



75 Langley Drive • Lawrenceville, GA 30046-6935  
(tel) 770.822.8720 • (fax) 770.822.8735

**gwinnettcounty**

February 2, 2012

INVITATION TO BID  
BL024-12

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified suppliers for the **Purchase of Law Enforcement Uniforms on an Annual Contract** with two (2) options for renewal for various Gwinnett County Departments.

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the BL# and Company Name. Bids will be received until 2:50 P.M. local time on **February 15, 2012** at the Gwinnett County Financial Services – Purchasing Division Office – 2<sup>nd</sup> Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on our website [www.gwinnettcounty.com](http://www.gwinnettcounty.com).

A pre-bid conference is scheduled for 10:00 a.m. on February 9, 2012 at the Gwinnett County Purchasing Office, 75 Langley Drive, Lawrenceville, GA 30046. All suppliers are urged to attend. Questions regarding bids should be directed to Holly Cafferata, Purchasing Associate II, at [holly.cafferata@gwinnettcounty.com](mailto:holly.cafferata@gwinnettcounty.com) or by calling 770-822-8721, no later than February 10, 2012. Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

Gwinnett County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County Government should be directed to Michael Plonowski, Gwinnett County Justice and Administration Center, 770-822-8015.

The written bid documents supersede any verbal or written prior communications between the parties.

Award will be made to the supplier(s) submitting the lowest responsive and responsible bid. Gwinnett County reserves the right to reject any or all bids to waive technicalities, and to make an award deemed in its best interest. Bids may be split or awarded in entirety. Gwinnett County reserves the option to negotiate terms, conditions and pricing with the lowest responsive, responsible bidder(s) at its discretion.

All companies submitting a bid will be notified in writing of award.

We look forward to your bid and appreciate your interest in Gwinnett County.

Holly Cafferata  
Purchasing Associate II

HC/pe

The following pages **should** be returned in duplicate as your bid:

Bid Schedule, Pages 4-12  
References, Page 13



## UNIFORM REQUIREMENTS

### 1. Scope of Work

Supplier to provide specified uniforms to the Departments of Police Services, Sheriff and Corrections as required during the contract. Contract shall begin upon award for a one year period with two (2) additional one year options to renew.

### 2. Orders

Orders will be placed by the departments on an "as needed" basis. Quantities are approximate annual quantities. Unit price should include attachment of patches, embroidery and silkscreen as required and all charges for Inside Delivery FOB Destination to specified address. Orders are to be filled regardless of quantity and/or dollar amount. All orders to be delivered or picked up will require a purchase order number. Orders provided without a purchase order number are not considered to be authorized purchases and may be subject to non-payment of invoice. All orders must be accompanied by a packing slip with identifying purchase order number. Multiple orders are not to be combined within the same box; unless sorted, bagged and identified by the purchase order numbers. Orders shipped in error or to the wrong department location, will be rejected. In these cases, the vendor is to arrange for return pick up within five (5) business days of notification by the department.

If all or any part of an order contains backordered items and vendor will not be able to meet the delivery A.R.O. stated in the bid, the vendor should document and notify the department liaison of the backorder within 5 days of receipt of the purchase order. Gwinnett County will either cancel the order of backordered items or accept the delivery time provided by the vendor.

If a vendor cannot supply the backordered items in a reasonable amount of time, Section XII Delivery Failures under General Instructions to Bidders, Terms and Conditions may be invoked. Gwinnett County reserves the right to purchase uniforms off contract if delivery is not made within the contracted delivery time.

### 3. Fittings

Supplier shall be responsible for measuring Gwinnett County employees for proper fit as required per department, and maintain record for each employee fitted. Fittings are to be provided during normal business hours Monday through Friday, at specified Gwinnett County locations. Fittings may be requested quarterly. Each department will be responsible for scheduling their fittings. Fittings must be available at least twice per year. Vendor may schedule multiple department fittings in one visit. Gwinnett County requests that the awarded vendor provide a fitter line for the line items awarded on this contract.

### 4. Patches, silk-screens and embroidery

Embroidered patches, provided by each department, shall be sewn on by successful supplier as required in the bid specifications. Designs are subject to change and other logos may be added during the contract term. Silkscreen print samples or drawings and embroidery samples shall be provided by departments to the successful supplier. All logos and emblems supplied to successful vendor remain the property of Gwinnett County and will be returned at end of contract. **Patches, Emblems, Silk-screens will be provided to successful vendor upon award of contract.**

#### A. Department of Police Services:

*Patches* - should be sewn on as indicated: **Shoulder Patches** – 1" from top of each sleeve; **Cpl./Sgt. Chevrons** - 1" below shoulder patches on each sleeve; **Service Stripes** – Left sleeve – 1" from the cuff; **Front Patches** – Left chest; **Velcro Name Tag** – Right chest.

