

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

1111 1ST AVENUE – 1ST FLOOR, COLUMBUS, GEORGIA 31901
P. O. BOX 1340, COLUMBUS, GEORGIA 31902-1340
706-225-4087 | www.columbusga.org

Date: May 29, 2026

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|--------------------------------|--|
| REQUEST FOR PROPOSALS: | Qualified firms are requested to submit proposals, subject to conditions and instructions as specified, for the furnishing of: |
| RFP No. 26-0036 | EXECUTIVE SEARCH/RECRUITMENT SERVICES FOR COLUMBUS SPORTS & ENTERTAINMENT AUTHORITY |
| GENERAL SCOPE | Columbus Consolidated Government (the City), on behalf of the Columbus Sports & Entertainment Authority, is requesting qualified firms to provide executive search/recruitment services for an Executive Director for the Authority. <i>Firms must specialize in providing search/recruitment services for sports-related & entertainment entities.</i> |
| DUE DATE | JUNE 26, 2026 - 5:00 PM (Eastern) |
| SUBMISSION REQUIREMENTS | See <i>Appendix A for Submission Requirements, Submission Requirements Checklist, and DemandStar Registration and Submission Instructions.</i> |
| ADDENDA | <u>IMPORTANT INFORMATION</u> Any and all addenda will be posted on the Purchasing Division's web page, at https://columbusga.gov/finance/bid-opportunities . It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote. |
| NO SUBMITTAL | If you are not interested in this solicitation, please complete and return page 3. |

Andrea J. McCorvey,
Purchasing Division Manager



IMPORTANT INFORMATION

E-Notification

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Market Place/Georgia Procurement Registry to receive future procurement notifications via <https://doas.ga.gov/state-purchasing/getting-started-supplier>.

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000
Fax: 404-657-8444
Email: procurementhelp@doas.ga.gov

STATEMENT OF "NO PROPOSAL SUBMISSION"

Notify the Purchasing Division if you do not intend to submit a Proposal:

Email: bidopportunities@columbusga.org
Attn: Heather Biddle, Buyer II

We, the undersigned decline to submit a proposal for **RFP No. 26-0036** for **EXECUTIVE SEARCH/RECRUITMENT SERVICES FOR COLUMBUS SPORTS & ENTERTAINMENT AUTHORITY** for the following reason(s):

- Specifications are too "tight", i.e. geared towards one brand or manufacturer (explain below)
- There is insufficient time to respond.
- We do not offer this product and/or service.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Other (specify below)

Comments:

COMPANY NAME: _____

REPRESENTATIVE: _____

DATE: _____

TELEPHONE: _____

EMAIL: _____

PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL UNTIL AFTER AWARD.

3-110. Competitive Sealed Proposals (Negotiations)

(1) Conditions for Use

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$50,000.00, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by [article 3-104](#), Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

I. Request for Proposals

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

II. Public Notice

The public will be given adequate notice of the request for proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the request. *The City reserves the right to seek request for proposals in a shorter period, if necessary, as determined by the Purchasing Manager.*

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the internet and on the City's government access television channel.

Public works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for specialized equipment/supplies.
- Solicitations for specialized services.
- Re-bid of solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the purchasing manager.

III. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

IV. Evaluation Factors

The request for proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

V. Evaluation Process

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the request for proposals. Each voting committee member shall grade each submitted proposal based upon the evaluation criteria.

VI. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

VII. Award

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Division to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO EMAIL QUESTION(S).

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

EXECUTIVE SEARCH/RECRUITMENT SERVICES FOR COLUMBUS SPORTS & ENTERTAINMENT AUTHORITY RFP No. 26-0036

Columbus Consolidated Government (the City), on behalf of the Columbus Sports & Entertainment Authority, is requesting qualified firms to provide executive search/recruitment services for an Executive Director for the Authority.

Firms must specialize in providing search/recruitment services for sports-related & entertainment entities.

A. PROPOSAL SUBMITTAL DATE:

PROPOSALS ARE DUE: JUNE 26, 2026 NO LATER THAN 5:00 PM (Eastern). *Submit one electronic response via DemandStar.*

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

B. RECEIPT OF PROPOSALS:

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

C. SUBCONTRACTING:

Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

D. QUESTIONS ABOUT THE RFP:

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled "Do You Have Questions ..." within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

F. ADDENDA:

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

G. CONTRACT:

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

H. NON-COLLUSION:

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

I. INDEMNITY:

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

M. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

N. DRUG-FREE WORKPLACE:

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

Q. INSURANCE:

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

R. HOLD HARMLESS AGREEMENT:

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

S. TERMINATION OF CONTRACT:

- 1. Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

T. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least **180 days** after date of receipt.

