



**Brunswick-Glynn
Joint Water and Sewer Commission**

Request For Proposals No. 21-020

**Professional Services for
Total Compensation Study
for the
Brunswick-Glynn Joint Water and Sewer Commission**

Friday, April 9, 2021

Deadline for questions is Tuesday, April 20, 2021, no later than 5:00 p.m. EST.

Questions must be directed in writing (via e-mail) to the
Director of Purchasing, Pamela Drury-Crosby, email- pcrosby@bgjwsc.org

Responses Due by:

12:00 NOON, EST Tuesday, May 4, 2021 to:

Purchasing Division
Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
(912) 261-7127

Submit responses in hard copy only; electronic or fax responses will not be accepted.
Responses received after the deadline or at any other locations will not be accepted.

FOR COMPLETE DETAILS OF THIS SOLICITATION, please visit the BGJWSC website, utilizing the following link:

<http://www.bgjwsc.org/departments/procurement/>

**BRUNSWICK-GLYNN
JOINT WATER AND SEWER COMMISSION**

REQUEST FOR PROPOSALS 21-020

PROFESSIONAL SERVICES FOR TOTAL COMPENSATION STUDY

1.0 INTRODUCTION

The Brunswick-Glynn Joint Water & Sewer Commission (BGJWSC) wishes to receive Requests for Proposals (“RFP”) for professional services proposals from qualified firms to evaluate the BGJWSC’s current structure and conduct a market survey to provide recommended updates to the job classification and total compensation system. The market study will include a review, comparison and analysis of standard benefit offerings, including retirement options (defined contribution plans, defined benefit plans, deferred compensation plans), medical coverage options, leave plan options (sick, vacation, etc.; accruals and payouts), auto allowance/take home vehicle and other such benefits. This survey will include offerings, agency contributions, employee contributions, annual costs, percentage of payroll information, and such data to inform the BGJWSC of its competitiveness for total compensation offered to its employees. The nature of the market comparison should include both public and private entities. Compensation data should be normed out for cost-of-living variances.

The job classification and total compensation study will provide options for a classification and total compensation plan, including an implementation strategy, which will achieve the following objectives:

- Ensure fair and equitable compensation relationships with the organization.
- Maintain pay equity compliance.
- Ensure competitiveness with the external market.
- Develop strategies to increase recruitment and retention rates
- Provide insights and suggestions for improving employee relations regarding total compensation.
- Level of involvement in an emergency situation.
- Take into account both internal and external equity measurements.
- Enable easy maintenance by the BGJWSC staff post implementation.
- Keep level of fiscal impact of the recommendations and implementation options to a level that can be managed over time.

The proposer shall identify how it will go about introducing the project to the stakeholders (Commission, employees, department directors and managers, etc.), communicating progress along the way, and the manner in which all recommendations will be presented to the Commission.

Please address each phase/deliverable of the project separately. The BGJWSC recognizes that work performed in a prior phase will be used to deliver the expected results in the next phase. The selected firm must be capable of performing the following tasks and delivering the following on behalf of the BGJWSC:

Deliverable #1 – Job Classification and Compensation Plan

- Perform audit of existing positions and market survey of agencies or industries similar to the Commission.
- Detail the appropriate number of pay ranges (and pay steps, if applicable) and the weight given to internal equity and external market comparisons.
- Recommend pay grade adjustments and/or reassignment of positions to appropriate pay grades as needed.
- Integrate job evaluation rankings and market comparisons into the recommended pay levels.

- Integrate employees' perceived value and monetary value of employee benefits into overall design of compensation plan.
- Provide an analysis of compression (avoiding any disparate impacts), and communicating reasons for taking actions and taking into account individual performance history. Provide suggestions for solutions.
- Develop a supervisor's training manual. If new methods are recommended, the consultants will document process flow changes and develop new forms in concert with the BGJWSC.
- Analyzes whether certain position classifications are over-or under-staffed, making for an unbalanced workforce.
- Analyze if job duties and responsibilities for multiple positions can be best allocated to fewer positions with higher pay ranges.

