

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: RFP 2025-26 Automated Weather Siren

DATE: August 4th, 2025

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL- \$77,339.86

COMMISSION ACTION REQUESTED ON: September 15th, 2025

PURPOSE: To recommend contracting HQE Systems, Inc to update our weather sirens/alert system.

BACKGROUND / HISTORY: Habersham County sought Request for Proposals automation of our weather sirens. Three (3) RFPs were submitted. The most responsive bidder was HQE Systems. After scoring based on the requirements laid out in the RFP, Communications International and HQE Systems scored within 1.01 points from each other. An additional review of proposals as well as interviews with each vendor determined that HQE Systems' program and support options were a better fit for the County's needs. Evaluators included Tom Priddy and E-911 dispatchers who would be using the new systems as well as Directors of Facilities, I.T., and Fire. After final evaluations, HQE agreed to lower the original scope to fit our FY25 CIP budget of \$80,000.

FACTS AND ISSUES:

- A. HQE offers 24/7 support and is one of the top service providers in their field. They systems included the ability to set our own system parameters, mapping preferences, and alert types.
 - B. While onboarding HQE will integrate their system with County protocols.
 - C. Programming includes the ability to send alerts via email, phone, and SMS messaging in multiple languages.
 - D. Built-in templates will help dispatchers respond quickly and consistently to impending threats.
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OPTIONS:

- 1) Approve the contract with HQE Systems, Inc for RFP 2025-26 Automated Weather Sirens.
 - 2) Deny contracting with HQE Systems, Inc for RFP 2025-26 Automated Weather Sirens.
 - 3) Commission defined alternative for RFP 2025-26 Automated Weather Sirens.
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RECOMMENDED SAMPLE MOTION: Move to approve contracting with HQE Systems, Inc for RFP 2025-26 Automated Weather Sirens.

DEPARTMENT:

Prepared by: Finance, Purchasing

Director _____

**ADMINISTRATIVE
COMMENTS:**_____

County Manager

DATE:_____



HABERSHAM COUNTY

BOARD OF COMMISSIONERS

September 5, 2025

HQE Systems, Inc.
27348 Via Industria
Temecula, CA 92590
(800) 967-3036
Attn: Qais Alkurdi

Ref: **RFP 2025-26 Automated Weather Siren**

Notice of Award

Dear Qais Alkurdi,

I am pleased to inform you that the Habersham County Board of Commissioners has awarded the above-named contract to your firm as the sole recipient. This letter will serve as a **Notice of Award** only.

You are requested to furnish Habersham County the following listed documents within **fifteen (15) days** as required by the terms and conditions of the bid:

1. Executed Contract Documents (Attached)
2. Updated Certificate of Liability Insurance

Please print two copies of the attached contract and return them in their original form, signed, and notarized as duplicate originals. Please do not fax the documents back. The County will then execute both documents and return one original to you.

A **Notice to Proceed** and **PO** will be issued after receiving the above-named documents. This contract will become effective upon execution of documents.

Sincerely,

Sara Burke
Purchasing/Grants Specialist
&
Kiani Holden
Interim Finance Director, Financial Administrator

COUNTY OF HABERSHAM

RFP 2025-26 AUTOMATED WEATHER SIREN

This agreement made and entered into this the _____ day of _____, 2025, by and between the Board of Commissioners of Habersham County, Georgia (Hereinafter referred to as "County") and HQE Systems, Inc hereafter referred to as "Contractor".

Witnesseth:

Whereas the County intends to contract with **HQE Systems, Inc** for **RFP 2025-26 Automated Weather Siren**, herein referred to as the "Project" and has entered into an agreement for the necessary services provided by the project and whereas, the Contractor desires to perform the project and for the contract costs as detailed.

Habersham County's RFP 2025-26 issued on May 14th, 2025, the Bidder's response (All originals are on file in the Habersham County Purchasing Department, 130 Jacob's Way Clarkesville, GA 30523), and this contract are all incorporated into and made a part of this agreement by reference.

Not to exceed \$77,339.86

If any paragraph, sub-paragraph, sentence, clause, phrase or any portion of this agreement shall be declared invalid or unconstitutional by any Court of competent jurisdiction or if the provisions of any part of this agreement as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be constructed to affect the portions of this agreement not so held to be invalid or the application of this agreement to other circumstances not so held to be invalid. It is hereby declared to be the intent of the parties to this agreement to provide for separate and divisible parts, and to hereby adopt any and all parts hereof as may not be held invalid for any reason.

In witness whereof, the parties hereto have hereunto set their hands and affixed their seals the day and year first written above.

