

INVITATION TO BID



PURCHASING DEPARTMENT

P. O. BOX 1125

216 E. CENTRAL AVENUE

SECOND FLOOR

VALDOSTA, GEORGIA 31601

BID # 18-25

FOR: Compensation Study

BID OPENING DATE: June 26, 2025

TIME: 10:00A.M. EST

PURCHASING DEPARTMENT

(229) 259-3521

Request for Proposal Compensation Study



The City of Valdosta, Georgia, ("City") is requesting proposals for consulting services to conduct a City-wide Compensation Study as described herein.

Goals and Objectives: The purpose of the Compensation Study is to address changes in City staffing over the past years, which may have affected the level of compensation and work being performed.

City of Valdosta:

Is a city in Lowndes county in the U.S. state of Georgia. The city has a residential population estimated at 56,000 in 2025. The city operates under a council-manager form of government with an appointed City Manager and an elected Mayor. The City is divided into six districts with one councilperson elected from each district and one at large to serve staggered four-year terms.

The city has within its structure, 11 functional departments, which are: Administration, Community Development & Building Maintenance, Economic Development, Public Safety, Public Works, and Recreation. The City Finance Manager serves as the Chief Executive Officer with department heads reporting to the City Manager or the Assistant City Manager. The city currently has 569 employees of which 544 are full-time and 25 are part-time, FY 2025 total adopted budget of \$138,903,945 which includes a 5% Cost of Living Increase for all employees.

The city has 625 unique positions currently organized within a salary structure with 25 salary ranges. The current system was created in 2016 when the last salary study was completed.

The City's Objectives:

1. Attract and retain qualified employees.
2. Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together.
3. Provide salaries commensurate with assigned duties.
4. Clearly outline promotional opportunities and provide recognizable compensation growth.
5. Maintain a competitive position with other comparable government entities and private employers within the same geographic areas.
6. Ensure current job descriptions and responsibilities are current and in line with the needs of the Organization.

All work will be done with regular involvement of the City Manager, Assistant City Manager, the Finance Director, and the Human Resource Director. Department Heads and other key personnel will be involved as necessary. Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Presentation on the City Council upon completion of the project is also expected.

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sector as well as local private sector. The consultant shall perform or provide the following:

Scope of Services:

1. Conduct a comprehensive benchmark market analysis of all City positions with comparable and surrounding (regional) jurisdictions, institutions of higher education, and applicable private/public sector competitors.
2. Identify potential pay compression issues and provide potential solutions.
3. Review existing position descriptions to ensure current and accurate Fair Labor Standards Act (FLSA) exemption status, essential functions, minimum qualifications for education and experience, required knowledge, skills, and abilities, special requirements, and physical and environmental conditions; Update the descriptions as needed.
4. Gain an understanding of the City's existing classification, grouped positions and compensation structure and revise where needed.
5. Review all background materials including, but not limited to, existing salary scale, organizational charts, classification specifications, etc.

Informational Meetings:

1. Consultant to schedule an initial meeting with The City Manager, Assistant City Manager, Finance Director, and Human Resources Director to discuss the process and tasks to be performed in the study to include reasonable dedication of key personnel.
2. Consultant to meet with department heads to explain study and process to be used.
3. Consultant to provide frequent updates to Human Resources Director, who will be point of contact.

Compensation Study:

1. Consultant will be expected to; review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
2. Recommend and identify a consistent and competitive market position that the city can strive to maintain.
3. Recommend comparable labor markets, including both private and public-sector employers for compensation survey.
4. Develop and conduct a comprehensive compensation and benefits survey.
5. Recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
6. Develop guidelines to assist City staff with determining the starting pay for new employees based skills on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.

7. Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.
8. Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.
9. Consultant to provide system documentation and file formats/software to administer compensation plan.
10. Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey.
11. The city will provide copies of all pay ranges, job classifications, and any other available in-house information requested by the selected consultant that may be required to complete the study.

Proposal Format and Requirements:

The offeror shall submit one original (conspicuously marked "ORIGINAL"), five complete copies, and one memory stick of their written proposal that presents their qualifications and understanding of the work to be performed. Include all information requested, organized in tabbed sections clearly identified in a table of contents as described in the paragraphs that follow. Any other information thought to be relevant, but not applicable to the enumerated categories, may be provided as a separate appendix to the proposal. The following information/documents **must** be included in the proposal package to be considered responsive to the Request for Proposals:

A. Agents and Address

Identify who will be the project manager and key staff assigned if awarded. Provide resumes summarizing the qualifications and experience of the individuals who will be conducting the study. Include specific information on the staff's experience with public sector compensation including public safety. List the address, e-mail address, and telephone number of the office from which the services are to be provided. Promotional literature and other public relations documents should NOT be included. They will not be able to be considered to satisfy requirements.

B. Statement of Methods and Procedures

Provide a statement describing the scope of work as you understand it. Describe the approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations as requested. Provide a sample of reports and/or other correspondence.

