REQUEST FOR PROPOSALS
FOR PRE-CONTRACT FOR
DISASTER DEBRIS MONITORING

PURPOSE:
In anticipation of possible future disaster events which may result in widespread public services damages overwhelming existing resources, Fannin County is soliciting sealed proposals for Pre-Contracts to provide Disaster Debris Monitoring Services.

INSTRUCTIONS TO PROPOSERS:
Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals in one (1) original and two (2) complete copies not later than 3:00 p.m. EST on October 13, 2020, to:
Fannin County Clerk
400 West Main St., Suite 100
Blue Ridge, Georgia 30513.
An electronic copy of proposal in PDF format shall be included in complete proposal.
Proposal must be submitted in a sealed envelope that is clearly marked in the lower left corner as shown below:
Proposal:
Pre-Contract for Disaster Debris Monitoring Services
October 13, 2020

Printed copies of this RFP are available at the Clerk of Fannin County’s Office at 400 West Main St., Suite 100, Blue Ridge, GA 30513. Electronic copies may be obtained at www.fannincountyga.com or by emailing rgraham@fannincountyga.org.

Offers by telephone, telegram, fax or email will not be accepted. Faxed or emailed proposals shall be rejected as non-responsive regardless of where the fax or email is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the bidder to ensure that his or her Proposal reaches the Clerk of Fannin County. The time and date for receipt of Proposals will be scrupulously observed. Late deliveries or mail delays will be rejected as non-responsive regardless for the reason for delay.
TERMS AND CONDITIONS:

1. Fannin County reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified proposers if a successful proposer does not execute a pre-contract within thirty (30) days after approval of the selection by the County.

2. Fannin County reserves the right to cancel a solicitation at any time prior to approval of the award.

3. Fannin County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

4. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to Fannin County the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

5. Proposals shall be sealed, and proposers should indicate on the packaging of their proposal the following:
   a. Proposal: Pre-Contract for Disaster Debris Monitoring Services
   b. Due Date (October 13, 2020)
   c. Name and Address of Proposer

6. Costs of preparation of a response to this request for proposals are solely those of the proposers. Fannin County assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the Fannin County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

7. The proposer receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to verify such coverage.
   a. Workers’ Compensation – The vendor shall provide coverage for its employees with statutory workers’ compensation limits, and no less than $1,000,000.00 for Employers’ Liability. Said coverage shall include a waiver of subrogation in favor of Fannin County and its agents, employees and officials.
   b. Commercial General Liability – The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be not less than $1,000,000.00.
   c. Business Automobile Liability – The vendor shall provide coverage for all owned, non-owned, and hired vehicles with limits of not less than $1,000,000.00 per occurrence, Combined Single Limits (CSL), or its equivalent.
   d. Professional Liability (Errors and Omissions) – The vendor shall provide coverage for all claims arising out of the services performed with limits not less than $1,000,000.00 per claim. The aggregate limit shall either apply separately to this pre-contract or shall be at least twice the required per claim limit.
8. The company that is awarded this pre-contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the pre-contract resulting from this RFP. Fannin County shall have access to all records, documents, and information collected and/or maintained by others during the administration of the agreement. This information shall be made accessible at the awardee’s place of business to Fannin County, including the Financial Office and/or its designees, for purposes of inspection, reproduction, and audit without restriction.

9. It is the intent of Fannin County to enter into a pre-contract for Disaster Debris Monitoring Services.

10. The pre-event contract will extend to any or all municipalities within Fannin County that wish to participate at time of activation.

QUESTIONS REGARDING THIS RFP:

All questions or concerns regarding this Request for Proposals must be submitted in writing or by email to the Fannin County EMA no later than 5:00 p.m. (Local Time), on September 25, 2020. Inquiries shall be directed to Robert Graham, Director at: 20 Station Ridge, Blue Ridge, GA 30513 or rgraham@fannincyga.org. Fannin County may issue an addendum to the Request for Proposals for distribution to all known prospective proposers.

No oral interpretation of this Request for Proposal shall be considered binding.

PROPOSAL FORMAT:

Proposers must succinctly respond in the format delineated below. Elaborate, irrelevant, or otherwise unnecessary information will not be considered.

The following information should be tabbed to identify the required information. Failure to submit this information may render your proposal non-responsive.

