits and adjustments consistent with study methods until the next formal study is conducted.
3. Attend meetings, as requested, throughout the process with employees, the City Manager, City Council, and Human Resources Staff to explain the methodology, survey results, and recommendations.

F. Financial Impact

The consultant shall prepare a cost analysis of the financial impact for implementation of the new classification and compensation plan.

G. City Resources

The city will provide copies of all pay ranges, job classifications, and any other available in-house information requested by the selected consultant that may be required to complete the study.

IV. INDEMNITY CLAUSE

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

V. INSURANCE

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form 8)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder’s ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as list the applicable project or annual contract name, and/or Solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

VI. E-VERIFY AFFIDAVIT

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the state of Georgia), Columbus Consolidated Government requires a notarized affidavit from the supplier attesting to the following:

- (A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;
- (B) The user identification number and date of authorization for the affiant;
- (C) The affiant will continue to use the federal work authorization program throughout the contract period; and
- (D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State’s E-Verify requirements can be found at: <http://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>. **A completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm’s or individual’s proposal non-responsive and ineligible for award consideration.**

VII. PROPOSAL PREPARATION AND SUBMISSION

Responses must be submitted via DemandStar. See Appendices A through D for information and instructions on how to register and submit proposals through DemandStar.

Firms should submit proposals that address each of the sections specified below. **With the exception of the E-Verify Affidavit (Form 1), the form titled “Communication Concerning This Solicitation” (Form 2), and the proposed cost, fees, etc.,** the City reserves the right to request any omitted information. Firms shall be notified, in writing, and shall have two (2) days, after notification, to submit the omitted information. If the omitted information is not received within two (2) days, the firm shall be deemed non-responsive, and the proposal will not receive further consideration.

Section 1: Transmittal Letter

Transmittal letter shall introduce the applicant/business, describe the ownership, include complete address, phone, and fax numbers (if applicable), and **include the name and email address(es) of contact person(s) during this proposal process.** Identify the office from which the services are to be provided. Include a statement to the effect that the proposal is binding for at least 180 days from the proposal date. **An authorized agent of the business must sign the transmittal letter.**

Section 2: E-Verify Affidavit (Form 1)

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm’s proposal non-responsive and ineligible for further consideration. Additional information regarding the State’s E-Verify requirements can be found at:

<https://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>

Section 3: Communication Concerning This Solicitation (Form 2)

Complete the form titled *Communication Concerning This Solicitation*.

Section 4: Addenda Acknowledgement (Form 3)

Use **Form 3** to acknowledge receipt for all addenda (if any). Addenda will be posted at: https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. It is the vendors’ responsibility to periodically visit the web page for addenda before the due date and before submitting a proposal.

Section 5: Exceptions to RFP

A. List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor’s submission will not be considered. All exceptions will be vetted during the RFP process, and if found unacceptable, the vendor’s proposal will be rejected and no longer considered for award. Exceptions shall be considered by the Evaluation Committee. The vendor’s proposal may not receive further consideration if exceptions are not acceptable and/or cannot be clarified to the Committee’s satisfaction. Vendors shall be notified in writing if exceptions are not acceptable. **PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.**

B. **VENDOR AGREEMENT/CONTRACT FORM:** Exceptions also include the terms of any contract or other agreements which the vendor or any subcontractors will require to be executed by the City.

- C. If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions.**

Section 6: Qualifications and Experience

A. Firm

1. Describe the firm's qualifications and experience in performing similar services. Promotional literature and other public relations documents shall NOT be included.
2. Provide the firm's professional credentials, the number of years the company has been in business under its present company/trade name, and any other information that uniquely qualifies the firm for this project. Identify the major principals of the firm.
3. Provide a list of all subconsultants (if any) to be assigned to the contract. Columbus Consolidated Government reserves the right to approve all sub-consultants used on the contract.
4. Provide information to demonstrate the financial stability and availability of firm and any subconsultants.
5. Describe your firm's involvement in any litigation or claims.

B. Staff

1. Identify the proposed project manager and key staff assigned.
2. Provide resumes summarizing the qualifications and experience of the individuals who will be conducting the study. Include specific information on the staff's experience with public sector compensation including public safety. Describe successful outcomes.

Section 7: Statement of Methods and Procedures

- A. Provide a statement describing the scope of work as you understand it.
- B. Describe in detail the specific steps, approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations as requested.
- C. Describe how the final product will be structured and presented upon completion.
- D. Include any computer/software compatibility information.
- E. Provide a sample of reports and/or other correspondence.

