

**DOUGHERTY COUNTY SCHOOL SYSTEM
ALBANY, GEORGIA**

REQUEST FOR PROPOSALS

FOR

TAN UNDERWRITER SERVICES

DOUGHERTY COUNTY SCHOOLS

BID NO. PUR-219-1011

Document Date: JULY 14, 2010

**Purchasing Department
Dougherty County School System
601 Flint Ave.
Albany, GA 31701**

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DOUGHERTY COUNTY SCHOOL SYSTEM

SUPPLY SERVICES
601 FLINT AVE.
ALBANY, GA 31702/31701

RFP ID# PUR-219-1011

PART 1 SECTION 1: REQUEST FOR PROPOSALS

Sealed proposals will be received by the Dougherty County School System at the time and place specified on the invitation at which time they will be publicly opened and read. Neither dating of proposal form nor placing in mail by this date will meet requirements. Proposals will be received up to date and time stated. The Dougherty County School System reserves the right to reject any and all proposals and to waive any and all informalities.

The Dougherty County School System, at its discretion and at no fee to the Dougherty County School System, may invite any vendor to appear for questioning during evaluation of bids for the purpose of clarifying statements in the bid. The Dougherty County School System reserves the right to reject any or all bids; any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the Dougherty County School System.

ITEMS: Tan Underwriter Services

TYPE OF CONTRACT: REQUEST FOR PROPOSAL

PERIOD: Contract Duration Shall Be Five Years

OPENING: July 29, 2010 2:00:00 pm EST

MAIL BIDS TO: Hand deliver all sections to the above address or mail to:

*Mr. Jason Renfroe, Assistant Director of Purchasing
Dougherty County School System
601 Flint Ave.
Albany, GA 31702*

**ENVELOPES SHOULD BE PLAINLY MARKED
"RFP - #Pur-219-1011" WITH DATE AND TIME OF OPENING**

CONTACTS: If you have any questions concerning this Request for Proposal, please phone Robert Lloyd, (229) 431-1234.

SECTION 2: GENERAL TERMS AND CONDITIONS

1. **VENDOR'S ACCESS TO RFP INFORMATION:** Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an RFP each time one is issued. RFP's issued by the DCSS are posted on the DCSS web site at www.docoschools.org . **Vendors are advised to view the DCSS web site on a weekly basis for a listing of RFP's.**
2. **CORRECTION OF MISTAKES:** All RFP's must be ink or typewritten. No erasures permitted. Mistakes may be crossed out and correction inserted adjacent. Corrections must be initialed in ink by person signing bid.
3. **FACSIMILE OR TELEGRAPHIC OFFERS:** An offer shall be submitted on the forms provided. *A facsimile, telegraphic, or mailgram offer shall be rejected.*
4. **SIGNATURE ON RFP REQUIRED:** RFP must be signed with the firm or corporate name and by a responsible officer.
5. **DELIVERY OF PRICE REQUEST:** Offers received after the time and date stated on the RFP will be returned, unopened to the appropriate bidder. Post marks or dating of documents will be given no consideration in the case of late RFP's. If, however, a deliverer (UPS, Federal Express, US Air, etc.) can provide documented proof as evidenced by the signature of a school district employee that substantiates the claim the RFP was delivered to the proper place prior to the time and date set for RFP opening and, through fault of school district personnel, the RFP did not get to the proper authority, the RFP will be considered.
6. **RETURN INSTRUCTIONS:** Vendors must use the RFP form without alterations. The vendor is to return the copy and keep a copy for file. For every item, the "Unit Price," "How Packed," and "Brand & Code Quoting" lines must be completed. RFP's should be sealed in an envelope with the following on the outside: The school system's name and address, the company name, the RFP number, the RFP opening date and time as they appear on the cover sheet. This is to assure that the RFP can be accurately registered upon receipt.
7. **UNIT PRICE PREVAILS:** Unit price will prevail in case of conflict between unit and total price. All prices to be firm for the period specified in the "Invitation," unless covered by an escalation clause.
8. **INVOICES:** All items listed are to be charged to the Dougherty County School System, P. O. Box 1470, Albany, GA 31702. Invoice date to be determined by the date of delivery unless otherwise agreed.
9. **ACCESS TO PRICING INFORMATION:** Price files may be examined by offerers during normal working hours. Non-offerers may have access to the files only after the award has been made *No files will be removed from the school district offices. An offerer who wishes to obtain a copy of the RFP tally sheet, should continue to check the DCSS web site for posting. The web address is <http://www.docoschools.org>.*
10. **CORRECTNESS OF QUOTATIONS:** Quotations shall be verified before submission, as quotations cannot be withdrawn after public opening. No RFP can be corrected after being opened. The Dougherty County School System will not be responsible for errors or omissions on any Bid or to waive any informality in Bids and to accept or reject any items thereon.