U. CONTRACT AWARD:

Award of this contract will be made in the best interest of the City.

V. REQUEST FOR EVALUATION RESULTS:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

W. GOVERNING LAW:

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

X. FINAL CONTRACT DOCUMENTS:

It is understood that the final contract shall include the following: **1)** The RFP; **2)** Addenda; **3)** Awarded Vendors(s) response; **4)** Awarded Vendor(s) Clarifications; **5)** Negotiated Components; and **6)** Awarded Vendor(s) Business Requirements.

After award of the contract by Columbus Council, awarded vendor will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.

Y. PAYMENT DEDUCTIONS:

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

Z. PAYMENT TERMS:

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

AA. RIGHT TO PROTEST:

- (1) Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- (2) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- (3) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- (4) Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

NOTICE TO VENDORS

Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

Sec. 2-3.06. - Same—By members of boards, authorities, commissions.

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

SPECIFICATIONS

EXECUTIVE SEARCH/RECRUITMENT SERVICES FOR COLUMBUS SPORTS & ENTERTAINMENT AUTHORITY RFP No. 26-0036

I. SCOPE

Columbus Consolidated Government (the City), on behalf of the Columbus Sports & Entertainment Authority, is requesting qualified firms to provide executive search/recruitment services for an Executive Director for the Authority.

Firms must specialize in providing search/recruitment services for sports-related & entertainment entities.

The selected firm will conduct a national search for an Executive Director for the Columbus Sports & Entertainment Authority, which oversees the Civic Center and Ice Rink, AJ McClung Stadium and South Commons.

The Authority is seeking to begin the search process immediately upon selection and approval of a firm, with a desired timeline of:

Candidate recruitment and screening: 6–8 weeks
Interviews and finalist selection: 2–3 weeks

II. BACKGROUND INFORMATION

The Columbus Sports & Entertainment Authority (The Authority), created as of July 1, 2025, is a subordinate branch of the Columbus Consolidated Government to supervise the managers, employees, buildings, grounds and operations of the Columbus Civic Center, Columbus Ice Rink, AJ McClung Stadium, and the South Commons Softball Complex, (“the Facilities”).

III. PREFERRED QUALIFICATIONS

The Authority is particularly interested in firms with the following qualifications:

- A. Experience in sports-related and entertainment venues, arenas, or civic centers
- B. Experience working with public entities, authorities, or municipal organizations
- C. Proven success placing Executive Directors, General Managers, or similar leadership roles
- D. Ability to recruit both operations-focused and revenue-generating leadership

IV. VENDOR REQUIREMENTS

The successful firm will provide the following services:

- A. Development/refinement of position profile (if needed)
- B. National recruitment and candidate sourcing
- C. Screening and vetting of candidates
- D. Coordination of interviews with the Authority
- E. Reference and background checks
- F. Assistance with final selection and offer process

V. INDEMNITY CLAUSE

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

VI. INSURANCE

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form 8)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as, list the applicable project or annual contract name, and/or Solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

VII. E-VERIFY

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), Columbus Consolidated Government requires a notarized affidavit from the supplier attesting to the following:

- (A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;
- (B) The user identification number and date of authorization for the affiant;
- (C) The affiant will continue to use the federal work authorization program throughout the contract period; and,
- (D) The affiant 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 same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State's E-Verify requirements can be found at: <https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf>. **A completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration.**

VIII. PROPOSAL PREPARATION AND SUBMISSION

See Appendix A for information and instructions on how to register and submit proposals through DemandStar.

- A. Firms shall include the information listed below with submission. Submissions will be deemed incomplete/non-responsive if the following required documents are not included, as prescribed within the specifications: **E-Verify Affidavit, Conflict of Interest Affidavit, and Communication Concerning This Solicitation form**. However, the City reserves the right to request **any other** omitted information
- B. Proposals shall be as thorough and detailed as possible so that the Columbus Consolidated Government may properly evaluate the proposer’s capabilities to provide the required services.
- C. Proposals shall be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- D. Offerors shall submit the following items as a complete proposal:

Submit the information in the order listed below; include a header for each item, e.g., Section 1, Item A, Section 1, Item B, etc.