Subscribed and sworn to in our
presence this _____ day of
_____, 2025

Notary Comm. Exp.

Habersham County, Georgia

By: _____

Jimmy Tench

Chairman, Board of Commissioners

Subscribed and sworn to in our
presence this _____ day of
_____, 2025

Notary Comm. Exp

Contractor

By: _____

Title:

Phase	Description	Quantity	American Signal Corp	Communications Int.	HQE Systems
A. Project Management & Consulting	Initial meetings, planning, scheduling, coordination	1	\$ -	\$ 1,000.00	\$ 3,443.64
B. System Design & Engineering	Site assessments, integration planning, schematics	1	\$ -	\$ 1,000.00	\$ 2,459.74
C. Equipment Procurement	Hardware and software for automation (controllers, antennas, interfaces, etc.)	15	\$ 77520 + 2500 Auto Activate	\$ 51,105.00	\$ 29,516.93
D. Installation & Integration	Field work to install and connect automation hardware to existing sirens	15	\$ 57,300.00	\$ 21,480.00	\$ 10,330.93
E. System Testing & Commissioning	Functional testing, calibration, and system go-live	1	\$ -	\$ 1,000.00	\$ 1,967.80
F. Training & Documentation	Staff training, user manuals, system diagrams	1	\$ -	\$ 1,995.00	\$ 1,475.85
G. Ongoing Support & Maintenance	Optional annual maintenance (describe SLA)	Annually	\$ 11,890.00	\$ 1,995.00	\$ 19,251.29
OPTIONAL ENHANCEMENTS	Item	Description	Cost	Cost	Cost
	Remote Monitoring Dashboard	Cloud-based siren status interface with mobile alerts	\$ -	INCLUDED	\$ 8,893.68 per unit
	Integration with NOAA or IPAWS	Direct interface with federal alert systems	\$ -	\$ 295/YEAR	\$ 11,561.78
	Battery Backup Enhancements	Upgraded UPS for uninterrupted power	\$ 240.00 per unit	\$ 1637.00 per unit	\$ 767.27 per unit
SUBTOTAL			\$ 137,320.00	\$ 79,575.00	\$ 68,446.18
OPTIONAL ENHANCEMENTS			240 (PER EACH)	\$ 1,932.00	\$ 96,256.45
TOTAL (BASE + OPTIONS)			\$ 149,210.00	\$ 81,507.00	\$ 145,451.34

All subtotals include the first year of maintenance.

CATEGORY	CRITERIA	WEIGHT FACTOR (%)	COMPANY NAME / RATING (Combined scoring from 5 evaluations using a scale of 0-100 for each)		
			American Signal Corporation	Communications Int.	HQE Systems
Relevant Qualifications and Experience	1. Overall qualifications of listed key personnel for the prospective contract. 2. Experience of the personnel and/or firm to similar projects. 3. Experience working with government agencies or similar entities.	20%	80	89	97
Suitability for Project	1. The contractor's apparent fit to the contract type and/or needs of Habersham County. 2. Any special or unique qualifications for the proposed contract.	30%	81.7	97	93.7
Purposed Solution	1. Does the purposed solution meet Habersham County's needs? Does the solution offer any additional features? 2. Will the vendor facilitate and handle all aspects of the solution or will vendor sub out portions during implementaion and post support.	20%	78	92	86
Local or in-state vendor	Is this vendor local or an in-state vendor? Local vendors preferred due to reduced travel time/costs, faster response times and support, support for the local economy, improved communications and accessibility, local expertise and understanding, etc.	20%	22.5	58	66
References	Names and addresses of other clients that can verify work for their agency/firm	10%	93	95	95
		TOTAL SCORE (out of 10):	60.61	76.90	77.91

	Rank:	3	2	1
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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: Automated Weather Siren Activation Project	
RFP Released	May 14, 2025
Deadline for Proposal Questions	May 28, 2025 by 2:00 PM EST
Proposals due	June 18, 2025 by 2:00 PM EST
Tentative Award Date	TBD

SUBMIT PROPOSALS TO:

Habersham County
Purchasing, Finance Department
“Automated Weather Siren Activation Project”
130 Jacobs Way, Suite 302
Clarkesville, GA 30523
purchasing@habershamga.com
706-839-0200



**Office of County Commissioners
RFP 2025- 26 Automated Weather
Siren Activation Project
Proposals Due Wednesday, June 18, 2025
No later than 2:00PM 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: "**Automated Weather Siren Activation Project**" and addressed to:

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

Proposals shall be received no later than **2:00 PM, Wednesday June 18th, 2025** at Habersham County's Administration Building at 130 Jacobs Way, Suite 302, Clarkesville, GA 30523, at which time and place all proposals will be publicly opened and acknowledged. Electronic bids will not be accepted.