*Silkscreen* – 4" letters to be placed on back of Olympic polo shirts (as indicated on bid schedule) "POLICE" on the back of the garment in yellow gold.

*Embroidery* – Windbreaker – front left chest: 18,000 stitches

#### B. Sheriff's Department:

*Patches* – should be sewn on as indicated: **Shoulder Patches** – 1" from top of each sleeve; **Star badge** - left chest, windbreakers "**Sheriff**" **Patch** – back of windbreakers.

#### C. Department of Corrections:

*Patches* - should be sewn on as indicated: **Shoulder Patches** – 1" from top of each sleeve; **Cpl./Sgt. Chevrons** - 1" below shoulder patches on each sleeve; **Service Stripes** – Left sleeve – 1" from the cuff; **Front Patches** – Left chest.

5. **Alterations**  
Alterations will consist of hemming pants (waist & length) and altering uniforms shirts (sleeves, cuffs & tail length). If sizing is not accurate after the original fitting, the vendor will be required to perform alterations.
6. **Samples**  
Samples shall be provided upon request within **three (3)** business days. Failure to provide samples by the required deadline may result in bid being deemed non-responsive. **If bidding an equivalent brand, samples should be submitted with the bid.** It will be the responsibility of the supplier to incur all costs associated with the providing the samples. After testing, samples may be returned to supplier at supplier's request and expense.
7. **Brand Names**  
Use of brand names, specific manufacturers and style numbers are not intended to limit competition, but rather to insure uniformity of styles, colors and fabrics as established by the departments and assist suppliers in determining the standard of quality Gwinnett County is seeking. Equivalent items may be accepted if they meet all standards of quality and purpose for the intended use, as determined by Gwinnett County. Samples may be required to assist in determining if item bid is an equivalent. Samples and specifications of the listed brand name/product number will be utilized to determine equivalency.
8. **Equivalent Products**  
Gwinnett County shall be the sole determinant of acceptability of all approved equivalents. When bidding an equivalent product, supplier represents:
1. Equivalent product has been personally investigated and determined to be equal to or superior in all respects to that specified.
  2. Product identification, including manufacturer's name and address and any brochures or other printed information, should be provided as part of the bid document.
  3. It is the supplier's responsibility to prove equivalent products equal or exceed the quality level of the product(s) specified.
9. **Award**  
Uniform pants and shirts may be awarded to the same vendor for compatibility purposes.
10. **Delivery Terms**  
Uniforms may be picked up or delivered (this will be specified at the time each order is placed). **All delivered items shall be delivered inside to the following departments, F.O.B. destination.** It will be the responsibility of the supplier to incur all costs associated with the shipment of orders. Invoices shall state the bid number, purchase order number, and the delivery address.
- |                           |                           |
|---------------------------|---------------------------|
| Department of Corrections | Police Services           |
| 750 Hi Hope Road          | 770 Hi Hope Road          |
| Lawrenceville, GA 30043   | Lawrenceville, GA 30043   |
| <br>                      |                           |
| Sheriff's Department      | Central Supply            |
| 2900 Highway 316          | 408 Hurricane Shoals Road |
| Lawrenceville, GA 30043   | Lawrenceville, GA 30046   |
11. **References**  
Gwinnett County requests three (3) references of similar size and scope of this contract.

FAILURE TO RETURN THIS PAGE AS PART OF BID DOCUMENTS MAY RESULT IN REJECTION OF BID.

**BID SCHEDULE**

ITEM #	EST. ANN. QTY.	UNIT	DESCRIPTION	MANUF. & NO.	DELIVERY A.R.O.	UNIT PRICE*	TOTAL PRICE
<b>SECTION A – POLICE</b>							
1.	93	EA	Olympic #CMP126 Coolmax® short sleeve polo shirt with pocket and microphone tab on shoulder or equivalent, LA Blue, POLICE 4” letters silkscreened on back in yellow gold, one patch sewn on each sleeve and one badge patch sewn on left chest, name tag on right chest in gold, embroidered/sewn on.				
			Small - XL				
			2XL				
			3XL				
			4XL				
			5XL				
2.	49	EA	Olympic #CMP155 Coolmax® long sleeve polo shirt with pocket and microphone tab on shoulder or equivalent, LA Blue, one patch sewn on each sleeve and one badge patch sewn on left chest, name tag on right chest in gold, embroidered/sewn on.				
			Small – XL				
			2XL				
			3XL				
			4XL				
			5XL				
3.	19	EA	Hollywood Shorts with chamois, LA Blue, Olympic #OHS147 or equivalent.				
			S-XL				
			2XL				
			3XL				
			4XL				
			5XL				
6XL							

\*Where applicable, unit prices for Small – XL will be used to extend Total Price and determine low bidder.