Section 1: Transmittal Letter

The transmittal letter shall:

- A. Introduce the business and include the name and email address(es) of contact person(s) during this proposal process.
- B. List the complete address, telephone number and fax number for the corporate office as well as for the office/branch that will administer the contract.
- C. Include a statement to the effect that the proposal is binding for at least 180 days from the proposal date. An authorized agent of the business must sign the transmittal letter.

Section 2: E-Verify Affidavit (Form 1)

A properly completed, notarized E-Verify Affidavit must be included with proposal; failure to do so will render the firm’s proposal non-responsive and ineligible for further consideration.

Additional information regarding the State’s E-Verify requirements can be found at: <https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf>.

Section 3: Communication Concerning This Solicitation (Form 2)

Form must be signed and returned with the vendor’s proposal. Failure to include the form will automatically render vendor’s response non-responsive.

Section 4: Addenda Acknowledgement (Form 3)

Use form to acknowledge receipt for all addenda (if any). The Purchasing Division will post addenda (if any) for this project at <https://www.columbusga.gov/finance/Bid-Opportunities>. Vendors are responsible for periodically visiting the web page for addenda, before the due date and prior to submitting a response.

Section 5: Federal Compliance (Form 4)

Complete the form titled “*Federal Compliance*”.

Section 6: Conflict of Interest Affidavit (Form 5)

Form must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive.

Section 7: Exceptions to RFP

- A. List ANY AND ALL exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor's submission will not be considered. All exceptions will be vetted during the RFP process, and if found unacceptable, the vendor's proposal will be rejected and no longer considered for award. Exceptions shall be considered by the Evaluation Committee. The vendor's proposal may not receive further consideration if exceptions are not acceptable and/or cannot be clarified to the Committee's satisfaction. Vendors shall be notified in writing if exceptions are not acceptable. **PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.**
- B. **VENDOR AGREEMENT/CONTRACT FORM:** Exceptions also include the terms of any contract or other agreements which the vendor or any subcontractors will require to be executed by the City.
- C. **If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions.**

Section 8: Experience/Qualifications

- A. Provide information regarding the firm's history (number of years in service, number of employees, etc.).
- B. Address the firm's ability and experience in providing the requested services for similar roles, (Executive Director, GM, venue management, etc.) .
- C. Provide résumés of key personnel who will be assigned to this project.
- D. Provide additional information about your company that will be an asset in evaluating your proposal.

Section 9: Client Work History (Form 6)

Use **Form 6** to list the *last* three (3) successful past placements (preferably in sports, entertainment, or public venues), for which placements have continued in the position for a period longer than one year. Include the entity name and address; contact name, email, telephone number; and position title.

Section 10: References

Provide reference letters from applicable clients.

Section 11: Service Plan

- A. Provide a Detailed overview of search process.
- B. Include a typical schedule; do *not* include actual dates in the timeline, rather days, weeks and months.

Section 12: Cost Proposal (subject to negotiations)

Provide an itemized fee structure and total estimated cost

Section 13: Contract Signature Page (Form 7)

Complete **Form 7**. City officials will sign the copies after Columbus Council approves the contract award with the successful firm (*see note below*). Per the General Provisions, Page

11, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendor(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

Section 14: Business Requirements

1. Provide Insurance Checklist (**Form 8**) or Certificate of Insurance.
2. **Page 1** of form W-9 (see <https://www.irs.gov/pub/irs-pdf/fw9.pdf> for the most recently revised form W-9)
3. Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that City, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact the Revenue Division at 706-225-3780.

IX. RFP EVALUATION

A. Proposal Evaluation Timeline

All proposals must be reviewed and scored by an evaluation committee. The evaluation process normally takes approximately 3 months before a recommendation is provided to Columbus Council for review. The evaluation process may take longer if the required services or products are complex in nature, if negotiations are required, if presentations are required, if demonstrations are required, if site visits are required, etc. If the Purchasing Division determines the evaluation process may exceed the specified Time for Consideration period, the Purchasing Division may request respondents to extend the Time for Consideration period.

During the evaluation process, the Purchasing Division will notify respondents, via email, if clarification or additional information is required regarding proposals.