C. Management Synopsis

Provide a synopsis prepared for management review, covering the significant features of the proposal including overall costs and term of work.

D. Structure and Content of Work Product

Provide a detailed breakdown and description of the specific steps, services, and study products that will be provided. Describe how the final product will be structured and presented upon completion. Include any computer/software compatibility information. Firms may elect to include in the section any innovative methods or concepts that might be beneficial to the City of Valdosta as long as the minimum requirements set out in this RFP are met. Provide criteria for a successful engagement.

E. Work Schedule

Provide a timeline indicating tasks required and the anticipated start and completion dates for each. It is expected that the work will commence as soon as practical after the contract is awarded.

F. References

Include the name, address, telephone number, and e-mail address for contact persons at three (3) other public entities for which comparable services have recently been rendered. Please provide a short summary of the project with each reference.

G. Cost of Services

Total fee with cost breakdown, including hourly rates. Estimate the total hours or work needed based off the scope of services. Include your standard payment schedule.

H. Final Product

- a. Provide a statement that the proposer agrees to:
 1. Deliver exactly (1) original, five (5) copies, and a flash drive of the final report to the City Manager
 2. Provide the final report, tables, schedules, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the compensation/classification system in an electronic medium (EG flash drive); and
 3. Appear at a scheduled Council meeting to discuss the recommendations and final report.
 4. Additional Services (Optional)
- b. Provide any other related and recommended products or service not specified in the RFP which may be considered essential or beneficial by the firm. These services should be priced separately, and individually from "G" above and shown below the cost outline in G above.

I. Other

1. The complete (all pages) Request for Proposal documents with any addenda acknowledgements filled out, initialed, and signed as required. The person that signs the RFP shall have the authority to negotiate the full scope of services on behalf of the organization and shall be authorized to bind the contractor to the terms and conditions of this RFP.
2. The classification and compensation system to be recommended as responses to this RFP must adhere to the following basic elements and characteristics: (a) the system must meet all legal requirements, (b) be totally nondiscriminatory and provide for compliance with all pertinent federal, state, and local requirements (e.g., ADA, FLSA, EEO, etc.).
 - i. The system must be easy for management to administer, maintain, and defend.
 - ii. The system must easily accommodate organizational changes and growth.
 - iii. The system should be based on sound compensation principles in which internal and external equity are considered within the pay structure, as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
 - iv. The system should provide for new positions to be incorporated into the compensation plan, as well as regular adjustments to maintain the plan's competitiveness.
 - v. The system should be compatible with new City of Valdosta payroll programs/software Paylocity.

- vi. The city requests that all information submitted by the successful consulting firm be in electronic format (PDF), flash drive, and in hard copy. The City further requests the complete use of the material developed for the ability to update or change it as needed. All work provided by the consultant under contract with the City of Valdosta shall be the exclusive property of the City.

Cost Proposal

This request for information does not, under any circumstance, commit the City to pay any costs incurred by any proposer in the submission of qualifications. The proposer is responsible for all costs associated with any and all response to this request.

Addenda

It is the proposer's responsibility to check the website for any addenda. Go to www.valdostacity.com (See timeline chart on page 6)

Criteria and Selection

After city staff has reviewed the proposals, final selection will be determined. The successful contractor will be required to enter into an agreement for professional services with the City of Valdosta.

All proposals must be delivered to the City no later than June 17th , 2025 at 10 a.m. EST.

Proposals must be delivered to the City of Valdosta, Attn.: Teresa Davis, Purchasing Agent. 216 E. Central Ave. Valdosta, GA 31601. Proposers will be responsible for delivery of their proposals to the City Purchasing Office before the deadline. Any proposal received after the deadline will not be considered.

The City of Valdosta 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 City personnel who will then forward a recommendation to the City Council for consideration. Fee proposals, which are to be submitted with the qualification proposal will also be taken into consideration. The duration of this consultant agreement has not been determined. The City of Valdosta does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age, marital status or any other protected class.

All proposals received are the property of City of Valdosta.

Any questions should be submitted via email to Jennie Boyer, HR Director, jboyer@valdostacity.com . Prior to the deadline in the attached timeline questions received after set deadline will not be addressed.

Preliminary Timeline

TASK	DATE	TIME
Post RFP	May 14,2025	
Deadline for questions	May 28,2025	5:00P.M.
Questions /Addendum Issued	June 6,2025	5:00P.M.
Submission Packets Due	June 26,2025	10:00A.M. EST.
Proposal Evaluations of Submissions	June 27,2025-July 3,2025	5:00P.M.
Vendor Presentations (if necessary)	July 14,2025	TBD
Present for Award	August 7,2025 Following Council Approval	
Contract effective date	August 8,2025 After formal award by Council	

Scoring Matrix

1. Administrative Completeness and Qualifications
2. Experience with Similar Compensation Studies
3. Proposed Scope of Services and Methodology
4. Project Timeline and Capacity to Meet Deadlines
5. Cost Effectiveness