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, Suite 302 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 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 and Specifications

Habersham County Board of Commissioners are seeking proposals to provide professional consulting, planning, and implementation of the Habersham County Automated Weather Siren Activation Project. Habersham County has 15 existing weather sirens used for severe weather warnings. The current system utilizes manual activation from the 911 center. The county is looking to automate this process. The County invites responses to the Request for Proposal (RFP) from qualified vendors interested in providing a turn-key Automated Weather Siren Activation System.

1. Automated system should communicate with weather sirens via two-way radio.
2. Vendor will need to supply base radio to connector to siren controller at 911 center
3. Base radio will need the following features OTAP, OTAR, P25 Phase 2 TDMA, 700/800MHz operation, AES encryption.
4. The vendor will need to provide labor, coax, and connectors for base radio to interface to 800MHz hybrid combiner at 911 center.
5. Vendor will need to provide power supply and housing for base radio
6. Grounding must meet R56 standards for items installed inside the 911 center.
7. Vendor will need to provide automated weather siren activation server, and software.
8. Vendors will need to supply labor and equipment on existing weather sirens to integrate into a new automated weather siren activation system.
9. Vendor will need to supply labor and configuration setup for server and PC client.
10. The Automated Weather Siren Activation System needs to receive real time information from NOAA for activation during weather events.
11. System needs to have automatic failover and or backup server to minimize failure of system.
12. The system needs to support multiple activation protocols for future expansion. Examples include FSK, DTMF and others.
13. The system needs to have a map display with weather siren locations as part of the GUI.
14. The system needs to have a manual activation option.
15. The system needs to have a schedule feature for weekly test operation.
16. The system needs to have multiple options for activation.
17. The system needs to report real-time weather siren status and alarms and operation.
18. Vendors need to provide training on system operation.
19. New equipment needs to have a 3-year warranty.

20. The system should be able to generate reports on system and siren status and operations.
21. Vendor needs to supply mouse, keyboard, and monitor for server and client PC.
22. Preference that Server and Client PC be two separate machines.
23. Vendor needs to provide optional pricing for 5 years with additional tech support on product and software.
24. The vendor should provide 12 months of support service on the system.
25. Vendor will need to use plenum rated cables for anything being run inside the 911 center.
26. Server and PC need to be off the shelf items with current operating systems.

Additional Information

All weather sirens will have P25, 700/800 MHz, Phase 2, AES encryption radio already installed.

Electronic enclosures on most weather sirens are 15 feet from the ground.

All work being completed needs to take place Monday-Friday 8am-5PM.

The county will provide network connections for communications with NOAA.

The existing weather sirens are Whelen Vortex and Federal Signal 2001 models.

Weather Siren Locations

HCFD station 9: 4263 Hollywood Hwy, Clarkesville, Georgia 30523 (Whelen vortex)

HCFD station 11: 1302 Fairview School Road, Demorest, Georgia 30535 (Whelen vortex)

HCFD station 12: 2975 Duncan Bridge Road, Cornelia, Georgia 30531 (Whelen vortex)

HCFD station 13: 2665 Habersham Mills Road, Demorest, Georgia 30535 (Whelen vortex)

HCFD station 14: 6400 Camp Creek Road, Mt. Airy, Georgia 30563 (Whelen vortex)

HCFD station 15: 6579 Liberty Road, Clarkesville, Georgia 30523 (Whelen vortex)

HCFD station 16: 6357 GA-17, Clarkesville, Georgia 30523 (Whelen vortex)

HCFD station 17: 4455 The Orchard Road, Clarkesville, Georgia 30523 (Whelen vortex)

514 Nicolon Drive, Cornelia, Georgia 30531 (*Federal Signal 2001*)

175 EOC Drive, Mt. Airy, Georgia 30563 (*Whelen vortex*)

1000 Detention Drive, Clarkesville, Georgia 30523 (*Whelen vortex*)

120 Paul Franklin Road, Clarkesville, Georgia 30523 (*Federal Signal 2001*) inside.

Tallulah Falls tower site off Gilbert Gate Rd, Tallulah Falls, Georgia 30573 (*Whelen Vortex*)

385 Willingham Avenue, Baldwin, Georgia 30511 (*Federal Signal 2001*)

171 Raider Circle, Mt Airy, Georgia 30563 (Federal Signal 2001)

911 Dispatch Center

Habersham County EMA/911 175 EOC Drive, Mount Airy, GA 30563

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.