Optional Additional Services: Firms may elect to include in this section any relevant information, products or services that is not specifically enumerated in this RFP, including innovative methods or concepts, which might be beneficial to the City of Columbus as long as the minimum requirements set out in this RFP are met.

Section 8: Management Synopsis

Provide a synopsis prepared for management review, covering the significant features of the proposal including overall costs and term of work.

Section 9: Structure and Content of Work Product

Provide a detailed breakdown and description of the specific steps, services, and study products that will be provided. Describe how the final product will be structured and presented upon completion. Include any computer/software compatibility information. Firms may elect to include in the section any innovative methods or concepts that might be beneficial to the City of Columbus as long as the minimum requirements set out in this RFP are met.

Section 10: Work Schedule

Provide a timeline indicating tasks required and the start and completion dates for each. It is expected that the work will commence as soon as possible after the contract is awarded. ***Do not use actual dates in the timeline; use days, weeks, and months.***

Section 11: Client Work History

Use **Form 4 (two pages)** to provide details of five public entities for which your company has provided the same or similar services. The City reserves the right to contact additional clients not listed by the Offeror.

Section 12: Cost Proposal (*subject to negotiation*)

Provide a total cost estimate, including travel expenses, and “not to exceed” amount for the work described in this RFP; a rate schedule for computing any extra work not specified in the contracted scope of work; and an amount to be deducted from total cost estimate because offeror is conducting (or has conducted in the past six (6) months) salary surveys of comparable jurisdictions, the data from which can be shared rather than independently gathered.

Optional Additional Services: Provide separate pricing for any relevant information, products or services that is not specifically enumerated in this RFP, including innovative methods or concepts, that might be beneficial to the City of Columbus as long as the minimum requirements set out in this RFP are met.

Section 13: Final Product Statement

Provide a statement that the proposer agrees to:

- A. Deliver at least one (1) original, five (5) copies, and a flash drive of the final report to the Human Resources Director.
- B. Provide the final report, tables, schedules, job descriptions, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the compensation/classification system in an electronic medium (flash drive); and
- C. Appear at one or more scheduled Council meeting to discuss the recommendations and final report.

Section 14: Non-Collusion Affidavit

Complete and return a properly executed copy of **Form 5**.

Section 15: Affidavit of Eligibility and Conflicts of Interest

Complete and return a properly executed copy of **Form 6**.

Section 16 Contract Signature Page

Complete **Form 7**. City officials will sign the copies after Columbus Council approves the contract award with the successful firm (*see note below*). Per the General Provisions, Page 11, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendor(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

Section 17: Proof of Insurance

Provide Insurance Checklist (**Form 8**) or Certificate of Insurance.

Section 18: Form W-9, Request for Taxpayer Identification Number and Certification

Complete and return **Page 1** of the Form W-9 at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Section 19: Business License (Occupation License)

Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Division Manager, at telephone 706-225-3091.

XI. RFP EVALUATION

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

Criteria for Evaluation Weight	Weight
A. Quality and thoughtfulness of the proposal	25%
B. Related experience of the firm and key staff with similar studies	25%
C. Client work history, credentials, and/or recommendations from past clients	20%
D. Ability of the firm and firm's subconsultants to provide the services	25%
E. Cost Proposal (<i>subject to negotiations</i>)	5%

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

RATING	
1-20	Poor
21-40	Fair
41-60	Good
61-80	Excellent
81-100	Superior

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

E-VERIFY AFFIDAVIT

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

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

****See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Name of Contractor**Classification and Compensation Study and Analysis – RFP No. 22-0013**

Name of Project

Columbus Consolidated Government

Name of Public Employer

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

Executed on _____, ___, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the ___ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

.....

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: _____

Print Name of Authorized Agent: _____

Signature of Authorized Agent: _____

ADDENDA ACKNOWLEDGEMENT
Classification and Compensation Study and Analysis
RFP No. 22-0013

The Purchasing Division will post addenda (if any) on the Bid Opportunities page: https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. It is the vendors' responsibility to periodically visit the page to check for addenda, ***both before the due date and prior to submitting a response in DemandStar.***

IF ADDENDA WERE ISSUED:

By signing below, I acknowledge 1) I have received the addenda (if any) as indicated below, 2) my submittal reflects the changes to the specifications, and 3) my submittal includes the most recently revised forms:

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

IF NO ADDENDA WERE ISSUED:

By signing below, I acknowledge that I reviewed the Bid Opportunities page referenced above on _____ and did not see any addenda listed for this solicitation.