Company Name: \_\_\_\_\_

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**BID SCHEDULE**

ITEM #	EST. ANN. QTY.	UNIT	DESCRIPTION	MANUF. & NO.	DELIVERY A.R.O.	UNIT PRICE*	TOTAL PRICE
4.	20	EA	Waterproof breathable jacket, navy, Tact Squad #F1013 or equivalent, Department patch sewn 1" from top of each shoulder & badge patch sewn on front left chest.				
			S-XL				
			2XL				
			3XL				
			4XL				
			5XL				
5.	20	EA	Straw hat, campaign style (summer), navy, triple brim available with or without badge eyelet, Alboum or equivalent.				
6.	120	EA	Gym Shorts, Russell Athletic #55113MO or equivalent, navy, label showing manufacturer, size and care instructions should be affixed to the interior.				
			S-XL				
			2XL				
			3XL				
7.	312	EA	Male LS Elbeco Tex-Trop with zipper or equivalent, French blue, Police Dept. patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve and service stripes on left sleeve, sewn 1" from cuff, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
8.	667	EA	Male SS Elbeco Tex-Trop with zipper or equivalent, French blue, Police Dept. patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
9.	385	EA	Male Elbeco Tex-Trop Trousers style E314 or equivalent, navy with 1" French blue stripe, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				

\*Where applicable, unit prices for Small – XL will be used to extend Total Price and determine low bidder.

Company Name: \_\_\_\_\_

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**BID SCHEDULE**

ITEM #	EST. ANN. QTY.	UNIT	DESCRIPTION	MANUF. & NO.	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
10.	14	EA	Female LS Elbeco Tex-Trop with zipper or equivalent, French blue, Police Dept. patch sewn 1” from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1” below the shoulder patches on each sleeve and service stripes on left sleeve, sewn 1” from cuff, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
11.	24	EA	Female SS Elbeco Tex-Trop with zipper or equivalent, French blue, Police Dept. patch sewn 1” from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1” below the shoulder patches on each sleeve, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
12.	17	EA	Female Elbeco Tex-Trop Trouser style E9314LC or equivalent, navy with 1” French blue stripe, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
<b>SECTION A - TOTAL</b>							

\*Where applicable, unit prices for Small – XL will be used to extend Total Price and determine low bidder.

Company Name: \_\_\_\_\_

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**BID SCHEDULE**

ITEM #	EST. ANN. QTY.	UNIT	DESCRIPTION	MANUF. & NO.	DELIVERY A.R.O.	UNIT PRICE*	TOTAL PRICE
<b>SECTION B - SHERIFF</b>							
1.	50	EA	Waterproof breathable jacket, navy, Tact Squad #F1013 or equivalent, to include Dept. patch sewn 1" from top of each shoulder & badge patch sewn on front left chest.				
			S-XL				
			2XL				
			3XL				
			4XL				
			5XL				
2.	100	EA	Male LS Elbeco Tex-Trop with zipper or equivalent, Khaki, Sheriff's Dept. patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve and service stripes on left sleeve, sewn 1" from cuff, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
3	100	EA	Male SS Elbeco Tex-Trop with zipper or equivalent, Khaki, Sheriff's Dept. patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
4.	100	EA	Male Elbeco Tex-Trop Trousers style E314 or equivalent, midnight blue with a midnight blue stripe piggybacked on a wider khaki stripe, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
5.	50	EA	Female LS Elbeco Tex-Trop with zipper or equivalent, Khaki, Sheriff's Dept. patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve and service stripes on left sleeve, sewn 1" from cuff, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				

\*Where applicable, unit prices for Small – XL will be used to extend Total Price and determine low bidder.

Company Name: \_\_\_\_\_

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**BID SCHEDULE**

ITEM #	EST. ANN. QTY.	UNIT	DESCRIPTION	MANUF. & NO.	DELIVERY A.R.O.	UNIT PRICE*	TOTAL PRICE
6.	50	EA	Female SS Elbeco Tex-Trop with zipper or equivalent, Khaki, Sheriff's Dept. patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
7.	50	EA	Female Elbeco Tex-Trop Trouser style E9314LC or equivalent, midnight blue with a midnight blue stripe piggybacked on a wider khaki stripe, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
<b>SECTION B - TOTAL</b>							

\*Where applicable, unit prices for Small – XL will be used to extend Total Price and determine low bidder.

Company Name: \_\_\_\_\_

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**BID SCHEDULE**

ITEM #	EST. ANN. QTY.	UNIT	DESCRIPTION	MANUF. & NO.	DELIVERY A.R.O.	UNIT PRICE*	TOTAL PRICE
<b>SECTION C - CORRECTIONS</b>							
1.	15	EA	Waterproof breathable jacket, black, Tact Squad #F1013 or equivalent, to include Dept. patch sewn 1" from top of each shoulder & badge patch sewn on front left chest. S-XL				
			2XL				
			3XL				
			4XL				
			5XL				
			6XL				
2.	50	EA	Male LS Elbeco Tex-Trop with zipper or equivalent, Gray, Dept. of Corrections patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve and service stripes on left sleeve, sewn 1" from cuff, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
3.	45	EA	Male SS Elbeco Tex-Trop with zipper or equivalent, Gray, Dept. of Corrections patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				
4.	45	EA	Male Elbeco Tex-Trop Trousers style E314 or equivalent, black with gray stripe, per attached specifications.				
			State oversizes:				
			State charge for oversizes:				

\*Where applicable, unit prices for Small – XL will be used to extend Total Price and determine low bidder.