11. **DUTY TO EXAMINE:** It is the responsibility of each offerer to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time nor shall it give rise to any contract claim.
12. **ADDENDA:** If clarification of the specifications/instructions is required the request shall be made in writing not later than seven working days prior to the time and date set for the RFP opening. The school district will respond to the request in the form of an addendum. All efforts will be made to provide any required addenda on the DCSS on-line web site located at www.docoschools.org, at least five days prior to RFP opening. However, in some rare cases it may be necessary to issue an addendum as late as the RFP opening date. It is a vendor's responsibility to monitor the Dougherty County School Purchasing Department web site for addenda to solicitations, to incorporate the necessary actions into their RFP, and to acknowledge in their RFP submission of the receipt of the addenda. DCSS shall bear neither responsibility nor obligation for bidders failure to take into account a posted addendum. An RFP submitted without taking into account addenda that have been issued maybe rejected as non-responsive.
13. **RIGHTS AND REMEDIES:** In lieu of canceling the purchase order, the DCSS may levy a charge for each day beyond the required completion date that the successful vendor fails to complete the services. Such charge is not a penalty, rather it is the agreed upon liquidated damages representing the estimated damages that will be incurred by the DCSS as a result of the vendor's failure to complete the services as required. Partial completion on a purchase order will not exempt a vendor from this charge. DCSS further has the right after assessing such charge, after the continuing failure of the vendor to make complete, to terminate the purchase order.
14. **MATERIAL SAFETY DATA SHEETS AND TECHNICAL DOCUMENTATION:**
The successful bidder shall submit copies of MSDS's on all chemicals that may be utilized to perform the work associated with this RFP. The Dougherty County School System must approve the MSDS's for each product, prior to its use within the DCSS.
15. **DELIVERY PREPAID:** It is understood that the bidder agrees to deliver prepaid, to an inside point or points of receipt, all items on which RFP's are accepted, as indicated on the proposal form. All costs for delivery, drayage or freight are to be borne by the bidder.
16. **AWARDS:** A condition of the RFP is the vendor's agreement to extend all pricing, terms and conditions quoted to any Dougherty County governmental entity.
17. **LOCAL PREFERENCE:** Definition - *Dougherty County* supplier shall mean a supplier who, at the date of the purchase or bid for supplies acquired under this policy, and for a period of 90 days or more prior thereto, maintains and has maintained an office and place of business physically located within Dougherty County, Georgia, who has at least two full time employees working at or out of said office and business location, and who holds a current City of Albany or Dougherty County business license.

Where purchases are made by obtaining competitive quotations, or by a bidding process, whenever a Dougherty County supplier submits a quotation or a bid that is responsive and is within two percent or \$2,500.00, whichever is less, of the lowest responsive bid or quote, the Dougherty County supplier shall be afforded the opportunity to match the bid or quote. Should the Dougherty County supplier agree to match the lowest responsible bid or quote,

then the purchase shall be made from the Dougherty County supplier, provided such supplier is otherwise qualified.