- B.** Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following weighted criteria will be used to evaluate proposals:

| Criteria | Weight |
|---|---------------|
| A. Qualifications/Experience | 45% |
| B. Service Plan | 30% |
| C. Client Work History/References | 20% |
| D. Cost Proposal (<i>subject to negotiations</i>) | 5% |

Each of the above criteria (A - D) will be given a rating by each member of the Evaluation Committee. The ratings are as follows:

| Description | Value |
|--|-------------------|
| Poor = Is not qualified. | 20 Points |
| Marginal = Is minimally qualified but one or more area is lacking in some essential aspect. | 40 Points |
| Adequate = Is qualified and is generally capable of achieving the objectives of this RFP. | 60 Points |
| Good = Is more than qualified and exceeds in some areas. | 80 Points |
| Excellent = Is fully qualified and exceeds in several or more areas. | 100 Points |

After the review and rating of proposal (s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

E-VERIFY AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its 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 **Columbus Consolidated Government** 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 of authorization are as follows:

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

****See <https://www.e-verify.gov/> to access your E-Verify Company Identification Number.**

Name of Contractor

Executive Search/Recruitment Services for Columbus Sports & Entertainment Authority – RFP No. 26-0036

Name of Project

Columbus Consolidated Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the ___ day of _____, 20__.

Affix Stamp/Seal

NOTARY PUBLIC

My Commission Expires:

A properly completed, notarized/stamped E-Verify Affidavit must be included with the proposal; failure to do so will render the firm’s proposal non-responsive and ineligible for further consideration.

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR’S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR’S RESPONSE NON-RESPONSIVE.

.....

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED “QUESTION/CLARIFICATION FORM” TO EMAIL QUESTIONS(S). **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: _____

Print Name of Authorized Agent: _____

Signature of Authorized Agent: _____

ADDENDA ACKNOWLEDGEMENT
Executive Search/Recruitment Services
for Columbus Sports & Entertainment Authority
RFP No. 26-0036

The Purchasing Division will post addenda (if any) on the Bid Opportunities page: <https://www.columbusga.gov/finance/Bid-Opportunities>. It is the vendors' responsibility to periodically visit the page to check for addenda, **both before the due date and prior to submitting a response in DemandStar**.

IF ADDENDA WERE ISSUED:

By signing below, I acknowledge 1) I have received the addenda (if any) as indicated below, 2) my submittal reflects the changes to the specifications, and 3) my submittal includes the most recently revised forms:

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

IF NO ADDENDA WERE ISSUED:

By signing below, I acknowledge that I reviewed the Bid Opportunities page referenced above on _____ and did not see any addenda listed for this solicitation.

(date)

Business Name **Date**

Authorized Signature **Print Name**

In the event a procurement under this contract is federally funded, the Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. The Contractor will be notified if the procurement is federally funded.

With regards to “**Rights to Inventions Made Under a Contract or Agreement**,” If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Contractor agrees to be wholly compliant with the provisions of **2 CFR 200, Appendix II**. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment.

Contractor shall comply and shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to:

- (a) **Title VII of the Civil Rights Act of 1964 (P.L. 88-352)** which prohibits discrimination on the basis of race, color or national origin;
- (b) **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
- (c) the **Fair Labor Standards Act of 1938 (29 USC 676 et. seq.)**,
- (d) **Section 504 of the Rehabilitation Act of 1973, as implemented by Executive Orders 11914 and 11250**, which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990;
- (e) the **Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.)** and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) the **Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255)**, as amended, relating to nondiscrimination on the basis of drug abuse;
- (g) the **Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616)**, as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism;
- (h) **§§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3)**, as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (i) **Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.)**, as amended, relating to nondiscrimination in the sale, rental or financing of housing;
- (j) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement;
- (k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement;
- (l) applicable provisions of the **Clean Air Act (42 U.S.C. §7401 et seq.)**, the **Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.)**, **Section 508 of the Clean Water Act (33 U.S.C. 1368)**, **Permits required by Section 404 of the Clean Water Act, Executive Order 11738, Endangered Species Act (P.L. 93-205)**, and the **Environmental Protection Agency regulations at 40 CFR Part 15**;
- (m) **DBE requirements found at 40 CFR Part 33, Executive Order 11246, and Equal Employment Opportunity regulations at 41 CFR § 60-4**;
- (n) applicable provisions of the **Davis-Bacon Act (40 U.S.C. 276a - 276a-7)** as it relates to cleanup activities, the **Copeland Act (40 U.S.C. 276c)**, the **Anti-Kickback Act (40 USC § 3145)**, the **OSHA Worker Health & Safety Standard (29 CFR § 1910.120)**, and the **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**, as set forth in Department of Labor Regulations at 20 CFR 5.5a;
- (o) applicable provisions of **Uniform Relocation Act (40 USC § 61)** and the **National Historic Preservation Act (16 USC § 470)**;
- (p) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the **Energy Policy and Conservation Act (P.L. 94-163)**.
- (q) the Buy America sourcing requirements in the **Build America, Buy America Act (41 U.S.C. § 8301-8305)**;
- (r) the general provisions of **Section 3** offering economic opportunities for low-income persons (**12 U.S.C. 1701u**).