Company Name: \_\_\_\_\_

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**BID SCHEDULE**

ITEM #	EST. ANN. QTY.	UNIT	DESCRIPTION	MANUF. & NO.	DELIVERY A.R.O.	UNIT PRICE*	TOTAL PRICE
5.	10	EA	Female LS Elbeco Tex-Trop with zipper or equivalent, Gray, Dept. of Corrections patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve and service stripes on left sleeve, sewn 1" from cuff, per attached specifications. State oversizes: State charge for oversizes:				
6.	10	EA	Female SS Elbeco Tex-Trop with zipper or equivalent, Gray, Dept. of Corrections patch sewn 1" from top of each shoulder and may require Cpl. or Sgt. Chevrons to be sewn 1" below the shoulder patches on each sleeve, per attached specifications. State oversizes: State charge for oversizes:				
7.	10	EA	Female Elbeco Tex-Trop Trouser style E9314LC or equivalent, black with gray stripe, per attached specifications. State oversizes: State charge for oversizes:				
<b>SECTION C - TOTAL</b>							

\*Where applicable, unit prices for Small – XL will be used to extend Total Price and determine low bidder.

Company Name: \_\_\_\_\_

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**BID SCHEDULE**

ITEM #	EST. ANN. QTY.	UNIT	DESCRIPTION	MANUF. & NO.	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
<b>SECTION D – MISCELLANEOUS</b>							
1.		EA	State additional charge, if any for added shirt tails _____				
			State additional delivery time, if any. _____				
2.		EA	State additional charge, if any, for hemming/waist alterations (extra long length) of pants _____				
			State additional delivery time, if any. _____				
<b>SECTION D - TOTAL</b>							
<b>SECTION E – UNIT PRICING FOR ADDITIONAL PATCHES-SILKSCREEN-EMBLEMS</b>							
1.		EA	Department furnished emblem and/or name tag to be sewn on per garment (instructions in bid schedule). Note: the number of patches may vary per garment.				
2.		EA	Custom embroidery of department names, patches, and emblems (instructions in bid schedule).				
<b>SECTION E – TOTAL</b>							

<b>SECTION TOTALS</b>	
Section A (Police)	\$
Section B (Sheriff)	\$
Section C (Corrections)	\$
<b>BID TOTAL \$</b>	

\*Where applicable, unit prices for Small – XL will be used to extend Total Price and determine low bidder.

Company Name: \_\_\_\_\_

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**BID SCHEDULE**

Gwinnett County requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for Gwinnett County to declare bid non-responsive. Contract to begin upon award for a one year period with two (2) additional one year options to renew.

Unless otherwise noted, quoted prices will remain firm for two (2) additional years. If a percentage decrease will be a part of this bid, please note this in the space provided together with an explanation. \_\_\_\_\_

\_\_\_\_\_

If a percentage increase will be a part of this bid, please note this in the space provided together with an explanation. \_\_\_\_\_

**Termination for Cause:** The County may terminate this agreement for cause upon ten days prior written notice to the contractor of the contractor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the County's rights or remedies by law.

**Termination for Convenience:** The County may terminate this agreement for its convenience at any time upon 30 days written notice to the contractor. In the event of the County's termination of this agreement for convenience, the contractor will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the contractor, which shall itemize each element of performance.

Certification Of Non-Collusion In Bid Preparation \_\_\_\_\_

Signature Date

The County requires that all who enter into a contract for the physical performance of services with the County must satisfy O.C.G.A. § 13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract.

**In compliance with the attached specifications, the undersigned offers and agrees, if this quote is accepted by the Board of Commissioners within ninety (90) days of the date of quote opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered to the designated point(s) within the time specified in the quote schedule.**

Legal Business Name \_\_\_\_\_ *(If your company is an LLC, you must identify all principals to include addresses and phone numbers in your submittal)*

Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

Does your company currently have a location within Gwinnett County? Yes  No

Representative Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail address \_\_\_\_\_

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF BID.