1. QUALIFICATIONS OF THE FIRM

a. Provide a description and history of the firm focusing on previous governmental experience. Only experience as the prime contractor will be considered. Firm qualifications must include, at minimum, the following:

i. Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management, and disposal.

ii. Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.

iii. Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA (Federal Emergency Management Agency), FHWA (Federal Highway Administration), and NRCS (Natural Resources Conservation Services).

iv. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, sand recovery and beach remediation, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.
b. Provide three (3) references for which the firm has performed services within the past five (5) years that are similar to the requirements in the Scope of Services. Provide the reference’s contact name, address, e-mail address, telephone numbers and date of the contract.

2. QUALIFICATIONS OF STAFF

Provide an organizational chart, resumes and summary of staff qualifications. Key project staff (management staff including, but not limited to project manager, collection and disposal operations managers, FEMA reimbursement specialist, data manager, etc.) should be full time employees of the proposing firm and have experience working for the Proposer, in the following:

a. Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management, and disposal.

b. Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources, and reimbursement processes.

c. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.

3. TECHNICAL APPROACH

Provide a description of the Proposer’s approach to the project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors and billing/invoices reporting procedures to FEMA and Fannin County.

4. COST PROPOSAL

Each Proposer must complete and submit a Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor projected costs will be billed to Fannin County at cost without markup. All Per Diem Expenses shall be billed directly to Fannin County at a rate not to exceed the GSA Per Diem Allowance for the project area.
5. SELECTION CRITERIA

The following weighted criteria will be utilized to select the consultant awarded this pre-contract.

- Qualifications of Firm: 25%
- Qualifications of Staff: 25%
- Technical Approach: 30%
- Cost Proposal: 20%

SCOPE OF SERVICES

I. BACKGROUND

Fannin County requires management, recovery, and consulting services related to disaster recovery in the event of a disaster. Upon request of Fannin County, other services may include, but not limited to, facilitating communication with FEMA, FHWA, GEMA and other agencies, coordination with insurance representatives, pre-event planning, and post-event reconstruction, grant funding, and reimbursement services.

II. SCOPE

A. DISASTER DEBRIS MONITORING SERVICES

The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, private property, drainage areas/canals, waterways, and other areas designated as eligible by Fannin County. Specific services may include:

a. Coordinating daily briefings, work progress, staffing, and other key items with Fannin County’s designated representative.

b. Support with the selection and permitting of Temporary Debris Storage and Reduction Site (TDSRS) locations and other permitting/regulatory issues as requested.

c. Scheduling work for team members and contractors on a daily basis.

d. Hiring, scheduling, and managing field staff.

e. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.

g. The Debris monitoring company shall utilize an Electronic Ticketing System to generate electronic debris load tickets for each load of debris generated. The Electronic Ticketing System shall capture a digital photograph, GPS coordinates, Electronic Signature(s), and a timestamp for each load of debris generated as it is loaded and as it dumped. The System shall also capture before and after photos of each leaner, hanger, and stump removed along with GPS coordinates and timestamps. This information shall be transmitted electronically to a central information database that provides real time access to debris removal activities via a web-based interface. Along with the digital records, the system shall also have the ability to generate paper receipts in the field for redundancy and debris removal crew validation if requested by Fannin County at no additional cost. The system shall also be customizable to meet specific needs of Fannin County with no additional cost to the County. The purpose of the Electronic Ticketing System is to provide Fannin County with complete documentation of every load of debris generated for auditing and reimbursement purposes.

h. Developing daily operational reports to keep the County informed of work progress.

i. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the County’s designated representative for processing.

END OF SCOPE
COST PROPOSAL FORM
Debris Monitoring RFP

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs will be billed to Fannin County at cost without mark-up. All Per Diem Expenses shall be billed directly to Fannin County at a rate not to exceed the GSA Per Diem Allowance for the project area. The rates listed below shall be straight time rates. All hours in excess of 40 per week shall be billed at 1.5 times the straight time rate.