To demonstrate acknowledgement and understanding of the above listed Federal Requirements, vendor is required to sign below and return with bid response:

Vendor Name: _____

Signature of Authorized Agent: _____

Print Name and Title of above Agent: _____

CONFLICT OF INTEREST AFFIDAVIT:

THIS PAGE MUST BE SIGNED, NOTARIZED/STAMPED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

Pursuant to Columbus Georgia Code Part I – Charter, Appendix Two Code of Ethics and Prohibited Practices:

I hereby declare that any person(s) employed by the City of Columbus, who has direct or indirect personal or financial interest in this solicitation, has been identified and the interest disclosed below. (Please include in your disclosure any interest which you know of).

An example of a direct interest would be a City of Columbus employee, City of Columbus City Council Member, who would be paid to perform services if awarded the contract.

An example of indirect interest would be a City of Columbus employee who is related to any officers, employees, principal, or shareholders of your firm or to you. (If in doubt as to status or interest, please disclose to the extent known).

CONFLICT OF INTEREST: YES NO

Disclosed Conflict of Interest(s):

I hereby certify that the information on this form is complete and accurate. If necessary, I will provide the information required to verify this data (e.g., pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.

Executed on _____, _____, 20__ in _____ (city), _____ (state).

I hereby declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the _____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires:

CLIENT WORK HISTORY
Executive Search/Recruitment Services
for Columbus Sports & Entertainment Authority
RFP No. 26-0036

List the *last* three (3) executive successful past placements (preferably in sports, entertainment, or public venues), for which placements have continued in the position for a period longer than one year

| | |
|--|-------------------------|
| Client Name: _____ Contact Name: _____ | |
| Address: _____ _____ | Telephone Number: _____ |
| E-Mail Address: _____ | |
| List the placement title(s) and placement date(s): | |
| Client Name: _____ Contact Name: _____ | |
| Address: _____ _____ | Telephone Number: _____ |
| E-Mail Address: _____ | |
| List the placement title(s) and placement date(s): | |
| Client Name: _____ Contact Name: _____ | |
| Address: _____ _____ | Telephone Number: _____ |
| E-Mail Address: _____ | |
| List the placement title(s) and placement date(s): | |

| | | | |
|---------------------|-----------------------------|--------------------------------|-------------|
| Company Name | Authorized Signature | Print Name of Signatory | Date |
|---------------------|-----------------------------|--------------------------------|-------------|

**Executive Search/Recruitment Services
for Columbus Sports & Entertainment Authority
RFP No. 26-0036**

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Company Name

Signature of Authorized Representative Date

Title of Authorized Representative

Print Name of Authorized Signatory

(Corporate seal, if applicable)

Company Street Address

Company Payment Address

Contact: _____

Contact: _____

Email: _____

Email: _____

Telephone: _____

Telephone: _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this ___ day of _____ 20 ____

APPROVED AS TO LEGAL FORM:

B.H. "Skip" Henderson, III, Mayor

Clifton C. Fay, City Attorney

ATTEST:

Lindsey G. McLemore, Deputy Clerk of Council

INSURANCE CHECKLIST

**Executive Search/Recruitment Services
for Columbus Sports & Entertainment Authority
RFP No. 26-0036**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

| | Required Coverage(s) | Limits (Figures denote minimums) | Bidders Limits/Response |
|----------|--|--|------------------------------------|
| X | 1. Worker’s Compensation and Employer’s Liability | STATUTORY REQUIREMENTS | |
| | Comprehensive General Liability | | |
| X | 2. General Liability Premises/Operations | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate | |
| | 3. Independent Contractors and Subcontractors | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate | |
| | 4. Products Liability | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate | |
| | 5. Completed Operations | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate | |
| | 6. Contractual Liability (Must be shown on Certificate) | \$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate | |
| | Automobile Liability | | |
| X | 7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership | \$1 Million BI/PD each Accident, Uninsured Motorist | |
| | Others | | |
| | 8. Miscellaneous Errors and Omissions | \$1 Million per occurrence/claim | |
| | 9. Umbrella/Excess Liability | \$1 Million Bodily Injury, Property Damage and Personal Injury | |
| | 10. Personal and Advertising Injury Liability | \$1 Million each offense, \$1 Million annual aggregate | |
| X | 11. Professional Liability | \$1 Million per occurrence/claim | |
| | 12. Architects and Engineers | \$1 Million per occurrence/claim | |
| | 13. Asbestos Removal Liability | \$2 Million per occurrence/claim | |
| | 14. Medical Malpractice | \$1 Million per occurrence/claim | |
| | 15. Medical Professional Liability | \$1 Million per occurrence/claim | |
| | 16. Dishonesty Bond | | |

| Required Coverage(s) | Limits (Figures denote minimums) | Bidders Limits/Response |
|----------------------|---|---|
| | 17. Builder's Risk | Provide Coverage in the full amount of contract |
| | 18. XCU (Explosive, Collapse, Underground) Coverage | |
| | 19. USL&H (Long Shore Harbor Worker's Compensation Act) | |
| | 20. Contractor Pollution Liability | \$2 Million per occurrence/claim |
| | 21. Environmental Impairment Liability | \$2 Million per occurrence/claim |
| X | 22. Carrier Rating shall be Best's Rating of A-VII or its equivalents | |
| X | 23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action. | |
| X | 24. The City shall be named Additional Insured on all policies | |
| X | 25. Certificate of Insurance shall show Solicitation Number RFP No. 26-0036 and Solicitation Title Executive Search/Recruitment Services for Columbus Sports and Entertainment Authority in box: Description of Operations | |
| | 26. Pollution: | \$2 Million per occurrence/claim |

*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

VENDOR'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required certificate(s).

Company Name

Signature of Authorized Agent

Date

Title of Authorized Agent

Print Name of Authorized Agent

DEMANDSTAR SUBMISSION INFORMATION

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar. See Appendices B, C & D for Submission Requirements Checklist, Registering for DemandStar and Responding to an Electronic Bid in DemandStar.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select “Columbus Consolidated Government” as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at

https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm.

Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at

https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm.

Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.

ELECTRONIC SUBMITTAL CHECKLIST

Executive Recruitment/Recruitment Services
for Columbus Sports & Entertainment Authority (Annual Contract)
RFP No. 26-0036

Submit your electronic response as instructed below:

1. Vendors shall submit **only** the required documents listed using the “Bidder Response ALL Documents” function.
2. **Zip files with multiple files are not acceptable; vendors shall submit one PDF file of their submittal.**
3. **Due to file size limitations that may occur, please do not resend the City’s RFP specifications. This information is already on file.**
4. **In the event DemandStar requires a dollar value for your submittal, enter “0”.**

- 1. Transmittal Letter
- 2. E-Verify Affidavit (*Form 1*)*
- 3. Communication Concerning this Solicitation (*Form 2*)*
- 4. Addenda Acknowledgement (Form 3)
- 5. Federal Compliance (Form 4)
- 6. Conflict of Interest Affidavit (Form 5)*
- 7. Exceptions to RFP
- 8. Experience/Qualifications
- 9. Client Work History (*Form 6*)
- 10. References
- 11. Service Plan
- 12. Cost Proposal
- 13. Contract Signature Page (*Form 7*)
- 14. Business Requirements:
 - Insurance Checklist (*Form 8*) or Certificate of Insurance
 - **Page 1** of Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
 - Business License (Occupation License)

*Denotes mandatory submission requirement(s).

NOTE: After award of the contract by Columbus Council, awarded vendor will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



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206.940.0305

2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕
Narrow down your search by selecting a state and county.

