

BILL C. PEACOCK  
Director - Purchasing



**DOUGLAS COUNTY BOARD OF COMMISSIONERS**  
**PURCHASING DEPARTMENT**

8700 Hospital Drive • Douglasville, GA 30134  
Telephone (770) 920-7247 • Fax (770) 920-7219

August 24, 2016

Subject: Douglas County Board of Commissioners  
Request for Proposals – Classification and Compensation Study and Analysis  
Solicitation No. 16-014

Dear Gentlemen/Ladies:

The Douglas County Board of Commissioners is seeking an experienced consultant to conduct a comprehensive classification and compensation study and analysis.

Your sealed proposals (one original unbound and four (4) bound copies) in response to this Request are due **no later than 2:00 p.m. ET, Friday, September 16, 2016**. All sealed proposals must be submitted to the Douglas County Purchasing Department, 8700 Hospital Drive, Douglasville, GA 30134. All proposals must be submitted by this date and time and will be publicly opened. You are invited to attend, or submit your proposal prior to the deadline as stated in the attachments.

Thank you in advance for your interest and looking forward to your participation.

Sincerely,

A handwritten signature in black ink that reads "Bill Peacock". The signature is written in a cursive, flowing style.

Bill Peacock  
Purchasing Director

Attachments

**DOUGLAS COUNTY GEORGIA BOARD OF COMMISSIONERS**  
**Purchasing Department**  
**September 2016**

**REQUEST FOR PROPOSALS**  
**CLASSIFICATION AND COMPENSATION STUDY AND ANALYSIS**  
**Solicitation 16-014**

The Douglas County Board of Commissioners (BOC) is soliciting RFPs from experienced consultants to conduct a comprehensive classification and compensation study and analysis. The study shall evaluate the County's present salary structure as compared to the relevant job market for comparable positions in both the private and public sectors.

Douglas County will select the consultant through a competitive proposal process; however, the proposal must be submitted in a sealed envelope. Following the selection of the consultant deemed most qualified, the County and selected consultant will negotiate an agreement for the required services.

Copies of this Request for Proposal may be obtained by contacting the Douglas County Purchasing Department, at 8700 Hospital Drive, Douglasville, GA, (770.920.7247) and is also available on the Purchasing Department website, located at [www.celebratedouglascounty.com](http://www.celebratedouglascounty.com).

Sealed proposals in response to this Request must be sent to:

Mr. Bill Peacock, Purchasing Director  
Douglas County Board of Commissioners  
Purchasing Department  
8700 Hospital Drive  
Douglasville, Georgia 30134

Proposals (one original unbound and four (4) bound copies) may be mailed or hand delivered to the Board of Commissioners, Mr. Bill Peacock, Purchasing Director, **no later than 2:00 p.m. ET, Friday, September 16, 2016** so they may be included in a formal proposal opening at the Douglas County Courthouse. Each response should be marked on the outside of the envelope with: **"RFP – Compensation Study and Analysis, September 16, 2016", Solicitation 16-014.**

All questions regarding the Proposal should be emailed or faxed (770-920-7219) to the Purchasing Department, [bpeacock@co.douglas.ga.us](mailto:bpeacock@co.douglas.ga.us), by no later than **5:00 PM, Wednesday, September 7, 2016.** Responses will be provided by **5:00 PM, Friday, September 9, 2016.**

Douglas County reserves the right to waive any informality, to reject any and all proposals, to evaluate proposals, to accept portions of any proposals which, in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the scope of the project when the contractor is selected and during contract negotiation.

All submissions become property of the County and will not be returned to the submitting company. All costs associated with the submission preparation will be borne by the submitting company.

No proposal will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the bidder. No proposal may be withdrawn within ninety (90) days after the proposal opening and all proposals shall remain firm during this period.