**REFERENCES**

Gwinnett County requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name \_\_\_\_\_  
Brief Description Of Project \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
  
2. Company Name \_\_\_\_\_  
Brief Description Of Project \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
  
3. Company Name \_\_\_\_\_  
Brief Description Of Project \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

Company Name \_\_\_\_\_



75 Langley Drive • Lawrenceville, GA 30046-6935  
(tel) 770.822.8720 • (fax) 770.822.8735

**Proposal/Bid Name: Purchase of Law Enforcement Uniforms**

**RP/Bid #: BL024-12**

### **CODE OF ETHICS AFFIDAVIT**

***(THIS FORM SHOULD BE FULLY COMPLETED AND RETURNED WITH YOUR SUBMITTAL AND WILL BE REQUIRED PRIOR TO EVALUATION)***

In accordance with Section 60-33 of the Gwinnett County Code of Ordinances the undersigned bidder/proposer makes the following full and complete disclosure, under oath, of the name(s) of all elected officials whom it employs or who have a direct or indirect pecuniary interest in or with the bidder/proposer, its affiliates or its subcontractors:

- No information to disclose
- Disclosed information below (if additional space if required, please attach list)

\_\_\_\_\_  
Elected Official Name

\_\_\_\_\_  
Elected Official Name

\_\_\_\_\_  
Elected Official Name

\_\_\_\_\_  
Business Entity Name

BY: \_\_\_\_\_  
Signature of Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name – Typed or printed

\_\_\_\_\_  
Notary Public

(Seal)

\_\_\_\_\_  
Title

Note: See Gwinnett County Code of Ethics Ordinance EO2011, Sec. 60-33. The ordinance will be available to view in its' entirety at [www.gwinnettcounty.com](http://www.gwinnettcounty.com)

**gwinnettcounty**



**PLEASE RETURN THIS PAGE IF YOU ARE NOT SUBMITTING A BID.**

FAILURE TO RETURN THIS PAGE, IF NOT SUBMITTING A BID, MAY RESULT IN REMOVAL OF YOUR COMPANY FROM COMMODITY LISTING.

**BL024-12**

**Buyer Initials: HC**

IF YOU DESIRE TO SUBMIT A "NO BID" IN RESPONSE TO THIS PACKAGE, PLEASE INDICATE BY CHECKING ONE OR MORE OF THE REASONS LISTED BELOW AND EXPLAIN.

Do not offer this product or service; remove us from your bidder's list for this item only.

Specifications too "tight"; geared toward one brand or manufacturer only.

Specifications are unclear.

Unable to meet specifications

Unable to meet bond requirements

Unable to meet insurance requirements

Our schedule would not permit us to perform.

Insufficient time to respond.

Other

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COMPANY NAME \_\_\_\_\_

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE

**\*\*\*ATTENTION\*\*\***

**FAILURE TO RETURN THE FOLLOWING DOCUMENTS MAY RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION:**

1. FAILURE TO USE COUNTY BID SCHEDULE.
2. FAILURE TO RETURN APPLICABLE COMPLIANCE SHEETS/SPECIFICATION SHEETS.
3. FAILURE TO RETURN APPLICABLE ADDENDA.
4. FAILURE TO PROVIDE INFORMATION ON ALTERNATES OR EQUIVALENTS.
5. THE COUNTY SHALL BE THE SOLE DETERMINANT OF TECHNICALITY VS. NON-RESPONSIVE BID.
6. FAILURE TO PROVIDE BID BOND, WHEN REQUIRED, WILL RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION. BID BONDS ARE NOT REQUIRED ON ALL BIDS. BOND REQUIREMENTS ARE CLEARLY STATED ON THE INVITATION TO BID. IF YOU NEED CLARIFICATION, CONTACT THE PURCHASING ASSOCIATE.
7. FAILURE TO PROVIDE CONTRACTOR AFFIDAVIT AND AGREEMENT, WHEN REQUIRED, MAY RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION. CONTRACTOR AFFIDAVIT AND AGREEMENT IS NOT REQUIRED ON ALL BIDS. IF YOU NEED CLARIFICATION, CONTACT THE PURCHASING ASSOCIATE.

**GWINNETT COUNTY**  
**DEPARTMENT OF FINANCIAL SERVICES – PURCHASING DIVISION**  
**GENERAL INSTRUCTIONS FOR BIDDERS, TERMS AND CONDITIONS**

**I. PREPARATION OF BIDS**

- A. Each bidder shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk, as the bidder will be held accountable for their bid response.
- B. Each bidder shall furnish all information required by the bid form or document. Each bidder shall sign the bid and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids.
- C. Individuals, firms and businesses seeking an award of a Gwinnett County contract may not initiate or continue any verbal or written communications regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.
- D. Sample contracts (if pertinent) are attached. These do NOT have to be filled out with the bid/proposal submittal, but are contained for informational purposes only. If awarded, the successful bidder(s) will be required to complete them prior to contract execution.
- E. In accordance with the Georgia Illegal Reform and Enforcement Act of 2011, an original signed, notarized and fully completed Contractor Affidavit and Agreement should be included with your bid/proposal submittal, if applicable. Failure to provide the Contractor Affidavit and Agreement with your bid/proposal submittal may result in bid/proposal being deemed non-responsive and automatic rejection.