(date)

Business Name

Date

Authorized Signature

Print Name

FORM 4

(Continued on next page)

CLIENT WORK HISTORY
Classification and Compensation Study and Analysis
RFP No. 22-0013

Provide details of five public entities for which your company has provided the same or similar services. The City reserves the right to contact additional clients not listed by the Offeror.

Entity Name:		Contract Value:	
Contact Name:		Contract Begin Date:	
Address:		Contract End Date:	
		Telephone:	
		E-Mail:	
Description of Services:			
Entity Name:		Contract Value:	
Contact Name:		Contract Begin Date:	
Address:		Contract End Date:	
		Telephone:	
		E-Mail:	
Description of Services:			
Entity Name:		Contract Value:	
Contact Name:		Contract Begin Date:	
Address:		Contract End Date:	
		Telephone:	
		E-Mail:	
Description of Services:			

Company Name**Authorized Signature****Print Name of Signatory****Date**

CLIENT WORK HISTORY
Classification and Compensation Study and Analysis
RFP No. 22-0013

Provide details of five public entities for which your company has provided the same or similar services. The City reserves the right to contact additional clients not listed by the Offeror.

Entity Name:	Contract Value:
	Contract Begin Date:
Contact Name:	Contract End Date:
Address:	Telephone:
	E-Mail:
Description of Services:	

Entity Name:	Contract Value:
	Contract Begin Date:
Contact Name:	Contract End Date:
Address:	Telephone:
	E-Mail:
Description of Services:	

Company Name	Authorized Signature	Print Name of Signatory	Date
---------------------	-----------------------------	--------------------------------	-------------

NON-COLLUSION AFFIDAVIT

STATE OF _____ COUNTY OF _____

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

1) I fully understand the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer,

2) such offer is genuine and is not a collusive or sham offer,

3) neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the contract or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Columbus or any person interested in the proposed contract or agreement; and,

4) the price or prices quoted in the attached offer are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Company

By:

Authorized Signature Date of Signature

Print Name

Print Title

Subscribed and sworn before me on this the _____ day of _____, 20____.

Notary Public

My Commission Expires:

AFFIDAVIT OF ELIGIBILITY AND CONFLICTS OF INTEREST CERTIFICATION

STATE OF _____ COUNTY OF _____

I, being first duly sworn, depose and say that:

- 1) The vendor is not ineligible for employment on public contracts as a result of a conviction or guilty plea or a plea of nolo contendere to violations of the Sherman Antitrust Act, mail fraud or state criminal violations with a contract let by the State of Georgia or any political subdivision of the State of Georgia.
- 2) No councilman or officer of the City of Columbus or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Columbus has a direct interest in the responder.

I further depose and say that:

No employee, officer or agent shall participate in the selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- The employee, officer, or agent,
- Any member of immediate family
- An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

Officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements. By submission of this form, the vendor is certifying that no conflicts of interest exist.

The undersigned hereby acknowledges receipt of the above applicable laws and verifies that the proposal submitted in response to this solicitation is in full compliance with the listed requirements.

Company

By:

Authorized Signature

Date of Signature

Print Name

Print Title

Subscribed and sworn before me on this the _____ day of _____, 20____.

Notary Public

My Commission Expires:

CONTRACT SIGNATURE PAGE
Classification and Compensation Study and Analysis
RFP No. 22-0013

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Witness as to the signing of the contract

Signature of Authorized Representative Date

Witness as to the signing of the contract

Print Name and Title of Signatory

Corporate seal (if applicable)

Company Name

Company Ordering Address

Company Payment Address

Contact: _____

Contact: _____

Email: _____

Email: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this ____ day of _____ 20 ____

APPROVED AS TO LEGAL FORM:

Isaiah Hugley, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Sandra T. Davis, Clerk of Council

INSURANCE CHECKLIST

**Classification and Compensation Study and Analysis
RFP No. 22-0013**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

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

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

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

BIDDER'S STATEMENT:

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

BIDDER NAME: _____

AUTHORIZED SIGNATURE: _____

DEMANDSTAR SUBMISSION INFORMATION

Responses must be submitted via DemandStar. See Appendices B, C & D for Submission Requirements Checklist, Registering for DemandStar and Responding to an Electronic Bid in DemandStar.