SECTION 3: BIDDER QUALIFICATIONS/OBLIGATIONS

1. Before any RFP can be accepted, a bidder must be deemed qualified in the judgment of Dougherty County School System officials to perform as required herein. An RFP may be rejected if a bidder fails to meet any one of the following qualifications:
 - A. **RELIABILITY:** A successful bidder must have a proven (or believable) record of service, particularly with respect to delivering all items on a regularly scheduled basis at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communications exist between the seller and the Dougherty County School System.
 - B. **ACCOUNTING PRACTICES:** A successful bidder must clearly demonstrate to Dougherty County School System officials his capability to provide accurate, reliable, and timely reports, in terms of invoices, statements, and credits.
 - C. **DEBARMENT DISCLOSURE:** If an offerer has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, the offerer shall disclose that information in its offer. Failure to do so shall result in rejection of its offer.

2. STANDARD CONTRACT CONDITIONS

- A. This contract shall be governed in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Georgia.
- B. Contractors providing services under this Request for Proposal herewith assure the school system that they are conforming to the provisions of the Civil Rights Acts of 1964, as amended.
- C. State Sales and Use Tax Certificate of exemption form will be issued upon request.
- D. Deliveries against this contract must be free of excise or transportation taxes except when such a tax is part of a price and Dougherty County School System is not exempt from such levies. Excise tax exemption registration number may be used when required.
- E. The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The Dougherty County School System, its authorized agents, and/or State/Federal auditors shall have full access to and the right to examine any of said materials during said period.
- F. By his signature on the face of this document, a bidder certifies that his proposal is made without prior understanding agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The bidder certifies that he understands collusive bidding is a violation of Federal law and can result in fines, prison sentences, and civil damage awards. He further agrees to abide by all conditions of this proposal and certifies that he/she is authorized to sign this proposal for the bidder.

- G.** Prohibition against conflicts of interest, gratuities, and kickbacks. Any employee or any official of the Dougherty County School System, elective or appointed, who shall take, receive any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation offering, bidding for, or in open market seeking to make sales to the Dougherty County School System shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with State and/or Federal laws.

3. BID LISTING

A. Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an RFP each time one is issued. RFP's will be issued by the DCSS are advertised in Albany local newspapers and DCSS Internet site:

<http://www.docoschools.org>. Vendors are advised to review the local newspaper weekly for a listing of RFP's.

4. BACKGROUND CHECKS

The Board of Education shall require contractor and/or subcontractor who undertakes construction work or otherwise provides services on any Dougherty County School System campus to conduct a criminal background check on all employees who will be performing work on any Dougherty County School System campus. The background checks shall be reviewed by the Dougherty County Chief of Police, who shall have authority of refusal to allow any employee of any contractor to be on any campus of the Dougherty County School System until such time as the Superintendent or the Board acts.

No employee whose background check reveals conviction or pending charges for any of the following offenses at any time shall be allowed on any campus of the Dougherty County school System for any reason unless a waiver is obtained from the Board of Education Safety and Security Committee who will review such waivers on a case-by-case basis. The waivers must be filed within ten (10) days of any refusal to be allowed on campus.

Murder, Felony Murder, Voluntary or involuntary Manslaughter, Kidnapping, Cruelty to Children in the 1st Degree, Rape, aggravated Sodomy, Child Molestation or Aggravated Sexual Battery, Armed Robbery, Robbery by Force, Theft By Snatching or Theft by Intimidation, Bestiality, Necrophilia, Prostitution, Keeping a Place of Prostitution, Pimping, or Pandering, Statutory Rape, Arson, Aggravated Assault, Aggravated Battery.

In all other cases, the Chief of Police of the Dougherty County School System upon consultation with Superintendent shall have discretionary authority to prohibit an employee from being on any Dougherty County School System campus based on conviction(s) for offenses not listed above. Each matter shall be reviewed on a case-by-case basis.

Should any employee of a contractor or subcontractor who is currently engaged in construction work or providing any other service on a Dougherty County School campus be arrested for any of the above referenced charges he/she shall be suspended from working on any campus of the Dougherty County School System. He or she shall only be permitted to return to work on a Dougherty County School System campus if such charges are dismissed or result in an acquittal.

A copy of this policy should be provided to each contractor and subcontractor upon award of contract. Failure to comply may result in contract termination, ineligibility to bid on future contracts, and any other legal action the Board deems appropriate.