Deliverable #2 – Information Meetings (Project Inception) and Presentation of Findings

- Initial meeting with Executive Director, Deputy Executive Director & Committee/Commission members to discuss the process and task to be performed in the study to include the reasonable dedication of key personnel.
- Proposer to meet with department heads to explain study and process to be used.
- Proposer to provide employee-level project overview document to assist management in communicating the process and goals to all employees.
- Present findings and recommendations to BGJWSC Human Resources Committee
- Present findings and recommendations to BGJWSC Board of Commissioners
- Submit a final report with an executive summary of project results and approved recommendations by BGJWSC Board of Commissioners.

Deliverable #3 – Implementation Plan

- Develop implementation plan and quantify fiscal impact to the Commission.
- Describe proposed methods for informing and educating staff regarding the results of the study, and how the Proposer and the Commission will work together in developing that message.

The firms must comply with all applicable state, local and federal regulations related to the services provided to the BGJWSC. The BGJWSC reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed. The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

The selected firm will be provided access to any pertinent system information in the possession of the BGJWSC. Firm shall be responsible for obtaining any additional information needed for their evaluation and design. Additional investigation activities will be the responsibility of the firm. Any costs involved with additional information are the responsibility of the selected firm.

In an effort to promote responsible environmental practices, please note that all documents related to this solicitation will be posted on the BGJWSC website: <http://www.bgjwsc.org/departments/procurement/>

Interested proposers are advised to review these postings frequently throughout the solicitation process and prior to all proposal submissions being finalized to ensure the most accurate information is being taken into consideration. Firms expressing interest should be fully capable of providing the end results requested. The successful Proposer will be required to submit proof personal and professional liability insurance prior to entering into an agreement with the Commission.

2.0 SPECIAL CONDITIONS

The selected firm is to complete the project within ***120 days*** of receiving a signed notice to proceed. Each firm's experience and qualifications will be evaluated primarily as they relate to the firm's ability to provide Professional Services for the Total Compensation Study.

The BGJWSC will make an award only to a responsible firm possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. Please include in your project experience reference responses only those projects that most clearly align with these objectives.

This is a qualifications-based procurement of professional services whereby competitors' qualifications will be evaluated, and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation. The BGJWSC is interested in different cost-effective approaches to complete the Total Compensation Study. The final scope of services will be subject to negotiation. The proposal should include a detailed scope of services and all costs for which the firm expects to be compensated for, including all materials furnished and services provided. The quoted price shall constitute full and complete compensation for the services and materials as outlined within this solicitation. Staff fee schedule should clearly indicate effective dates, applicable escalation clauses, and miscellaneous billable costs, in addition to hourly rates. As the BGJWSC is committed to making the most efficient use of rate payer funds available, the comparative cost factors associated with each proposal will also be considered. The BGJWSC reserves the right to select the best combination of qualifications and cost effectiveness for the scope of work identified in this RFP.

Written proposals will be reviewed and rated by a panel of qualified BGJWSC staff members. Upon review of written proposals, the Selection Committee may reach out to select firms to provide further clarification of their approach. The Selection Committee will score each firm based on the criteria outlined in Section 6.0. The rating system will consist of a numerical grading system, as set forth in Section 6. The highest scoring proposal will be recommended to the BGJWSC Commission for final approval. The BGJWSC reserves the right to reject any and all proposals, waive technicalities and make an award in the best interest of the BGJWSC.

The anticipated overall solicitation and project milestone target schedule is listed below:

Project Milestone	Target
Deadline for Questions	Tuesday, April 20, 2021 – 5:00 p.m. EST
Final Addendum for Questions	No later than Monday, April 26, 2021
Proposals Received	Tuesday, May 4, 2021 – 12:00 NOON EST
Evaluation and Award of Contract	Tuesday, May 4 – Thursday, May 20, 2021
Contract Execution	May 21, 2021 – June 1, 2021
Projected Start Date	June 1, 2021
Projected Completion Date	September 30, 2021

Brunswick-Glynn Joint Water and Sewer Commission provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veteran status. This policy ensures all segments of the business community have access to supplying the goods and services needed by the BGJWSC.