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select “Columbus Consolidated Government” as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at

https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm.

Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at

https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm.

Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.

APPENDIX B

ELECTRONIC SUBMITTAL CHECKLIST **Classification and Compensation Study and Analysis** **RFP No. 22-0013**

Submit your electronic response as instructed below:

1. Vendors shall submit **only** the required documents listed using the “**Bidder Response ALL Documents**” function.
2. **Zip files with multiple files are not acceptable**; vendors shall submit one PDF file of their submittal.
3. Due to file size limitations, please **do not resend the City’s full specifications** as this information is already on file.
4. **In the event DemandStar requires a dollar value for your submittal, enter “0”.**

- ☐ 1. Transmittal Letter
- ☐ 2. E-Verify Affidavit (*Form 1*)
- ☐ 3. Communication Concerning this Solicitation (*Form 2*)
- ☐ 4. Addenda Acknowledgement (*Form 3*)
- ☐ 5. Exceptions to RFP
- ☐ 6. Qualifications and Experience
- ☐ 7. Statement of Methods and Procedures
- ☐ 8. Management Synopsis
- ☐ 9. Structure and Content of Work Product
- ☐ 10. Work Schedule
- ☐ 11. Client Work History (*Form 4, two pages*)
- ☐ 12. Cost Proposal
- ☐ 13. Final Product Statement
- ☐ 14. Non-Collusion Affidavit (*Form 5*)
- ☐ 15. Affidavit of Eligibility and Conflicts of Interest (*Form 6*)
- ☐ 16. Contract Signature Page (*Form 7*)
- ☐ 12. Proof of Insurance (*Form 8*)
- ☐ 13. Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- ☐ 17. Business License (Occupation License) or Articles of Incorporation

Please note: After award of contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

APPENDIX C

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Your email address here

Company Name

Your company name here

☐ I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



2019 DemandStar® Corporation. All Rights Reserved.
206.940.0305

2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis

Narrow down your search by selecting a state and county.

State

Select State

County

Select County

☐

City of Metropolis – Board of Commissioners

☐

City of Metropolis Purchasing

☒

Metropolis Technical College

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County, Statewide and National subscriptions available.

My Subscriptions [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

Skip for Now



SIGN UP

Visit www.demandstar.com



2019 DemandStar® Corporation. All Rights Reserved.
206.940.0305

APPENDIX D

Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web application interface for managing bids. At the top, there is a navigation bar with tabs: 'Board', 'Bids' (highlighted in teal), 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation bar is a large orange arrow pointing right with the word 'Bids' in white text. To the right of this arrow is a 'Sort By' dropdown menu set to 'Due Date'. Below these elements is a list of three bid entries. A red arrow points to the first entry, 'TSEBIDVINO24JAN01'. Each entry includes a solicitation name, a description, an ID, broadcast and due dates, the number of planholders, and a 'Watch' button. The status of each bid is indicated by a yellow 'Active' button on the right.

Solicitation Name	Description	ID	Broadcast	Due	Planholders	Watch	Status
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	ID: BID-TSEBIDVINO24JAN01-G-2020/al	Broadcast: 1/24/2020	Due: 3/1/2020	Planholders: 3	Watch	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	ID: EBID-001-946-00-0-2020/AD	Broadcast: 2/4/2020	Due: 2/29/2020	Planholders: 0	Watch	Active
TESTBID	agency2.0, Texas, FL						Active

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID

Active

Bid Details

Agency Name

Agency ID

Bid Writer

Agency ID

Bid ID

8810-12345678-123456

Bid Type

E-BID - E-BID

Broadcast Date

12/18/2020 2:40 AM Eastern

Fiscal Year

2020

Due

12/18/2020 11:00 PM Eastern

Bid Status Text

BID STATUS

Scope of Work

SCOPE OF WORK

Documents

Filename	Type	Date Modified	Status
File	Attachment	12/18/2020	Complete

Distribution Info

Bid Bond

None

Plan (Blueprint)

None

E-Bidding

Submit

Distributed By

Demarcator

Distribution Method

Download and Print

Distribution Options

Bid has no blueprints associated with it

Project Estimated Budget

\$120,000.00

Distribution Notes

None

Publications

View Legal Ad

Pre-Bid Conference

No Pre-Bid Conference Data Found

Commodity Code

001-945-00

FINANCIAL SERVICES

Submit E-Bid Proposal

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

Enter “0” as your bid (proposal) amount.

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenues, etc., that are entered directly into DemandStar.)