SECTION 5: SPECIAL INSTRUCTIONS

1. **RFP COPIES:** Bidder should supply **1 original and 2 copies** when submitting.

THE FOLLOWING PAGES OF THIS DOCUMENT MUST BE SIGNED AND RETURNED WITH YOUR BID:

Page 12	“STATEMENT OF ASSURANCE”
Page 13	“DEBARMENT FORM”
Page 15	“VENDOR INFORMATION FORM”
Page 16	“VENDOR REFERENCE SHEET”
Page 17	“ACKNOWLEDGEMENT”
Page 18	“RFP/SPECIFICATIONS”

FAILURE TO SUBMIT THESE SIGNED DOCUMENTS MAY RESULT IN DISQUALIFICATION OF YOUR RFP.

ATTACHMENT – A

DJEA POLICY AND STATEMENT OF ASSURANCE

**DOUGHERTY COUNTY SCHOOL SYSTEM
PURCHASING DEPARTMENT
601 FLINT AVE.
P. O. BOX 1470
ALBANY, GA 31702-1470**

(229) 431-1272

TO: Bidders
FROM: Jason Renfro, Purchasing Agent
SUBJECT: Attached “DJEA POLICY” and “STATEMENT OF ASSURANCE”

The Dougherty County Board of Education has adopted a policy of Equal Opportunity for Competitively Bid Purchases, including Construction.

Attached is a copy of this DJEA Policy.

Prior to award of any bid, vendors/contractors **MUST** provide assurance that their business will be conducted in accordance with this nondiscrimination policy.

Attached is a “Statement of Assurance” form, which **MUST** be signed and returned with your Bid.

Please note: **FAILURE TO RETURN THE COMPLETED “STATEMENT OF ASSURANCE” MAY CONSTITUTE REJECTION OF YOUR BID.**

If you have questions regarding this requirement, please contact me at 229-431-1272.

**EQUAL OPPORTUNITY FOR COMPETITIVELY BID PURCHASES,
INCLUDING CONSTRUCTION**

1. It shall be the policy of the Dougherty County Board of Education to promote and insure equal opportunity for all persons, without regard to race, color, religion, sex, handicap, or national origin, employed by or seeking employment with vendors and/or contractors doing business with the Board. As a condition of doing business with the Board, each vendor and/or contractor shall furnish assurance that its business will be operated in accordance with the policy attached hereto and identified as a Competitively Bid Contracts, Policy DJEA.
2. The following equal opportunity clause shall be deemed incorporated into every contract and agreement between the Board and any of its vendors and/or contractors:

The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor/ contractor shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, handicap, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training.

In the event of the vendor/contractors noncompliance with the nondiscrimination policy of the Board, any contract or purchase order may be canceled, terminated, or suspended, in whole or in part, and the vendor/contractor may be declared ineligible to transact further business with the Board.

DJEA - continued

3. All vendors and persons desiring to transact business with the Board are to provide assurance that their business will be conducted in accordance with this nondiscrimination policy and that such vendors and/or contractors agree to and shall abide by the equal opportunity clause set forth in this policy.
4. It is the further policy of the Board to insure equal opportunity for minority/women owned businesses and minority/women professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.

AMENDED:

DOUGHERTY COUNTY BOARD OF EDUCATION

DOUGHERTY COUNTY SCHOOL SYSTEM

COMPETITIVELY BID CONTRACTS

POLICY DJEA

STATEMENT OF ASSURANCE

The undersigned Vendor/Contractor provides this Statement of Assurance to the Dougherty County School System wherein the undersigned acknowledges receipt and awareness of the above-captioned policy and agrees to observe and be bound by all applicable provisions contained therein. The undersigned submits this Statement of Assurance understanding that a failure to submit said Statement of Assurance may constitute a basis for rejecting the undersigneds bid.

This ____ day of _____, 201__.