In the sole judgement of the BGJWSC, any and all proposals are subject to disqualification on the basis of conflict of interest. The BGJWSC may not contract with a firm if the firm or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee,

board or commission member of the BGJWSC who influences the making of the contract or has a direct or indirect interest in the contract. Furthermore, the BGJWSC may not contract with any vendor whose income, investment or real property interest may be affected by the contract. The BGJWSC, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. Please identify any person associated with the firm that has a potential conflict of interest.

3.0 INFORMATION REQUESTS AND INSTRUCTIONS FOR PROPOSAL SUBMITTAL

Any questions and/or misunderstandings that may arise from this RFP must be submitted in writing and forwarded to the Director of Procurement at the email address listed below. It shall be the proposers' responsibility to seek clarification as early as possible prior to the due date and time. Any firm that intends to submit a Proposal is required to attend this teleconference.

Additional information and clarifications desired by a Proposer shall be requested from the BGJWSC in writing and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each Proposer. Every request for such clarification shall be in writing (email) addressed to Pamela Crosby at pcrosby@bgjwsc.org. The deadline for questions will be **5:00 p.m. EST on Tuesday, April 20, 2021**. Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and non-binding.

To maintain a "level playing field" and to assure that all proposers receive the same information, proposers are requested NOT to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

Addenda issued to Proposers prior to the date of receipt of Proposals shall become a part of the RFP and Proposals shall include the work described in the Addenda. No inquiry received within five days of the date fixed for the submission of Proposals will be given consideration. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Proposers, not later than five days prior to the date fixed for the submission of Proposals (**no later than 5:00 p.m. EST on Monday, April 26, 2021**).

Proposers should check the website at <http://www.bgjwsc.org/departments/procurement/> frequently during the solicitation process to verify that they have received all issued addenda. Proposers have the responsibility of making sure that they have received all issued addenda.

Proposals shall be organized and divided in the sections indicated herein.

Proposals are to be submitted with:

- A detailed description of the services provided for each task.
- A not-to-exceed budget for each task (estimated hours and associated hourly rates to arrive at an overall cost)
- Proposal total for total project (includes any and all expenses included but not limited to travel, administrative costs, incidentals, overhead and profit.
- Time period for each task
- List of project team with associated roles (to include list of any sub-contractors)
- Examples of at least (3) previously completed total compensation studies (do you want to limit this to a certain number and obviously these will not be in the page limit. Maybe we ask for those electronically to ease costs.
- A detailed list and fee schedule for work not included in the proposal.

All proposals shall include a completed 5.0 Proposal Summary Sheet (see attached). Please submit an original plus (4) copies and (1) electronic version of the proposal. Each proposal should be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. The BGJWSC prefers that proposals be no more than 50 pages double-sided, be bound in a soft cover binder, and utilize recyclable materials as much as practical. Elaborate binders are neither necessary nor desired. Please place the labeled USB/CD/DVD in a paper envelope or sleeve.

Alterations to the documents are strictly prohibited and shall result in automatic disqualification of the Proposer's proposal. If there are "exceptions" to the specifications or comments to any of the solicitation requirements or other language, then the proposer may ask questions regarding those requirements or submit additional documentation as to the variation from the specifications but may not alter any of the language contained in the solicitation.

Proposals are due by 12:00 noon (EST) on Tuesday, May 4, 2021. Mandatory label required on outside of envelope: "Request for Proposals 21-020 Professional Services for Total Compensation Study"

All proposals must be hand-delivered, delivered by courier service or mailed via the United States Postal Service. No facsimiles or email submissions will be accepted.

ALL LATE PROPOSALS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.