The screenshot shows the DemandStar web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The left sidebar shows the 'E-Bid Progress' menu with three items: 'Contact Information' (selected), 'Documents Upload', and 'Review Bid'. The main content area is titled 'E-Bid Response' and contains a 'Contact Information' section with various input fields. The 'Bid Amount' field is highlighted with a red border and contains the value '127,000', with a red 'Invalid' message below it. The 'Alternate Bid Amount' field is also present. The 'Notes' section contains the text 'For the full 6 month contract'. A 'Next' button is at the bottom right of the form.

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

Bid Details

Agency Name agency2.0
Bid Number EBID-123456-0-2020/AD
Bid Due Date 02/29/2020 (PST)
Bid Opening 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name
Calgon Carbon Corporation

Address 1
P. O. Box 717

Address 2
(optional)

City
Pittsburgh

Country United States of Ame... State/Province Pennsylvania

County Select... Postal Code 15230-0717

Phone Number 4127876810 Extension (optional)

Bid Amount 127,000 Invalid Alternate Bid Amount (optional)

Notes
For the full 6 month contract (optional)

Next

Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

NOTE: Do not enter information using the "Supplemental Documents" function.

*Due to file size limitations, please **do not** include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.*

BEST PRACTICE TIP: In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page:
https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm.

The screenshot shows the DEMANDSTAR E-Bid Response interface. On the left, the 'Bid Details' section displays information for Agency 02.0, Bid Number 000-123456-000000, Bid Due Date 12/01/2024 (PMT), Bid Opening 23 days, 04 hours, 17 minutes, 21 seconds Remaining, and Bid Name 1237890. The 'E-Bid Progress' section shows a progress bar with steps: Contract Information, Documents Upload, and Review Bid. The main 'E-Bid Response' section has a 'Required Documents' section with a list of 'Agency Accepted File Formats' including Adobe Acrobat (.PDF), AutoCAD Drawing (.DWG), AutoCAD Drawing Web Format (.DWB), GIF Image (.GIF), JPEG Image (.JPG), Microsoft Excel (.XLS), Microsoft Excel (.XLSX), Microsoft Word (.DOC), Microsoft Word (.DOCX), Plain Text (.TXT), Rich Text Format (.RTF), WordPerfect (.WP5), AutoCAD Drawing (.DWG), GIF Image (.GIF), Microsoft Excel (.XLS), Microsoft Excel (.XLSX), Microsoft Word (.DOC), Microsoft Word (.DOCX), Plain Text (.TXT), Rich Text Format (.RTF), TIFF Image (.TIF), and ZIP Compressed Archive (.ZIP). Below this is a table for 'Required Document', 'Submission Option', and 'Uploaded Document'. The 'Required Document' section shows 'Service Doc agency02.0' with a 'Name' field and a 'Choose a File' button. The 'Supplemental Documents' section has a 'Document Title' field, a 'Document Type' field, and an 'Add Document' button. A green arrow points to the 'Upload Complete File' button. A red arrow points to the 'Supplemental Documents' section with the text 'DO NOT USE SUPPLEMENTAL DOCUMENTS'.

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web application interface for reviewing an e-bid response. The top navigation bar includes links for Dashboard, Bids, Quotes, Activities, Messages, and Responses. The user is logged in as Robyn Gallardi.

Bid Details:

- Agency Name: Agency 2.0
- Bid Number: EBID 123456-0-0000AD
- Bid Due Date: 02/09/2020 (PST)
- Bid Opening: 22 days, 04 hours, 00 minutes, 47 seconds Remaining
- Bid Name: TESTBID

E-Bid Progress:

- Contact Information
- Documents Uploaded
- Review Bid

Review Your E-Bid Response

Contact Info:

- Company Name: Calgon Carbon Corporation
- Address 1: P.O. Box 717
- Address 2:
- City: Pittsburgh
- State: Pennsylvania
- Country: United States of America
- Postal Code: 15200-0717
- Phone Number: 4127876810
- Fax:
- Bid Amount: \$127,000.00
- Alternate Bid Amount:
- Notes: For the full 6 month contract

Agency Required Documents:

- Service Doc agency 2.0 (Electronic/Online)

Supplemental Documents:

- References (Electronic/Online)

After clicking "Submit Response" the following process will:

1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a full response submitted.
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (204) 940-0005.

Buttons: Previous, Submit Response (highlighted with a red arrow), Save & Finish Later, Cancel.