State County
Select State ▼ Select County ▼

- City of Metropolis – Board of Commissioners
- City of Metropolis Purchasing
- Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency. Add additional government agencies below for \$25 per County, Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

| | | Your Current Rate |
|--------------|-------------------|-------------------|
| Total | (0 subscriptions) | \$0/year |

Proceed to Checkout

Skip for Now

SIGN UP

Visit www.demandstar.com



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206.940.0305

APPENDIX D

Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web application interface for managing bids. At the top, there is a navigation bar with tabs: "Dashboard", "Bids", "Quotes", "Coming Soon! Activities", "Coming Soon! Messages", and "Responses". The "Bids" tab is currently selected. Below the navigation bar, there is a large orange arrow pointing right with the word "Bids" inside it. To the right of this arrow is a "Sort By" dropdown menu set to "Due Date". Below these elements is a list of bid items. A red arrow points to the first item in the list. Each item has a blue link for the solicitation name, a status indicator (Active), and a "Watch" button. The first item is for "City of Fort Pierce - Purchasing Department, Fort Pierce, AZ" with ID "TSEBIDVINO24JAN01-0-2020/al", broadcast date "1/24/2020", due date "3/1/2020", and 3 planholders. The second item is for "agency2.0, Texas, FL" with ID "EBID-001-946-00-0-2020/AD", broadcast date "2/4/2020", due date "2/29/2020", and 0 planholders. The third item is "TESTBID" for "agency2.0, Texas, FL".

| Solicitation Name | Status | Watch |
|--|--------|-------|
| TSEBIDVINO24JAN01 City of Fort Pierce - Purchasing Department, Fort Pierce, AZ ID: BID-TSEBIDVINO24JAN01-0-2020/al | Active | Watch |
| AA-BB-CC-DD-EE agency2.0, Texas, FL ID: EBID-001-946-00-0-2020/AD | Active | Watch |
| TESTBID agency2.0, Texas, FL | Active | Watch |

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID Active

Bid Details

Agency Name: Agency 123
Bid Number: Agency 123
Bid ID: 8880-00000-00000
Bid Type: E-BID
Broadcast Date: 02/06/2020 04:00 AM Eastern
Fiscal Year: 2020
Due: 02/28/2020 11:00 PM Eastern
Bid Status: BID STATUS

Scope of Work

SCOPE OF WORK

Documents

| Filename | Type | Date Modified | Status |
|----------|------------|---------------|----------|
| file | Attachment | 02/06/2020 | Complete |

Distribution Info

Bid Bond: None
Plan (Mandatory): None
E-bidding: Submit
Distributed By: Demandstar
Distribution Method: Download and Mail
Distribution Options: Bid has no blueprints associated with it
Project Estimated Budget: \$100,000.00
Distribution Notes: None

Publications

View Legal Ad

Pre-Bid Conference

No Pre-Bid Conference Data Found

Commodity Code

[001-945-00] FINANCIAL SERVICES

[Submit E-Bid Proposal](#)

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

Enter “0” as your bid (proposal) amount.

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenues, etc., that are entered directly into DemandStar.)



DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

E-Bid Response

Bid Details

Agency Name agency2.0
Bid Number EBID-123456-0-2020/AD
Bid Due Date 02/29/2020 (PST)
Bid Opening 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

Contact Information

Company Name
Calgon Carbon Corporation

Address 1
P. O. Box 717

Address 2
Address 2 (optional)

City
Pittsburgh

Country United States of Ame... State/Province Pennsylvania

County Select... Postal Code 15230-0717

Phone Number 4127876810 Extension Extension (optional)

Bid Amount 127,000 Invalid Alternate Bid Amount Alternate Bid Amount (optional)

Notes
For the full 6 month contract (optional)

