



HABERSHAM COUNTY
GEORGIA | Est. 1818

Office of County Commissioners

130 Jacobs Way, Suite 302, Clarkesville, GA 30523
706-839-0200
www.habershamga.com

REQUEST FOR PROPOSALS

Habersham County Board of Commissioners is soliciting proposals for: Fairgrounds LED Sign Replacement	
RFP Released	June 5 th , 2024
Mandatory Pre-Bid Meeting	June 18 th , 2024 at 10AM
Deadline for Proposal Questions	June 20 th , 2024, by 2:00 PM EST
Proposals Due	June 26, 2024, by 2:00 PM EST
Tentative Award Date	July 15 th , 2024

*The **mandatory** pre-bid meeting will be held at the Habersham County Fairgrounds, 4235 Toccoa, Hwy Clarkesville, GA 30523

SUBMIT PROPOSALS TO:

Habersham County
Purchasing, Finance Department
“Fairgrounds LED Sign Replacement”
130 Jacobs Way, Suite 302
Clarkesville, GA 30523
purchasing@habershamga.com
706-839-0200



Office of County Commissioners
LED Fairgrounds Sign Replacement
Proposal Due Wednesday, June 26th, 2024
2:00 PM EST

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Submittal Requirements

Each bidder must submit their proposal, enclosed in a sealed envelope or box, and marked with the bidders' name, address and labeled: **Fairgrounds LED Sign Replacement** and addressed to:

Habersham County
Purchasing, Finance Department
130 Jacobs Way, Suite 302
Clarkesville, GA 30523

Any vendor wishing to send proposals shall be received no later than **2:00 PM, Wednesday June 26th, 2024** at Habersham County's Administration Building at 130 Jacobs Way, Clarkesville, GA 30523, at which time and place all proposals will be publicly opened and acknowledged.

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 AM and 5:00 PM, Monday through Friday, to the Board of Commissioners Office, Room No. 337 located on the top floor, excluding holidays observed by the Habersham County Board of Commissioners. For a complete listing of holidays, please visit <http://www.habershamga.com>.

Qualifications and Experience

Proposals must provide the following information to establish the qualifications and experience of the Bidder:

1. Certification that the Bidder or its officers or any predecessor companies are not under any part of the Bankruptcy Act nor ever filed under the Bankruptcy Act within the previous seven years.

Terms & Conditions

1. The initial term of a contract awarded as a result of this RFP shall be from date of award through completion of contract.
2. Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The Habersham County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the improper designation.
3. Habersham County reserves the right to reject any and all proposals. The County will not discriminate against any vendor submitting a bid because of race, creed, color, national origin, or handicap. The County is an equal opportunity employer.

4. Habersham County encourages all proposers to promote opportunities for diverse business, including Minority Business Enterprises (“MBE”), Female Business Enterprises (“FBE”), and Small Business Enterprises (“SBE”) to be included as sub-consultants and/or bidders. However, nothing herein should be construed to indicate that a MBE, FBE, or SBE may not apply and be selected independently. MBEs, FBEs, and SBEs that meet qualifications of this RFP are encouraged to submit their proposals for consideration.
5. Habersham County reserves the right to exercise discretion and apply its judgement with respect to all bid proposals submitted. The County also reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of consulting firms submitting proposals, supplementary information as may be necessary for County staff to analyze the bid proposals.
6. Habersham County may elect to award a contract in multiple phases, as is deemed to be in the County’s best interest. Should the County award projects in phases, the County reserves the right to award the phases to the same firm. All proposals submitted in response to the RFP become property of Habersham County and public records and will be subject to public view.
7. All proposals shall constitute, for a period of 90 calendar days, an irrevocable offer to provide the goods/services set forth in the specifications and proposal.
8. At no time shall the successful vendor reproduce Habersham County’s logo, return address or any other identifying or proprietary information for any other purpose. Also, the vendor shall not use Habersham County in any advertisements without the written consent of the County. Refer to https://www.habershamga.com/document_center.cfm?fid=277&ysnDC=1; County Commissioners Documents and Information; to download a copy of the Application for Permission to Use County Logo.
9. Habersham County Government is tax exempt. The selected vendor will be provided with Habersham County’s Sales and Use Tax Certificate of Exemption number upon request.
10. All bidders will be required to provide a Certificate of Insurance as proof of insurance and Workman’s Compensation Insurance while under contract with Habersham County. Workman’s Compensation Insurance should be as required by the State of Georgia.
11. Information provided within the bidder’s proposal are subject to open records request per Georgia Law. For more information, please visit <https://www.habershamga.com/open-records-request.cfm>.

12. Habersham County follows the purchasing policies and procedures adopted on December 14, 2015 through Habersham County Ordinance to Chapter 1; Article 4, Division 2. Refer to http://www.habershamga.com/document_center.cfm?fid=339&synDC=1; Finance Department Policies; for complete document.