**DISASTER DEBRIS MONITORING SERVICES**

<table>
<thead>
<tr>
<th></th>
<th>HOURLY RATES</th>
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<tbody>
<tr>
<td>Principal</td>
<td>$________</td>
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<tr>
<td>Project Manager</td>
<td>$________</td>
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<td>Operations Manager</td>
<td>$________</td>
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<tr>
<td>Field Supervisors</td>
<td>$________</td>
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<tr>
<td>Load Site Monitors</td>
<td>$________</td>
</tr>
<tr>
<td>Debris Site/Tower Monitors</td>
<td>$________</td>
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</table>
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -Certification in accordance with Section 29.510 Appendix A, C.F.R./Vol. 53, No. 102, page 19210 and 19211:

(1) The CONTRACTOR certifies to the best of its knowledge and belief that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification: and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default;

(e) has not either directly or indirectly entered into any agreement participated in any collusion; or otherwise taken any action in restraint of free competitive negotiation in connection with this CONTRACT.

(2) The CONTRACTOR further certifies, to the best of his/her knowledge and belief, that:

(f) No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(g) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer of employee of Congress, or any employee of a member of Congress in connection with this CONTRACT, Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions will be completed and submitted.

The certification contained in (1) and (2) above is a material representation of fact upon which reliance is placed and a pre-requisite imposed by Section 1352, Title 31, U. S. Code prior to entering into this CONTRACT. Failure to comply shall be subject to a civil penalty of not less than $10,000 and not more than $100,000. The CONTRACTOR shall include the language of the certification in all subcontracts exceeding $100,000 and all sub-contractors shall certify and disclose accordingly.
I hereby certify that I am the duly authorized representative of the CONTRACTOR for purposes of making this certification, and that neither I, nor any principal, officer, shareholder or employee of the above firm has:

(a) employed or retained for commission, percentages, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONTRACTOR) to solicit or secure this agreement,

(b) agreed, as an express or implied condition for obtaining this CONTRACT, to employ or retain the services of any firm or person in connection with carrying out the agreement, or

(c) paid, or agreed to pay, to any firm, organization or person (other than a bone fide employee working solely for me or the above CONTRACTOR) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the agreement; except as herein expressly stated (if any).

I acknowledge that this Agreement may be furnished to the Federal Emergency Management Agency, in connection with the Agreement involving participation of federal disaster relief funds, and is subject to applicable state and federal laws, both criminal and civil.

SO CERTIFIED this day of ____________ , 20___.

CONTRACTOR NAME HERE

BY: ________________________________
{typed name}

ATTEST:________________

My Commission Expires: ______________________________________________
Notary
The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. ____________________
Addendum No. ____________________
Addendum No. ____________________
Addendum No. ____________________
Addendum No. ____________________

Authorized Representative (Signature) ____________________ Date ____________________

Authorized Representative/Title ____________________
(Print or Type)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor’s receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner’s requirements.
RFP PRE-CONTRACT DISASTER DEBRIS MONITORING SERVICES
PROPOSER’S CERTIFICATION AND STATEMENT OF NON-COLLUSION

I _____________________________ certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the proposer or the proposer’s associates with any County or City staff, or elected officials since the date this RFP was issued except: 1) through the County Chief Financial Officer, 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). The County reserves the right to reject the proposal submitted by any proposer violating this provision.

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

COMPANY NAME: ________________________________ ________________________________

Authorized Representative (Signature) Date

Authorized Representative/Title
(Print or Type)
RFP PRE-CONTRACT DISASTER DEBRIS MONITORING SERVICES
INFORMATION FORM

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<tr>
<td>1. Legal Business Name</td>
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<td>2. Street Address</td>
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<td>3. City, State &amp; Zip</td>
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<td>4. Type of Business:</td>
<td>State of Registration:</td>
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<td>(Association, Corporation, Partnership, Limited Liability Company, etc)</td>
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<tr>
<td>5. Name &amp; Title of Authorized Signer:</td>
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<td>6. Primary Contact</td>
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<td>7. Phone</td>
<td>Fax</td>
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<td>8. E-mail</td>
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<td>9. Company Website</td>
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<td>10. Has your company ever been debarred from doing business with any federal, state or local agency?</td>
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<td>Yes</td>
<td>No</td>
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ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM
# RFP PRE-CONTRACT DISASTER DEBRIS MONITORING SERVICES

## REFERENCE FORM

All references must be from customers for whom your company has provided similar services as the specifications of this bid. *(Invalid contact information will result in default of references and may cause the bid to be disqualified.)*

**Company Name:**

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<thead>
<tr>
<th>1. Company:</th>
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<tbody>
<tr>
<td>Street Address:</td>
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<td>City, State &amp; Zip:</td>
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<td>Contact Person Name:</td>
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<td>Phone:</td>
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<td>Describe Scope of Work and dates of project/service:</td>
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<th>2. Company:</th>
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<td>Contact Person Name:</td>
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<th>3. Company:</th>
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<td>City, State &amp; Zip:</td>
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<td>Contact Person Name:</td>
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<tr>
<td>Describe Scope of Work and dates of project/service:</td>
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Georgia Security & Immigration Compliance (GSIC) Act Affidavit

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for the physical performance of services within the State of Georgia unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information for all of its new employees.