Next

Step 4

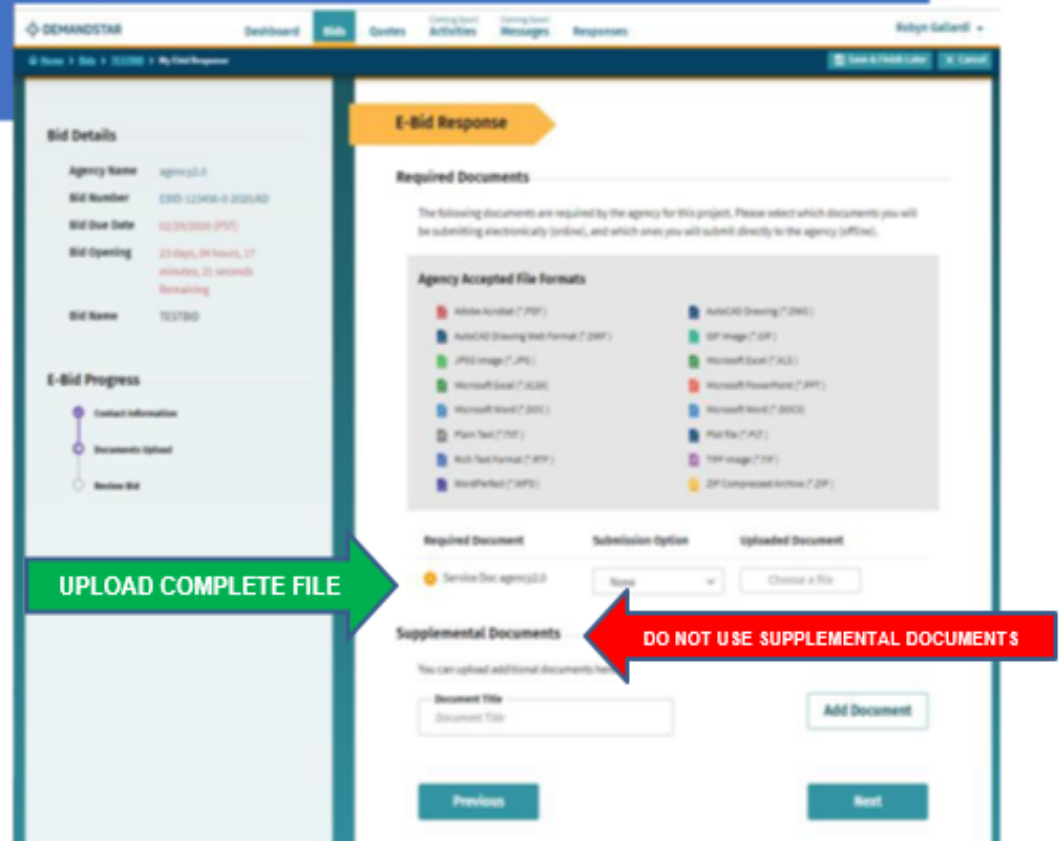
After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing only the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

IMPORTANT NOTES:

1. The City will not consider any information submitted as "Supplemental Documents".
2. Zip files with multiple files are not acceptable; vendors shall submit one PDF file of their submittal.
3. Due to file size limitations, please **do not resend the City's full specifications** as this information is already on file.

BEST PRACTICE TIP: In some instances, multiple addenda may be issued for a solicitation. To avoid having to reupload your submittal multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on its Procurement Opportunities page at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm



Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web interface. At the top, the navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user's name, 'Robyn Gallardi', is visible in the top right corner. The main content area is titled 'Review Your E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: Agency 2.0; Bid Number: EBID 123456-0-2100-AD; Bid Due Date: 02/09/2025 (PST); Bid Opening: 22 days, 04 hours, 10 minutes, 47 seconds Remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress bar with three steps: 'Contact Information' (completed), 'Documents Upload' (completed), and 'Review Bid' (current step).
- Contact Info:** Company Name: Calgon Carbon Corporate; Address 1: P.O. Box 717; Address 2: ; City: Pittsburgh; State: Pennsylvania; Country: United States of America; Postal Code: 15200-0717; Phone Number: 4127976810; Fax: ; Bid Amount: 3127,000.00; Alternate Bid Amount: ; Notes: For the full 6 month term.
- Agency Required Documents:** A green checkmark indicates 'Seminis Doc agency(2.0)(Electronic/Online)' is complete.
- Supplemental Documents:** A green checkmark indicates 'References(Electronic/Online)' is complete.

At the bottom of the page, there are two buttons: 'Previous' and 'Submit Response'. A red arrow points to the 'Submit Response' button. Below the 'Submit Response' button, there is a small text box containing instructions: 'After clicking "Submit Response" the following process will occur: 1. We will verify that your response is complete as entered. 2. You will see a confirmation page with your confirmation number and date/time stamp of your upload. 3. You will receive a confirmation e-mail indicating a bid response submitted. 4. You may track your response submission under the Responses page. If you do not receive any of the above, please call Supplier Services at (206) 940-3005.'