Insurance Coverage Requirements

ALL BIDDERS MUST FURNISH PROOF OF LIABILITY INSURANCE, WORKER'S COMPENSATION LIABILITY INSURANCE, AND ANY OTHER INSURANCE REQUIRED BY APPLICABLE STATE, FEDERAL, AND ADMINISTRATIVE LAW.

Such proof shall be submitted with the bid/proposal and show evidence of insurability satisfactory to Habersham County as to form and content. If the bid is selected by the County, the Bidder must maintain, at a minimum, the insurance policies and minimums indicated in the selected bid. If the Bidder maintains broader coverage and/or higher limits than shown in the bid, Habersham County shall be entitled to coverage for the higher limits maintained by the Bidder.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Habersham County. Evidence of said insurance coverages shall be provided on or before the inception date of the Contract.

Bidder shall provide written notice to Habersham County immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered.

Certificates of Insurance are to list Habersham County Government, its' Officers, Officials and Employees as an Additional Insured (except for Workers' Compensation and Professional Liability). This insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Habersham County. If Habersham County shall so request, the Bidder will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

The obligations for the Bidder to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Bidder from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

Scope of Work

Habersham County is seeking proposals for the demolition of the existing Fairgrounds sign and an External Digital Signage installation and service contract for installation, configuration, user training, maintenance & support, and a software management tool to make changes to the external digital sign. All bidders are required to install the necessary electrical wiring, hardware, and accessories. The bidder may engage a sub-contractor to perform the electrical installation work necessary to facilitate use of the external digital sign. The signage/display system shall consist of cloud-based software, hardware devices for wireless connectivity to site/department, specific display needs, and a display system that is compatible for outdoor use. The contractor will provide details of the digital security of the software being used to use the signage and store all associated cloud stored data. This proposal is to include unit and extended pricing details. The total costs of all re-occurring and non-re-occurring charges must be explicitly specified. No used, demo, refurbished or re-manufactured products will be accepted. All proposals must include proposed costs to complete the tasks described in the project scope. Pricing should be listed for each of the following items: (1) materials, (2) construction cost, (3) electrical work and (4) software cost.

NOTE: All costs and fees must be clearly described in each proposal. Contractor will only provide pricing and specifications for digital signage that will be used outside. Bid responders must be a direct service provider of the requested services and products. Bid responses submitted by contractors that are not direct service providers will not be considered. Bid should include the full cost of demolition of the existing sign.

The contractor will be responsible for procuring, installing, configuring, and testing all hardware and software required. The proposed system must be compatible with all future revisions and software/hardware versions for the entire life of the contract. Any upgrades or patching required to bring newer hardware or software into production must be included as part of this entire contract life. The contractor will be responsible for finalizing digital display signage configuration and testing all digital display signage system hardware components and sub-components and ensuring interfaces are working properly. The external digital sign must be Wi-Fi enabled.

1. Demolition and Waste Removal: The existing sign needs to be demolished and completely removed from the property. The new sign will be in the area marked in the aerial image on page 9, located on the same property roughly 20-30 feet closer to the building. The new sign should be constructed in the same rock-based style as other county signs. Please see the photo example on page 10.
2. Software: The contractor shall grant Habersham County the right to use all software and firmware provided under the contract and will not impose any licensing restrictions on interfacing data to or from the digital display system software. Habersham County shall be the owner of all software data. The contractor shall provide for hosting of the content management software. Hosting services, monthly service fees, maintenance, and licensing for the software shall

be provided for the duration of the warranty period for all 2 digital display signage system software. Habersham County shall have the option to extend the duration of software hosting beyond the system warranty period to be negotiated with system contractor at future periods. An Equal Opportunity Employer, Habersham County does not discriminate based on race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability, or veteran status.

3. **Maintenance and Repair:** The Service Provider shall undertake maintenance, repair and rectification of the Digital Signage and the signage related software and hardware to ensure uninterrupted availability of Digital Signage Service to Habersham County. Maintenance and repair of the external digital sign and its management software and tools shall be the responsibility of the Service Provider and Habersham County shall pay no additional cost for the same for such maintenance. In case the Service Provider is not able to rectify the problem with any of this equipment for any reason, the equipment shall be replaced by the Service Provider at no extra cost to Habersham County.
4. **Digital Display Signage System Training:** The contractor shall provide user training that enables Habersham County employees to operate and maintain the system. Training topics shall include digital display signage operator training, system administration training including 3rd party interfaces. The contractor shall provide a detailed training plan and user manual in conjunction with the overall project schedule. All training will be conducted onsite at Habersham County Fairgrounds. Training materials and user training sessions are to be included in the total cost bid submitted. Additional training shall be provided by the Contractor at no cost to Habersham County.
5. **System Management Software and Security:** The system/management software must provide user security to accommodate multiple administrative groups. The system/management software should allow the user to carry out all content management and admin functions. System Administrators must be able to define system/management software user roles such as admin and read only users, etc. The software management tool/system data is to be in the cloud, and it is required to include security and be stored independent of other customer data.
6. **Warranty:** The Contractor will provide a five (5) year service and warranty policy on all components of the system including equipment, services, and software purchased under this contract. The warranty period will begin following final system acceptance by Habersham County. Contractors are required to identify their service facility in their proposals. Habersham County reserves the right to approve or reject the service facility specified by the Contractors. A complete copy of the contractor's warranty shall be included in the proposal. Contractor shall provide a single point of contact for all warranty administration during the warranty period. The Contractor shall provide any software updates and patches