**II. DELIVERY**

- A. Each bidder should state time of proposed delivery of goods or services.
- B. Words such as "immediate," "as soon as possible," etc. shall not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays in the number).

**III. EXPLANATION TO BIDDERS**

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bids, drawings, specifications, etc. must be requested by the question cutoff deadline stated in the solicitation in order for a reply to reach all bidders before the close of bid. Any information given to a prospective bidder concerning an invitation for bid will be furnished to all prospective bidders as an addendum to the invitation if such information is necessary or if the lack of such information would be prejudicial to uninformed bidders. The written bid documents supersede any verbal or written communications between parties.

Receipt of addendum should be acknowledged in the bid. **It is the bidder's responsibility to ensure that they have all applicable addenda prior to bid submittal.** This may be accomplished via contact with the assigned Procurement Agent prior to bid submittal.

#### **IV. SUBMISSION OF BIDS**

- A. Bids shall be enclosed in sealed envelopes, addressed to the Gwinnett County Purchasing Office with the name of the bidder, the date and hour of opening and the invitation to bid number on the face of the envelope. Telegraphic/faxed bids will not be considered. Any addenda should be enclosed in the sealed envelopes as well.
- B. ADD/DEDUCT: Add or deduct amounts indicated on the outside of the envelope are allowed and will be applied to the lump sum amount. Amount shall be clearly stated and should be initialed by an authorized company representative.
- C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the bidder's request and expense if items are not destroyed by testing.
- D. Items offered must meet required specifications and must be of a quality, which will adequately serve the use and purpose for which intended.
- E. Full identification of each item bid upon, including brand name, model, catalog number, etc. must be furnished to identify exactly what the bidder is offering. Manufacturer's literature may be furnished.
- F. The bidder must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.
- G. Unsigned bids will not be considered except in cases where bid is enclosed with other documents, which have been signed. The County will determine this.
- H. Gwinnett County is exempt from federal excise tax and Georgia sales tax with regard to goods and services purchased directly by Gwinnett County. Suppliers and contractors are responsible for federal excise tax and sales tax, including taxes for materials incorporated in county construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information.
- I. Information submitted by a bidder in the bidding process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act. Each page of proprietary information must be identified. Entire bid may not be deemed proprietary.

#### **V. WITHDRAWAL OF BID DUE TO ERRORS**

The bidder shall give notice in writing of his claim of right to withdraw his bid without penalty due to an error within two (2) business days after the conclusion of the bid opening procedure. Bids may be

withdrawn from consideration if the price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and material used in the preparation of the bid sought to be withdrawn. The bidder's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his bid. If a bid is withdrawn under the authority of this provision, the lowest remaining responsive bid shall be deemed to be low bid.

No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

Supplier has up to forty-eight (48) hours to notify the Gwinnett County Purchasing Office of an obvious clerical error made in calculation of bid in order to withdraw a bid after bid opening. Withdrawal of bid for this reason must be done in writing within the forty-eight (48) hour period. Suppliers who fail to request withdrawal of bid by the required forty-eight (48) hours shall automatically forfeit bid bond. Bid may not be withdrawn otherwise.

Bid withdrawal is not automatically granted and will be allowed solely at Gwinnett County's discretion.

#### **VI. TESTING AND INSPECTION**

Since tests may require several days for completion, the County reserves the right to use a portion of any supplies before the results of the tests are determined. Cost of inspections and tests of any item, which fails to meet the specifications, shall be borne by the bidder.

#### **VII. F.O.B. POINT**

Unless otherwise stated in the invitation to bid and any resulting contract, or unless qualified by the bidder, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed. Unless the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

#### **VIII. PATENT INDEMNITY**

The contractor guarantees to hold the County, its agents, officers or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.

#### **IX. BID BONDS AND PAYMENT AND PERFORMANCE BONDS (IF REQUIRED)**

A five percent (5%) bid bond, a one hundred percent (100%) performance bond, and a one hundred percent (100%) payment bond shall be furnished to Gwinnett County for any bid as required in bid package or document. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of the Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating as stated in the insurance requirement of the solicitation.

## **X. DISCOUNTS**

- A. Time payment discounts will be considered in arriving at net prices and in award of bids. Offers of discounts for payment within ten (10) days following the end of the month are preferred.
- B. In connection with any discount offered, time will be computed from the date of delivery and acceptance at destination, or from the date correct invoice or voucher is received, whichever is the later date. Payment is deemed to be made for the purpose of earning the discount, on the date of the County check.

## **XI. AWARD**

- A. Award will be made to the lowest responsive and responsible bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the County, and the delivery terms will be taken into consideration in making the award. The County may make such investigations as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract.
- B. The County reserves the right to reject or accept any or all bids and to waive technicalities, informalities and minor irregularities in bids received.
- C. The County reserves the right to make an award as deemed in its best interest, which may include awarding a bid to a single bidder or multiple bidders; or to award the whole bid, only part of the bid, or none of the bid to single or multiple bidders, based on its sole discretion of its best interest.