4.0 SCOPE OF SERVICES

This project consists of the professional services required for the completion of the requested work described in Section 1.0.

- A. Review current job descriptions and pay grades and recommend revisions (ensuring compliance with state and federal requirements)
- B. Evaluate exempt and nonexempt status for each position and provide recommended changes along with written documentation and rationale used to make that determination.
- C. Evaluate responsibilities, duties, qualifications, working conditions, physical requirements, and all other considerations for each position to determine its job value and make recommendations for revisions to ensure compliance with Americans with Disabilities Act, Fair Labor Standards Act exemption status requirements, the Equal Employment Opportunity Group designations and other state and federal requirements.
- D. Review administrative support personnel positions and propose classification system based on level of responsibilities and tasks.
- E. Develop principles of comparability to external labor markets including public, private and market/comparable cities and perform job evaluation and wage/labor market comparability study.
- F. Provide options and recommendations for a classification and total compensation plan, including feasibility of implementation that takes into consideration budget constraints.
- G. Propose a project timeline and fee schedule for this work, based on measurable contract milestones and written deliverables.

Each proposer shall describe their methodology and approach for the research, development and implementation of the total compensation study; initiating the examination of the BGJWSC's current total compensation structure; appropriately updating job descriptions to ensure accuracy, as described in this RFP. Emphasis should be placed on how the proposer will develop and analyze the BGJWSC's job descriptions to ensure compliance with federal regulations; define career ladders/lattices and job families; associate competencies with each classification; evaluation of health and retirement benefits as a total compensation.

5.0 PROPOSAL SUMMARY SHEET

DELIVERABLES	Days to Complete	Budget
#1 – Job Classification and Compensation Plan	_____	_____
#2 – Presentation of Findings	_____	_____
#3 – Implementation Plan	_____	_____
PROJECT TOTALS*	_____	_____

Prepared By _____

Company _____

Date _____

* Project Totals for Days to Complete should be for full project completion and not strictly an addition from each line item. BGJWSC understands that tasks may occur concurrently.

6.0 EVALUATION CRITERIA

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 4. The following information must be submitted with the proposal on the date indicated above and, in the order, indicated below:

a. Experience and Qualifications. (20 points possible)

- A statement of the firm's qualifications to perform the work and years in business.
- A statement of the staff's qualifications, technical expertise/experience of organization, technical ability to perform and Proposer's availability to deliver services on schedule.
- A statement as to the firm's experience with total compensation studies.
- A statement of the company's prior experience providing total compensation studies to water and sewer utilities and/or local governments.

b. Project Plan, Methodology and Philosophy. (40 points possible)

- Outline the process the company will use to gather information and how the company will ensure objectivity and impartiality in the process.
- Describe how a full and complete review and understanding of the BGJWSC's positions will be ensured.
- Identify how current and accurate market data will be gathered and how an adequate sample size to provide meaningful market comparisons will be determined.
- Describe how the company will provide each service and deliverable.
- Describe the company's approach to conducting internal and external position comparisons and how market comparisons with pay equity will be integrated into the proposed evaluation system.
- Describe the types of written materials (explanatory materials, job descriptions, policies and procedures, questionnaires, etc.) that will be used and include samples.
- Describe how the recommended system is tested for equity and fairness.
- Describe the company's approach for ensuring a comprehensive review of all positions on a "go-forward" basis.
- Describe how the company recommends an appeals process for employees who believe their positions were incorrectly classified.
- Plans and ability to coordinate the project effectively with BGJWSC staff.
- Innovative suggestions that may increase the value of the Proposer to the Commission will also be considered.

c. Proposed Project Schedule. (25 points possible)

- Include a proposed project schedule commencing at projected start date provided in this RFP. Schedule should indicate proposed start and finish date for each task, key interim milestones, and anticipated lead times for equipment.

d. Pricing. Fees required for all services will be considered. **(15 points possible)**

7.0 RESERVED RIGHTS

The BGJWSC reserves the right to accept or reject any and/or all proposals, to waive irregularities, technicalities or informalities in any proposal or in the proposal procedures, and to accept or reject any item or combination of items, and to re-advertise for submissions. There is no obligation on the part of the BGJWSC to award the contract to the lowest proposer.