NOTICE TO DEALERS/VENDORS

1. Any prices bid by dealer/vendor on any items offered to the City of Valdosta shall be the price effective at the date of delivery.
2. No delivery date of "ASAP" (As Soon As Possible) shall be considered acceptable on items that have a maximum delivery date listed in the specifications.
3. The City of Valdosta reserves the right to accept alternate bids on any or all items where maximum delivery date, as listed in the specifications is not met by dealer/vendor.
4. Signature below of authorized agent for dealer/vendor shall constitute recognition and acceptance of all conditions of the sale as listed above.
5. All shipping is to be FOB Valdosta, GA 31601 and included in total price unless otherwise stated in the bid document.
6. Please be aware that private and public mail carriers are not always reliable on next day delivery in our area. Please assure your response is sent in plenty of time to reach us. As you know, late responses are not acceptable. If you utilize the US Postal Service and mail your response to the physical address, the chances are high it will be diverted to our post office box so allow extra time for delivery. Private carries will deliver to the physical address but include "Purchasing, 2nd Floor" in your delivery address and be aware that although you pay overnight fees, overnight delivery is not always successful although you are told the delivery time will be met.

Dealer/Vendor

Authorized Agent

GENERAL SPECIFICATIONS

It is the intent of these specifications to furnish the City of Valdosta with the following requisitioned equipment, according to the attached. It is clearly understood that the following are minimum specifications and are made in order to show the exact quality through specifications of the equipment proposed.

The City of Valdosta reserves the right to accept any or all bids or to choose the bid considered to be in their best interest.

The final decision of purchase will be made upon the award of the City of Valdosta Mayor and Council if the item or items total are greater than \$25,000.

Cooperative Procurement

By signing this bid package, Vendor agrees it will permit piggyback purchases to this bid/contract for other government entities where governmental discounts apply such as city, county, local authorities, agencies, non-profits, boards of education, or other governmental agencies not listed offering the same prices, terms, and conditions offered to the City of Valdosta. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months following award date, or during renewals or extension periods of the contract. Also, the piggybacking will only be for the item(s) in the original bid/quote as they are specified with the exception of very minor changes. Changes such as engine size, pump size, different body style, etc. will not be allowed. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

NO BID WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED.

Be sure to put the Bid Number on the outside of your return envelope.

INSTRUCTIONS TO BIDDERS

1. Proposals must be made upon the form of the proposal attached hereto. They must be enclosed in a sealed plain envelope, **with the bid number written on the outside of envelope or sealed box** and endorsed with the title of the proposal including bid number and must be filed with the Purchasing Agent of the City of Valdosta, located at 216 E. Central Ave 2nd floor. In the event you choose to mail your proposal, it should be mailed to Teresa Davis, P.A., P.O. Box 1125, Valdosta, Ga. 31603. Failure to follow these instructions will result in an automatic disqualification.
2. No bidder will be allowed to withdraw his proposal for any reason whatsoever after the bids have been opened.
3. The specifications represent the minimum general size, weight, capacity, and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all bids submitted shall not be subject to correction or alteration after the bid has been filed, opened, and publicly read. In view of an unusual wide disparity in details of design and manufacture, complete descriptive literature and manufacturer's specifications must be submitted on each type of equipment offered. The City of Valdosta reserves the right to evaluate any or all bids, particularly where there is a range in specifications. Special consideration will be given to the ready availability of repair parts and service.
4. Federal or State taxes are not applicable to Georgia Municipalities under the United States Code Title 26 and Georgia Exemption Certificate Number 3-465-686-300-1.
5. It is expressly understood by the bidder that written notice of the award or purchase order by the City of Valdosta will constitute an agreement and consummate the transaction and will serve together with the proposal, the advertisement, these instructions, and the detailed specifications, as the entire form of contract between the parties.
6. The bidder agrees that the City of Valdosta reserves the right to reject any or all proposals, or to accept the part of the bid considered to be in the best interest of the City.
7. Specifications referred to minimum, therefore unless otherwise indicated by the bidder, the city will assume proposals meet or exceed all specifications.
8. The names of a certain brand, make or definite specifications are to denote quality standard of the article desired, but do not restrict bidders to be specific brand, make or manufacturer named; it is to set forth and convey to prospective bidders the general style, type, character and quality of the article desired.
9. The award of the contract will be made to the lowest responsible bidder taking into consideration quality performance and the time specified in the proposals for the performance of the contract. The City of Valdosta reserves the right to reject all bids as appears in its own best interest and to waive technicalities. In cases of a tie, the bid in the best interest of the city will be awarded.

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

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

Firm Name

Signature

Title

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contract No. and Name: _____

Contractor's Name: _____

City of Valdosta Georgia Contractor 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 contracting with the City of Valdosta, Georgia has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Valdosta, Georgia, the Contractor will secure from subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Valdosta Georgia at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify TM User Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 2025

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Contract Act of 1986 (IRCA), P. L. 99-603