VENDOR/CONTRACTOR

(Print Name)

(Signature)

(Company Name)

ATTACHMENTS

ATTACHMENT B – Debarment Form

U. S. DEPARTMENT OF AGRICULTURE

Certification regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017-510. Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, PLEASE READ INSTRUCTION ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

(Organization Name)

PR/Award # or Project Name

Name(s) and Title(s) or Authorized Representatives

Signature(s)

Date

Form AD-100-18(1/92)

Return with Proposal

ATTACHMENT B cont'd.

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediately written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Document, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT C – Voluntary Vendor Update

**DOUGHERTY COUNTY SCHOOL SYSTEM
VENDOR INFORMATION FORM**

Mailing Address (Please type or print. Complete all items)

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Remittance Address (if different)

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Other Vendor Information

Federal Business ID: _____ or Social Security # _____

Certification

Under penalty of perjury, I certify that:

1. The information stated in this application is factual and true, **and**
2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
3. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions: You must cross out Item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return. For real estate transactions, Item 3 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement account (IRA), and generally payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

(Representative's Signature)

Date

Please type or print representative's name

Return with Proposal

ATTACHMENT-D

**DOUGHERTY COUNTY SCHOOL SYSTEM
REFERENCE SHEET**

(Please list businesses that you provide services.)

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Return with Proposal

ACKNOWLEDGEMENT

I (WE) PROPOSE TO FURNISH AND DELIVER THE ITEMS AS LISTED IN THE PROPOSAL FORM ACCORDING TO YOUR SPECIFICATIONS AND QUANTITIES AT THE INDICATED PRICES.

THIS PROPOSAL FORM CONSISTS OF INVITATION, GENERAL AND SPECIAL INSTRUCTIONS, AND SPECIFICATIONS. WE UNDERSTAND THAT A COMPANY OFFICER'S SIGNATURE IS REQUIRED AND, UNLESS THIS HAS BEEN DONE, OUR "REQUEST FOR PROPOSAL" MAY BE CONSIDERED INCOMPLETE AND REJECTED THEREFORE.

I (WE), THE UNDERSIGNED, DO HEREBY UNDERSTAND AND ACCEPT THE INSTRUCTIONS AND CONDITIONS UNDER WHICH THIS QUOTATION IS BEING SUBMITTED.

NAME OF COMPANY: _____

(COMPANY FEDERAL ID NUMBER) (E-MAIL ADDRESS)

(STREET ADDRESS)

(CITY) (STATE) (ZIP)

PHONE: () _____, FAX: _____

IF YOU ARE A CERTIFIED MINORITY BUSINESS ENTERPRISE, STATE CERTIFYING AGENCY:
_____ (PLEASE ATTACH COPY OF CERTIFICATION)

This acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your Bid and without it your Bid is not complete and will be subject to rejection.

Bidder acknowledges addendum(s): No 1____, No 2____, No 3____ (If Applicable) Bid No. _____

IF NOT BIDDING, PLEASE COMPLETE ABOVE, CHECK APPLICBLE BOX BELOW AND RETURN THIS PAGE ONLY: (Please indicate No Bid with Bid Number on outside of envelope.)

VENDORS WHO DO NOT RESPOND IN ANY WAY (BY EITHER SUBMITTING A BID OR BY RETURNING THE FORM BELOW) OVER A PERIOD OF ONE YEAR WILL BE REMOVED FROM THE CURRENT LIST.

(A) ___ NO BID – Unable to bid at this time. Would like to receive future bids.

(B) ___ NO BID – Remove from this product/service category.

(C) ___ NO BID – Remove from Bidder's List.

BY: _____
(Officer's Printed Name) (Title)

(Signature) (Date)

DOUGHERTY COUNTY SCHOOL SYSTEM (GEORGIA)

Request for Proposals Financial Advisory Services for a period of five years for the issuance of annual Tax Anticipation Notes

Proposal Date: July 6, 2010

Due Date: July 29, 2010

The Dougherty County School System is requesting proposals from firms to serve as financial advisor for a five year period for the proposed issuance of tax anticipation notes.

SECTION I REQUEST

The System is soliciting proposals from firms to serve as the financial advisor to the System for a period of five years in connection with the issuance of tax anticipation notes by the System and for other purposes as may be requested by the System.