for the current version at no cost to Habersham County during the warranty and support period. Future upgrades to the software system will be made available to Habersham County at no additional charge during the warranty and support period. If there is a change in the production configuration of any equipment or software being installed prior to installation completion, Habersham County may require that all previously installed equipment and software be upgraded to match the updated configuration. The contractor shall provide ongoing user and technical support for a period of three (3) years as part of the warranty period.

7. Repair or Replacement of Faulty Components: During the warranty period, the contractor shall repair or replace any faulty components, with the cost included in the warranty price. If at least 25% of a given component requires repair or replacement within the five-year warranty period, the component shall be deemed to warrant systemwide replacement. System wide replacement shall require the Contractor to replace all units of the suspect component throughout the system, whether they have exhibited any fault. Even if the system-wide replacement activity extends beyond the warranty period, the Contractor shall be obligated to complete the system-wide replacement if the need was documented before the end of the warranty period. Software support during the warranty period shall include technical support for all hardware and software, with a technical support line, as well as providing, licensing, installing, and integrating all released software patches and updates.

Questions and Interpretations

No inquiries or interpretation of meaning concerning this Request for Proposal will be made to any interested party orally. Every inquiry or request for interpretation should be made in writing via e-mail. All inquiries and requests for interpretation should be sent via e-mail to purchasing@habershamga.com. All questions and all answers will be posted on the website www.habershamga.com. It will be the responsibility of interested parties to periodically check the website for any new information.

Instructions to Bidders

General Information

The Habersham County Board of County Commissioners is soliciting proposals for **LED Signs Replacement for the Habersham County Fairgrounds**. Please indicate below if bid meets requirements. A complete bid must include this check list.

Requirements - Exact or Equivalent:

Please Indicate “yes” or “no” below*	YES	NO
Pixels 54H X 192L		
16mm Display		
Frame included		
Spare parts included		
5-year parts warranty included		
Minimum 2 CDR single mode fiber optic cable		
Program board and train users		
Novastar Taurus TB60 sending box		
Screens to be approximately 3'H X 10.5'L		

Use this space to provide any additional comments or details about equivalent parts:



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Pricing Sheet
Request for Proposal
Double-Sided Fairgrounds LED Sign Replacement

Quoting Company Name:	
Company Representative:	
Company Address:	
Company Phone Number:	
Representative Phone:	

Please provide Price breakdown as indicated below:

Price (per each):	
Cost of Demolition and Removal:	
Cost of New Sign Construction:	
Any Additional Costs:	
Deliver/Destination:	
Less Discounts/Incentives:	
Total Price:	

*Bidder must also include an itemized breakdown of the cost to complete the project.

I agree to all terms and expectations of the above quote specification and hereby submit this as our official bid.

Signature of authorized company representative

Date



Style Example Located at 130 Jacob's Way



The new Fairgrounds sign should be in this style to create a consistent aesthetic. The rock base should be included in any design, but does not need to continue around the perimeter of the double-sided LED. The sign in this image is located at 130 Jacob's Way.

Images of the Current Fairgrounds Sign





NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm, _____
Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of Habersham County or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of Habersham County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of 20__

NOTARY PUBLIC

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Habersham County. The bidders may be declared, by Habersham County, ineligible for further contracts with Habersham County until satisfactory proof of intent to comply shall be made by the vendor. The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

FIRM NAME

PRINTED NAME

SIGNATURE

TITLE

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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 (IRS) 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, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



Office of County Commissioners
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706-839-0200 Fax: 706-839-0219
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**STATE OF GEORGIA  E-Verify PROGRAM VENDOR/CONTRACTOR
AFFIDAVIT AND AGREEMENT**

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned contractor verifies it's 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 Habersham County 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 are as follows:

EEV / Basic Pilot Program User ID Number (E-Verify)

FURTHER AFFIANT SAYETH NOT.

BY: Authorized Officer or Agent Signature

Contractor Address

Title of Authorized Officer or Agent of Contractor Above

Company / Contractor Name

Contractor City, State, Zip Code

Date of Contract between Contractor and Habersham County

Sworn to and subscribed before me

This _____ day of _____, 20____

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. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV I Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security in conjunction with the Social Security Administration (SSA).