The Employment Eligibility Verification “E-Verify” site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is https://e-verify.uscis.gov/enroll/

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Fannin County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the Fannin County Board of Commissioners or any Municipality, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the Fannin County Board of Commissioners or the appropriate City Council at the time the Sub-Contractor(s) is retained to perform such services.

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Robin Gazaway
Fannin County Chief Financial Officer
400 West Main St., Suite 100
Blue Ridge, GA 30513
Fax: (706) 632-2507
Email: rgazaway@fannincountyga.org
IMMIGRATION AND SECURITY FORM  
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)

<table>
<thead>
<tr>
<th>Contractor’s Name:</th>
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<tr>
<td>County Solicitation/ Contract No.:</td>
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CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

_______________________________________
EEV / E-Verify™ Company Identification Number
_______________________________________
BY: Authorized Officer or Agent
(Contractor Name)
_______________________________________
Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____________________, 20___

________________________________________
[NOTARY SEAL]
Notary Public
My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603
IMMIGRATION AND SECURITY FORM  
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)

<table>
<thead>
<tr>
<th>Contractor’s Name:</th>
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| County Solicitation/  
  Contract No.:     |

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new subcontractor used to perform under the identified County contract.

<table>
<thead>
<tr>
<th>Contractor’s Name:</th>
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<tr>
<td>Subcontractors:</td>
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</table>
## IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)

<table>
<thead>
<tr>
<th>Contractor’s Name:</th>
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</thead>
<tbody>
<tr>
<td>Subcontractor’s (Your) Name:</td>
<td></td>
</tr>
<tr>
<td>County Solicitation/Contract No.:</td>
<td></td>
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</tbody>
</table>

### SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

_______________________________________
EEV / E-Verify™ Company Identification Number

___________________________
BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____________________, 20___

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603
FANNIN COUNTY BOARD OF COMMISSIONERS

SAVE Affidavit
(Systematic Alien Verification for Entitlements)

**Affidavit for a Public Benefit as required by the Georgia Immigration Reform and Enforcement Act of 2011**

By executing this affidavit under oath, as an applicant for a public benefit as referenced in the Georgia Illegal Immigration Reform and Enforcement Act of 2011 [O.C.G.A. § 50-36-1(e)(2)], I am stating the following:

____ I am a United States citizen; or

____ I am a legal permanent resident of the United States*; or

____ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

*Alien registration number for non-citizens issued by the Department of Homeland Security or other federal immigration agency is: _______________________________________

At least one secure and verifiable document for identification purposes must be provided as required by O.C.G.A. § 50-36-1(e)(1). See list on page 2 of this document.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia and face criminal penalties as allowed by such criminal statute.

Applying on behalf/Name of associated business

________________________________________

Signature of Applicant

________________________________________

Printed Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS ______ Day of ________________, 20__.  

___________________________

Notary Public

My Commission Expires: ____________________

*NOTE: O.C.G.A. 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number.
SECURE AND VERIFIABLE DOCUMENTS UNDER O.C.G.A. §50-36-2

[Issued August 1, 2011 by the Office of the Attorney General, Georgia]

The following list of secure and verifiable documents, published under the authority of O.C.G.A. §50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

**INDICATE AND ATTACH A COPY OF THE DOCUMENT (front and back).**

- United States passport or passport card
- United States military identification card
- Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- Driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- Identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- Tribal identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- Passport issued by a foreign government
- Free and Secure Trade (FAST) card
- NEXUS card
- United States Permanent Resident Card or Alien Registration Receipt Card
- Employment Authorization Document that contains a photograph of the bearer.
- Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) [Form N-560 or Form N-561]
- Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) [Form N-550 or Form N-570]