1. Financial Advisor Scope of Services

The financial advisor will be expected to provide the following services to the System:

1. Assist the System with its annual issuance of tax anticipation notes, including providing structuring advice in connection therewith.
2. In cooperation with System staff and bond counsel, plan, organize, and develop the text of any Official Statement, Notice of Sale, and other information designed to provide analysts, investors, and the bond rating services with appropriate disclosure.
3. Determine the best method for marketing any bonds or notes under the current market conditions.
4. Review with System staff the advantages, disadvantages, and requirements of alternative financing structures.
5. Provide recommendations of the timing, structure, technical features, and amount of a proposed issuance of tax anticipation notes.
6. Present information to the System and discuss strategies for maintaining credit worthiness and other related financial matters.
7. Assist System staff with other projects as requested, including the preparation of long-term financial plans.
8. Provide guidance with investment opportunities for all System funds.

2. Proposal Format

Each firm must submit its response providing the information outlined below and in the same order as listed. Your firm's response should be brief and should respond directly to each request.

1. Basic Information

State the name of your firm, address, telephone, fax number, the name and title of the person who will serve as the System's key contact with your firm with respect to your Proposal and such persons email address.

2. Personnel Assigned

Identify the persons in your firm who will be involved in providing the services requested. Please indicate the status of these individuals within your organization and his/her professional background and experience in providing financial advisory services described herein.

3. Experience

- a) Describe your firm's experience in the last 10 years with respect to the provision of financial advisory services to governmental entities similar to the System.
- b) Provide an overview of the services that your firm is able to provide in order to serve as financial advisor for the System.

4. Cost Proposal

Please provide your cost proposal for serving as financial advisor to the System over a five year period. The System anticipates utilizing services of its financial advisor in connection with the annual issuance of tax anticipation notes. Please provide a fee for services in connection with the issuance of tax anticipation notes and provide a scale should such fee adjust based on the issuance size. In addition, please provide a mechanism for determining fees for other services as may be requested by the System.

**SECTION II
GENERAL INFORMATION AND INSTRUCTIONS**

A. QUESTIONS CONCERNING RFP

All inquires regarding this RFP may be submitted by facsimile or in writing to:

Mr. Robert Lloyd
Dougherty County School System
200 Pine Avenue
Albany, Georgia 31702
Fax: (229) 431-1239

Inquires should make reference to specific section numbers of the RFP, page and paragraph references. All questions must be received by noon July 23, 2010 to receive a response. The question and the response to the questions will be communicated to all proposers receiving this RFP no later than July 27, 2010. There will be no responses to inquiries received after the inquiry deadline.

B. ADDENDUM TO RFP

The System reserves the right to amend the RFP prior to the due date of responses. If it becomes necessary to revise any part of the RFP, an addendum shall be provided to all proposers and made available on our website.

C. COST OF PREPARING PROPOSAL

Costs incurred developing proposals are to be entirely borne by the proposers and will not be reimbursed under any circumstances. This includes costs to determine the nature of this engagement, preparation of the proposal, submission of proposal, and all other costs associated with this RFP and responses thereto. All supporting documentation and manuals submitted with this proposal will become the property of the System. All proposals and associated documents are public record.

If for any reason the proposal is incomplete or questions are unanswered, the proposal may be rejected at the System's discretion.

D. SUBMISSION OF PROPOSALS

One original and two copies of each proposal shall be submitted to Mr. Robert Lloyd, Executive Director of Financial and Operational Services, no later than 2:00 p.m. Eastern Standard Time July 29, 2010.

Dougherty County School System
Attn: Mr. Robert Lloyd
200 Pine Avenue
Albany, GA 31702

In order to be considered for selection, responses must arrive on or before the date and time specified. Facsimile proposals are not acceptable. The System retains the right to waive irregularities.

An authorized representative of the firm or individual responding shall sign each copy of the proposal.

E. AWARD

Award will be made solely by the System.

F. REJECTION OF PROPOSALS

The System reserves the right to reject any or all proposals or to award in whole or in part for any reason.