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**I. Scope of Services**

The study shall evaluate the County's present salary structure as compared to the relevant job market for comparable positions in both the private and public sectors. The consultant shall perform or provide the following:

- a) Review all current job descriptions and analyze same for knowledge, skills, abilities, education and experience relevance and internal consistency, job definitions & summaries, distinguishing characteristics, supervision received and exercised, conformity with the ADA relative to essential job functions (including physical demands); special requirements including licensing and certifications.
- b) Review the County's current Position Classification and Wage Administration Plans and provide recommendations for enhancement and specific guidelines for requests pertaining to the following: creating new positions, salary adjustments and reclassifications, retroactive pay, compensation for additional duties (temporary and permanent assignments) and internal equity adjustments.
- c) Analyze all existing job family classifications, pay grades and salary ranges and recommend modifications as necessary.
- d) Analyze all existing FLSA classifications and recommend modifications as necessary.
- e) Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable Georgia counties as required.
- f) Identify potential pay compression issues and provide alternative solutions.
- g) Develop applicable classification/reclassification questionnaire.

**II. County Resources**

The County will provide copies of all available in-house information required by the selected consultant in order to successfully complete the study.

**III. Content** *The total number of pages in the proposal shall not exceed 10 pages.*

- a) **Introduction** – On a cover sheet to the proposal, provide the official name, address, phone number and fax number of the applicant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.
- b) **Experience and Qualifications** –
  - A brief description of the experiences and qualifications of the proposed staff member(s) who will be performing the services.
  - A brief description of the organization.
  - A list of cities / counties for which the consultant has conducted the comprehensive classification and compensation studies (within the past five years).
  - A list of three recent client references, including telephone and fax numbers, email addresses, and addresses.

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- c) **Approach/Methods Used to perform the Project** – Detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the following items:
- Organization’s understanding of the services to be provided.
  - Methodology to be used in benchmarking and determining salary ranges.
  - Estimated time the project will take from beginning to completion date.
- d) **Review Process** – The Douglas County BOC reserves the right to reject any or all submittals. The County may request one or more firms to provide a more detailed proposal.

**IV. Evaluation Criteria** – The following will be considered in the selection of a consultant:

- Relevant experience in similar sized entities.
- Qualifications.
- Proposal costs.
- Understanding of county-related issues and employee relations.
- Team compatibility, including the ability to work with county staff based on references and other supporting information.
- Unique resources the firm may bring regarding innovative analysis techniques.
- The professional reputation of the firm.

The Douglas County BOC reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals. The evaluation of proposals will be done by the County Purchasing Director and personnel designated by the County Administrator. The committee will recommend up to three (3) firms to the county’s elected officials and the elected officials will subsequently interview the final three firms and make the final selection.

The duration of this consultant agreement has not been determined. The Douglas County BOC retains the right to extend the agreement upon mutual consideration of both parties for a mutually agreed additional time period.

The Douglas County BOC does not discriminate on the basis of race, creed, color, ethnicity, national origin, gender, sexual orientation, age or marital status.

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**END OF REQUEST**

## **GENERAL CONDITIONS**

### **PURPOSE**

1. The purpose and intention of this invitation to bid issued by the Douglas County Purchasing Department is to afford all suppliers an equal opportunity to bid on all operating supplies, services, equipment, maintenance and repairs that are listed in the accompanying documents.

### **SPECIFICATIONS**

2. Whenever standard Douglas County specifications are specified in any invitation to bid, or request for proposal, all bidders must comply with these specifications. Specifications other than standard specifications are to be considered as setting a standard of quality suitable to permit competition and at the same time protect the integrity of the purchasing process. It is the overall intent of the specifications to insure that the minimum needs of the County are met.

Brand or trade names used herein are intended to establish quality standards, and are not intended to limit or eliminate competition.

The County does reserve the right to specify that particular specifications be strictly adhered to, and brand or trade names not be substituted.

### **PURCHASING POLICY**

3. All bidders are hereby put on notice that, in all purchasing and related activities, the Douglas County Purchasing Department shall pursue a policy of securing the greatest possible economy consistent with grades of quality of supplies and services that are adapted to the purpose for which they are required.

### **AWARD OF CONTRACT**

4. The award of all contracts will be made in conformity with the above purchasing policy. Douglas County reserves the right to award items separately, grouped or on an "all or none" basis and to reject any or all bids and waive all informalities.