## **XII. DELIVERY FAILURES**

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director, or failure to make replacement of rejected articles/services when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of contract prices, or the County shall have the right to deduct such amount from monies owed the defaulting contractor. Alternatively, the County may penalize the contractor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the County reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be

determined by the Purchasing Director.

### **XIII. COUNTY FURNISHED PROPERTY**

No material, labor or facilities will be furnished by the County unless so provided in the invitation to bid.

### **XIV. REJECTION AND WITHDRAWAL OF BIDS**

Failure to observe any of the instructions or conditions in this invitation to bid may constitute grounds for rejection of bid.

### **XV. CONTRACT**

Each bid is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all of the commodities or services described therein shall constitute a contract between the bidder and the County which shall bind the bidder on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted bid. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

Upon receipt of a bid package containing a Gwinnett County "Sample Contract" as part of the requirements, it is understood that the bidder has reviewed the documents with the understanding that Gwinnett County requires that all agreements between the parties must be entered into via this document. If any exceptions are taken to any part, each must be stated in detail and submitted as part of the bid. If no exceptions are stated, it is assumed that the bidder fully agrees to the provisions contained in the "Sample Contract" in its entirety.

When the contractor has performed in accordance with the provisions of this agreement, Gwinnett County shall pay to the contractor, within thirty (30) days of receipt of any department approved payment request and based upon work completed or service provided pursuant to the contract, the sum so requested, less the retainage stated in this agreement, if any. In the event that Gwinnett County fails to pay the contractor within sixty (60) days of receipt of a pay requested based upon work completed or service provided pursuant to the contract, the County shall pay the contractor interest at the rate of ½% per month or pro rata fraction thereof, beginning the sixty-first (61<sup>st</sup>) day following receipt of pay requests. The contractor's acceptance of progress payments or final payment shall release all claims for interest on said payment.

### **XVI. NON-COLLUSION**

Bidder declares that the bid is not made in connection with any other bidder submitting a bid for the same commodity or commodities, and that the bid is bona fide and is in all respects fair and without collusion or fraud. An affidavit of non-collusion shall be executed by each bidder. Collusion and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

### **XVII. DEFAULT**

The contract may be canceled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extended in writing by the Purchasing Director, shall constitute contract default.

**XVIII. TERMINATION FOR CAUSE**

The County may terminate this agreement for cause upon ten days prior written notice to the contractor of the contractor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the County's rights or remedies by law.

**XIX. TERMINATION FOR CONVENIENCE**

The County may terminate this agreement for its convenience at any time upon 30 days written notice to the contractor. In the event of the County's termination of this agreement for convenience, the contractor will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the contractor, which shall itemize each element of performance.

**XX. DISPUTES**

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Purchasing Director, who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the procurement agent shall be final and binding; however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

**XXI. SUBSTITUTIONS**

Bidders offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their bid. The absence of such a substitution list shall indicate that the bidder has taken no exception to the specifications contained herein.

**XXII. INELIGIBLE BIDDERS**

The County may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses or other monies due to the County. Failure to respond to three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

**XXIII. OCCUPATION TAX CERTIFICATE**

Each successful bidder shall provide evidence of a valid Gwinnett County occupation tax certificate if the bidder maintains an office within the unincorporated area of Gwinnett County. Incorporated, out of County, and out of State bidders are required to provide evidence of a certificate to do business in any town, County or municipality in the State of Georgia, or as otherwise required by County ordinance or resolution.

**XXIV. PURCHASING POLICY AND REVIEW COMMITTEE**

The Purchasing Policy and Review Committee has been established to review purchasing procedures and make recommendations for changes; resolve problems regarding the purchasing process; make recommendations for standardization of commodities, schedule buying, qualified products list, annual contracts, supplier performance (Ineligible Source List), and other problems or requirements related to Purchasing. The Purchasing Policy & Review Committee has authority to place suppliers and contractors on the Ineligible Source List for reasons listed in Part 6, Section II of the Gwinnett County Purchasing Ordinance.

**XXV. AMERICANS WITH DISABILITIES ACT**

All contractors for Gwinnett County are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), Gwinnett County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees with disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations.

Any requests for the reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County should be directed to Michael Plonowski, Human Relations Coordinator, 75 Langley Drive, Lawrenceville, Georgia 30046, 770-822-8015.

**XXVI. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS**

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the firm's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

**XXVII. TAX LIABILITY**

Local and state governmental entities must notify contractors of their use tax liability on public works projects. Under Georgia law, private contractors are responsible for paying a use tax equal to the sales tax rate on material and equipment purchased under a governmental exemption that is incorporated into a government construction project: excluding material and equipment provided for the installation, repair, or expansion of a public water, gas or sewer system when the property is installed for general distribution purposes. To the extent the tangible personal property maintains its character (for example the installation of a kitchen stove), it remains tax-exempt. However, if the installation incorporates the tangible personal property into realty, e.g., the installation of sheetrock, it becomes taxable to the private contractor.