SAMPLE CONTRACT

STATE OF GEORGIA

CONTRACT RFP 2025-26

COUNTY OF HABERSHAM

Automated Weather Siren Activation Project

This agreement made and entered into this the _____ day of _____, 2025, by and between the Board of Commissioners of Habersham County, Georgia (Hereinafter referred to as "County") and **Selected Vendor** hereafter referred to as "Contractor").

Witnesseth:

Whereas the County intends to contract to provide for Automated Weather Siren Activation Project - RFP 2025-26, herein referred to as the "Project" and has entered into an agreement for the necessary services provided by the project and whereas, the Contractor desires to perform the project and for the contract costs as detailed.

Habersham County's RFP 2025-26 Automated Weather Siren Activation Project issued on June 18th, 2025, the Bidder's response (All originals are on file in the Habersham County Purchasing Department, 130 Jacob's Way, Suite 302, Clarkesville, GA 30523), and this contract are all incorporated into and made a part of this agreement by reference.

\$\$\$\$

Attachments: All terms and conditions; Contractor's Bid response; Contractors cost data

If any paragraph, sub-paragraph, sentence, clause, phrase or any portion of this agreement shall be declared invalid or unconstitutional by any Court of competent jurisdiction or if the provisions of any part of this agreement as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be constructed to affect the portions of this agreement not so held to be invalid or the application of this agreement to other circumstances not so held to be invalid. It is hereby declared to be the intent of the parties to this agreement to provide for separate and divisible parts, and to hereby adopt any and all parts hereof as may not be held invalid for any reason.

In witness whereof, the parties hereto have hereunto set their hands and affixed their seals the day and year first above written.

Subscribed and sworn to in our
presence this _____ day of
_____, 2025

Notary Comm. Exp.

Habersham County, Georgia

By: _____
Jimmy Tench
Chairman, Board of Commissioners

Subscribed and sworn to in our
presence this _____ day of
_____, 2025

Notary Comm. Exp.

Contractor

By: _____

Title



HABERSHAM COUNTY

GEORGIA | Est. 1818

Office of County Commissioners

130 Jacobs Way, Suite 302, Clarkesville, GA 30523

706-839-0200

www.habershamga.com

Cost Breakdown by Project Phase

Phase	Description	Unit Cost	Quantity	Total Cost
A. Project Management & Consulting	Initial meetings, planning, scheduling, coordination	\$	1	\$
B. System Design & Engineering	Site assessments, integration planning, schematics	\$	1	\$
C. Equipment Procurement	Hardware and software for automation (controllers, antennas, interfaces, etc.)	\$	15	\$
D. Installation & Integration	Field work to install and connect automation hardware to existing sirens	\$	15	\$
E. System Testing & Commissioning	Functional testing, calibration, and system go-live	\$	1	\$
F. Training & Documentation	Staff training, user manuals, system diagrams	\$	1	\$
G. Ongoing Support & Maintenance	Optional annual maintenance (describe SLA)	\$ /year	___years	\$

Optional Enhancements or Add-Ons (if applicable)

Item	Description	Cost
Remote Monitoring Dashboard	Cloud-based siren status interface with mobile alerts	\$
Integration with NOAA or IPAWS	Direct interface with federal alert systems	\$
Battery Backup Enhancements	Upgraded UPS for uninterrupted power	\$ per unit

Summary of Total Costs*

Category	Amount
Subtotal	\$
Optional Enhancements	\$
Total (Base + Options)	\$

*All prices are in USD and valid for 90 days from proposal closing date.

By signing this RFP bidder agrees to all terms and expectations of the above quote specification and hereby submits this as an official bid.

Signature of authorized company representative

Date

References

Proposers should include list of references as part of their proposal submission. Proposers are required to demonstrate successful performance of the proposed turnout gear and customer service level by submitting references from three (3) user departments during the past three (3) years.

1. Company Name _____
Contact Person _____
Telephone _____ E-Mail Address _____
2. Company Name _____
Contact Person _____
Telephone _____ E-Mail Address _____
3. Company Name _____
Contact Person _____
Telephone _____ E-Mail Address _____

*If there is anything else you would like to explain, please leave your comments below:

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the requirements.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form will be provided before the commencement of any work.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **June 18th, 2025 at 2:00 p.m.** but may not be withdrawn after such date and time.

That Habersham County reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. Habersham County reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that Habersham County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Printed Name

Title

Signature

Title

AFFIX CORPORATE SEAL (If Applicable)

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.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) ► Government	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
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Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

Sign Here

Signature of
U.S. person ►

Date ►

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Office of County Commissioners
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706-839-0200 Fax: 706-839-0219
www.habershamga.com

**STATE OF GEORGIA 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).