### **PRICING**

5. All prices should be quoted in the unit of measure as required and shall be firm until bid is awarded unless otherwise specified.

### **CANCELLATION OF CONTRACT**

6. In any of the following cases the Purchasing Department has the right to cancel any contract entered into under these Purchasing Rules and Regulations;

- a. Breach of Contract;
- b. In the event the contractor fails to furnish a satisfactory performance bond within the time specified, when such bond is required;
- c. Failure of the contractor to make delivery within the time specified in the contract;
- d. In the event any commodity of equipment is rejected for failure to meet specifications, non-conformity with sample or the items are not in good condition when delivered;
- e. Wherever the contractor is guilty of misrepresentation; i.e., misbranding of food or drugs;
- f. Wherever the contract was obtained by fraud, collusion, conspiracy or other unlawful means, or the contract conflicts with any statutory and constitutional provision of the State of Georgia or the United States; or
- g. Wherever Douglas County deems that a cancellation is in the best interest of the County provided that the Vendor be notified of such cancellation prior to production and/or shipment.

### **PERFORMANCE BONDS**

7. Douglas County reserves the right to require a performance bond on all awards over \$1,000.00.

### **NON PERFORMANCE**

8. In the event contractor fails to perform in accordance with the specifications, the contractor will be deemed to be in default. The Purchasing authority shall notify the contractor verbally and in writing of incidence of nonperformance. If the contractor fails to perform in accordance with the contract specifications, within five (5) days after notice, as provided herein, the Purchasing Manager shall take appropriate action including but not limited to contract cancellation, collection proceedings, suspension or disbarment.

### **SUBSTITUTIONS**

9. If bidding other than specified in the bid proposal, state brand, model number and submit illustrations and descriptive literature with bid in order that quality, suitability, and compliance with the specifications may be determined. Failure to do so may cause your bid to be disqualified.

### **DISCOUNTS**

10. Discounts will be considered when making an award.

### **QUANTITIES**

11. Douglas County reserves the right to increase or decrease the quantity as necessary at the same prices and terms stated in sellers bid proposal.

**DELIVERY**

12. All deliveries shall be F.O.B. Douglas County, Georgia. If the vendor fails to make delivery within a satisfactory time, Douglas County reserves the right to cancel the item and to purchase elsewhere charging the re-procurement costs, i.e., increase in price, cost of handling (if any), to the original vendor making the unsatisfactory, late or non-delivery cause for cancellation.

**PAYMENT**

13. Payments will not be made in advance. Payments will be made after satisfactory delivery and acceptance by Douglas County for goods and/or services based on the actual quantities installed and unit prices submitted on the Bid Form. This supersedes any Payment/Unit Price included in the bid documents and specifications.

**BID RESPONSE**

14. Bids should be submitted on the forms provided for this purpose and should be filled out with ink or typewritten and signed in ink. Do not erase, correct or white over any prices or figures necessary for the completion of this bid proposal. If any corrections are necessary, each one should be initialed. Failure to comply with these requirements may cause your bid to be disqualified.

**CONTRACTUAL SERVICES**

15. At the option of Douglas County and acceptance by the contractor this contract may be extended for two (2) additional twelve (12) month periods not to exceed 36 months at the same terms and prices.

**INSURANCE**

16. For general contracting exposure.

**A) INSURANCE REQUIREMENTS**

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

### MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. The Contractor and Subcontractors shall secure and maintain during the life of this contract Worker's Compensation Insurance for all of their employees employed at the site of any Douglas County project, at statutory limits. The Employer's Liability shall have limits not less than \$500,000.
2. Comprehensive General Liability Insurance – shall be in limits no less than \$1,000,000 combined single limit per occurrence for aggregate or property damage. Property damage insurance shall be in broad form including complete operations.
3. Automobile liability coverage for owned, non-owned and hired. Such insurance shall be in limits no less than \$1,000,000 combined single limit per occurrence.
4. Professional liability shall be in limits no less than \$2,000,000 each claim made, and annual aggregate of \$3,000,000

#### **B) OTHER INSURANCE PROVISIONS**

##### 1. General Liability, and Automobile Liability insurance

- A. The Owner and its officers, officials, employees and volunteers are to be covered as additional insured's with regards to any liability arising out of activities performed by or on behalf of the Contractor.
- B. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and its officers, officials employees or volunteers.
- C. The Contractor is responsible for insuring its own property and equipment.

2. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against Douglas County and its officers, officials, employees and volunteers for losses arising from the work performed by the Contractor for the Owner.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after ninety (90) days' prior written notice by certified mail, return receipt requested, has been given to the Owner, Douglas County, Georgia, in care of the Douglas County Purchasing Department.

#### **C) ACCEPTABILITY.**

Insurance is to be placed with insurers with a Best's rating of no less than A:VIII, or otherwise acceptable to the Owner.

**D) VERIFICATION OF COVERAGE.**

Contractor shall furnish Douglas County with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. Douglas County further reserves the right to require complete, certified copies of all required insurance policies at any time.

**E) SUBCONTRACTORS**

Contractor shall include all subcontractors as insured under its insurance or shall ensure that subcontractors have met the insurance requirements of this agreement. Douglas County may request evidence of subcontractor's insurance at any time.

**LOCAL PREFERENCE**

17. Douglas County Board of Commissioners has approved the utilization of a local county preference to the Douglas County Code of Ordinance. The local preference may be used and allows for a local firm to be awarded the bid when not the lowest bidder, if the lowest bid is within 3% of the local company's bid amount, except for construction services, and road project expected to exceed \$20,000, which will be subject to Georgia State law. If all bidders are local firms, this section does not apply.

**INDEMNIFICATION AND GENERAL CONSTRUCTION TERMS**

18. The contractor hereby agrees to protect, defend, indemnify and hold the county and its merit and contract employees, agents and officers free and harmless from any and all loses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by the county arising in favor of any party.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at the sole expense of the contractor. Contractor also agrees to bear all other costs and expenses related, thereto, even if the claim or claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against contractor or the county or to enlarge in any way the contractor's liability but is intended solely to provide indemnification of the county from liability for property damage, property loss, personal injury, bodily injury or death to the contractors, the contractor's employees or any third persons or property arising from the contractor's performance hereunder.

The contractor agrees to keep informed and comply with all Federal, State, and local laws, policies, regulations, ordinances and codes, but not limited to, the contractor's duty to provide a safe work environment and road conditions for the contractor's employees, subcontractors, county employees and third parties. This provision confers all safety responsibility, to include but not limited to, knowledge of the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD), Standard Highway Signs (SHS), Utility Accommodation Policy and Standards Manual, safety management, human resource management, and traffic management as it relates to all methods and forms of employee hiring and retention, safety signage, fall prevention, warning devices, safety barricades, safety fencing, work zone flaggers, scaffolding, motorist and pedestrian road and sidewalk detour direction and all other regulated safety requirements for the duration of The Work as is necessary to provide for the health and safety of the Contractor's employees, subcontractors, county employees, pedestrians, motorists and all third parties. Where and when applicable, warning devices shall be placed prior to the commencement of any road improvement work on any roads and shall remain in place until the conclusion of all Work.

#### **GEORGIA SECURITY AND IMMIGRATION ACT OF 2006**

19. As of July 1, 2007, all contracts with Douglas County must have a certification from the Contractor that they comply with the Georgia Security and Immigration Act of 2006. This requires all those individuals, firms, contractors, consultants, etc., contracting with the County to execute the Contractor Affidavit and Agreement. If subcontractors are engaged, they are required to execute the Subcontractor Affidavit. These affidavits are available to download from the Douglas County Purchasing Department website, located at [www.celebratedouglascounty.com](http://www.celebratedouglascounty.com), or may be attached for your convenience in compliance with this requirement.

#### **DISPUTE RESOLUTION**

20. The jurisdiction and venue of any dispute arising out of this agreement shall lie with in the Superior Court of Douglas County, Georgia, and the governing law shall be the law of the state of Georgia.