The BGJWSC reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting contracts most advantageous and in the best interests of the BGJWSC. The BGJWSC shall be the sole judge of the proposals and the resulting contract and its decision shall be final.

BGJWSC reserves the right to negotiate costs with any and all Proposers that may be awarded work under this RFP. Such negotiations are at the sole discretion of the BGJWSC.

8.0 CONFLICT OF INTEREST

Selection of the consultant shall not result in a conflict of interest with any other party which may be affected by the work to be undertaken. Should any potential or existing conflict be known by a proposer, said proposer must specify the party with which the conflict exists or might arise, the nature of the conflict, and whether or not the proposer would step aside or resign from the engagement or representation creating the conflict.

9.0 GOVERNING LAW

The contract shall be construed and governed in accordance with the laws of the State of Georgia. Any controversy or claim arising out of or in relation to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the rules of the American Arbitration Association at a hearing in Glynn County, Georgia.

10.0 ADDITIONAL FORMS FOR SUBMISSION

In addition to the submission requirements from Section 5.0 and 6.0, the following mandatory forms must be provided as a part of the bid package submission:

- Affidavit
- Oath
- Representation of EEO Practice
- Certificate of Insurance
- Certificate of Drug Free Workplace

AFFIDAVIT

This Proposal is submitted to Brunswick-Glynn Joint Water and Sewer Commission (BGJWSC) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the BGJWSC's option, may result in a revocation of the granted contract.

Consent is hereby given to the BGJWSC to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, at such time as the BGJWSC decides to review this Proposal, additional information may be requested. Failure to supply any requested information within a reasonable time may result in the rejection of the Proposal with no re-submittal rights.

The successful Proposer understands that the BGJWSC, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the BGJWSC's judgment may best serve the interest of its rate payers and employees, may grant a contract.

The successful Proposer understands that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Any contract issued will be on the basis of the Proposer's service, financial plans and arrangements being feasible and adequate to fulfill the conditions set forth in this project and the successful Proposer's response.

Company Name: _____

Authorized Person: _____ Signature: _____
(Print/Type)

Title: _____ Date: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

OATH

**State of Georgia
City of Brunswick
County of Glynn**

I, _____ (name of individual), solemnly swear that in the procurement of the contract for

21-020 PROFESSIONAL SERVICES FOR TOTAL COMPENSATION STUDY

that I, nor any other person associated with me or my business, corporation or partnership, has prevented or attempted to prevent competition in the bidding or Bids of said project or from submitting a bid for this project by any means whatever.

Lastly, I swear that neither I, nor any other person associated with me or my business, Corporation or partnership has caused or induced any other bidder to withdraw his/her bid from consideration for this project. Said oath is filed in accordance with the requirements set forth in O.C.G.A. § 36-91-21 (e).

This the _____ day of _____ 2021.

Name of Party: _____

Corporate or Partnership Name: _____

Sworn to and subscribed before me this the _____ day of _____ 2021.

NOTARY PUBLIC:

Name: _____

My Commission Expires: _____

(SEAL)

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

REPRESENTATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PRACTICE:

EEO Plan: The successful Proposer will develop and implement an EEO policy that, as a minimum, will recruit, hire, train, and promote, at all levels, without regard to race, color, religion, national origin, sex, or age, except where sex or age is a bona fide occupational qualification.

EEO For Veterans/Handicapped: The successful Proposer will also provide equal employment opportunities for qualified disabled veterans, handicapped persons and veterans of the Vietnam Era.

EEO For Successful Proposer Programs: The successful Proposer, will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and successful Proposer-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are non-discriminatory, and that these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

EEO Acquisitions: The successful Proposer will develop and implement a policy that will give equal opportunity to the purchase of various goods and services from small businesses and minority-owned businesses.

a. Does the Proposer have the above EEO policy in place?