See O.C.G.A. 48-8-3(2) and O.C.G.A. 48-8-63

**XXVIII. STATE LAW REGARDING WORKER VERIFICATION**

State Law requires that all who enter into a contract for public works as defined by O.C.G.A. 36-91-2(10) for the County must satisfy the Illegal Immigration Reform and Enforcement Act of 2011, in all manner, and such are conditions of the contract.

By submitting a bid to the County, contractor agrees that, in the event the contractor employs or contracts

with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance with the Illegal Immigration Reform and Enforcement Act of 2011. Original signed, notarized Subcontractor Affidavits and Agreements must be submitted to the County.

The Purchasing Division Director with the assistance of the Performance Analysis Division shall be authorized to conduct random audits of a contractor's or subcontractors' compliance with the Illegal Immigration Reform and Enforcement Act of 2011 and the rules and regulations of the Georgia Department of Labor. The contractor and subcontractors shall retain all documents and records of its compliance for a period of three (3) years following completion of the contract. This requirement shall apply to all contracts for the public works as defined by O.C.G.A. 36-91-2(10) where any persons are employed on the County contract.

Whenever it appears that a contractor's or subcontractor's records are not sufficient to verify the work eligibility of any individual in the employ of such contractor or subcontractor, the Purchasing Director shall report same to the Department of Homeland Security.

A contractor's failure to participate in the federal work authorization program as defined by the Illegal Immigration Reform and Enforcement Act of 2011 shall be sanctioned by termination of the contract. If it is determined that a subcontractor is not participating in the federal work authorization program as defined by the Illegal Immigration Reform and Enforcement Act of 2011, Gwinnett County may direct the contractor to terminate that subcontractor. A contractor's failure to follow Gwinnett County's instruction to terminate a subcontractor that is not participating in the federal work authorization program as defined by the Illegal Immigration Reform and Enforcement Act of 2011 may be sanctioned by termination of the contract.

#### **XXIX. SOLID WASTE ORDINANCE**

No individual, partnership, corporation or other entity shall engage in solid waste handling except in such a manner as to conform to and comply with the current Gwinnett County Solid Waste Ordinance and all other applicable local, state and federal legislation, rules, regulation and orders.

#### **XXX. GENERAL CONTRACTORS LICENSE**

Effective July 1, 2008: **All General Contractors must have a current valid license from the State Licensing Board for Residential and General Contractors, unless specifically exempted from holding such license pursuant to Georgia law (O.C.G.A. Section 43-41-17).**

#### **XXXI. INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall, at his sole cost and expense, indemnify, defend, satisfy all judgments, and hold harmless the County, the engineer, and their agents and employees from and against all claims, damages, actions, judgments, costs, penalties, liabilities, losses and expenses, including, but not limited to, attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, action, judgment, cost, penalty, liability, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless whether such claim is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any of the rights or obligations of indemnity which would otherwise exist as to any party

or person described in this agreement. In any and all claims against the County, the engineer, or any of their agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation contained herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts.

**XXXII. CODE OF ETHICS:**

“Proposer/Bidder” shall disclose under oath the name of all elected officials whom it employs or who have a direct or indirect pecuniary interest in the business entity, its affiliates, or its subcontractors. The “Proposer/Bidder” shall execute a Code of Ethics affidavit. Failure to submit the affidavit during the bid or proposal process shall render the bid or proposal non-responsive.

The act of submitting false information or omitting material information shall be referred to the Purchasing Policy & Review Committee for action pursuant to the Purchasing Ordinance or to the District Attorney for possible criminal prosecution.

Any business entity holding a contract with Gwinnett County that subsequent to execution of the contract or issuance of the purchase order employs, subcontracts with, or transfers a direct or indirect pecuniary interest in the business entity to an elected official shall within five (5) days disclose such fact in writing under oath to the Clerk of the Board of Commissioners. Failure to comply shall be referred to the Purchasing Policy & Review Committee for action pursuant to the Purchasing Ordinance or to the District Attorney for possible criminal prosecution.

Note: See Gwinnett County Code of Ethics Ordinance EO2011, Sec. 60-33. The ordinance will be available to view in its entirety at [www.gwinnettcountry.com](http://www.gwinnettcountry.com)

**DIRECTIONS TO GJAC BUILDING FROM I-85**

Take I-85 to Georgia Highway 316 (Lawrenceville/Athens exit). Exit Highway 120 (Lawrenceville/Duluth exit) and turn right. At sixth traffic light, turn right onto Langley Drive. Cross Highway 29 through the traffic light and cross at the 4-way stop sign. The public parking lot is on the left and the Purchasing Division is located in the Administrative Wing.