Yes No

b. If the answer to a. above is no, will the Proposer have such a policy in place for the project?

Yes No

Statement of Assurance: The Proposer herein assures the BGJWSC that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, disability, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance with A.D.A.

(Firm's Name)

(Authorized Signature)

(Title)

(Date)

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

Brunswick-Glynn Joint Water and Sewer Commission

1703 Gloucester Street
Brunswick, Georgia 31520
(912) 261-7100

INSURANCE REQUIREMENTS

The description section of your insurance certificate must read:

BGJWSC is named as an additional insured on all coverage except Workers' Compensation as per written contract. A waiver of Subrogation applies to all policies shown above as per written contract.

Insurance Requirements

Before starting and until acceptance of the Work by BGJWSC, and without further limiting its liability under the Contract, Company shall procure and maintain at its sole expense, insurance of the types and in the minimum amounts stated below:

SCHEDULE	AMOUNT
<u>Workers' Compensation</u> Georgia Statutory coverage and Employer's Liability (including appropriate Federal Acts)	Statutory Limits (Workers' Compensation) \$500,000 Bodily Injury each accident \$500,000 Bodily Injury by Disease each Employee \$1,000,000 Bodily Injury policy limit
<u>Commercial General Liability</u> Premises-Operations Products-Completed Operations Contractual Liability Independent Contractors Broad Form Property Damage Explosion, Collapse and Underground Hazards (XCU Coverage) as appropriate Primary and Non-Contributory	\$1,000,000 each occurrence \$2,000,000 annual aggregate for bodily injury and property damage, combined single limit
<u>Automobile Liability</u> All autos-owned, hired, or non-owned	\$1,000,000 each occurrence, combined single limit
<u>Excess or Umbrella Liability</u> (This is additional coverage and limits above the following primary insurance: Employer's Liability, Commercial General Liability and Automobile Liability)	\$2,000,000 each occurrence and annual aggregate

Add personal and professional liability requirements (replace with the updated form for Insurance Requirements)

Company's Commercial General Liability and Excess or Umbrella Liability policies shall be effective for two years after Work is complete. The above Indemnification provision is separate and is not limited by the type of insurance or insurance amounts stated above. The General liability shall contain a "Per Project Aggregate".

Company shall specify BGJWSC as an additional insured for all coverage except Workers' Compensation and Employer's Liability. Such insurance shall be primary and non-contributory as to any and all other insurance or self-insurance maintained by BGJWSC. Company shall include a Waiver of Subrogation on all required insurance in favor of BGJWSC, its commission members, employees, agents, successors and assigns.

Such insurance shall be written by a company or companies authorized to do business in the State of Georgia, rated at least A- VII by A M Best and satisfactory to BGJWSC. Prior to commencing any Work under this Contract, certificates evidencing the maintenance of the insurance shall be furnished to BGJWSC for approval.

CERTIFICATE OF INSURANCE

This is to certify that _____
(Insurance Company)

of _____
(Insurance Company Address)

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it's agreed that none of these policies will be canceled or changed so as to affect this Certificate until thirty (30) days after written notice of such cancellation or change has been delivered to:

**BRUNSWICK-GLYNN JOINT WATER AND SEWER COMMISSION
1703 GLOUCESTER STREET, BRUNSWICK, GEORGIA 31520**

It is further agreed that Brunswick-Glynn Joint Water and Sewer Commission shall be named as an additional insured on the Contractor's policy.

1. **Insured:** _____

2. **Project Name:** **21-020 PROFESSIONAL SERVICES FOR TOTAL
COMPENSATION STUDY**

3. **Policy Number(s):** _____

Date: _____
_____ (Insurance Company)

Issued At: _____
_____ (Authorized Representative)

Address: _____

Note: Please attach Certificate of Insurance form to this page.

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

CERTIFICATE OF DRUG FREE WORKPLACE

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under bid, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Company Name: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL