



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

gwinnettcounty

December 5, 2018

**BL005-19; Purchase of Notebook, Laptop and Tablet
Computers on an Annual Contract
INVITATION TO BID**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified suppliers for the **Purchase of Notebook, Laptop and Tablet Computers on an Annual Contract with three (3) one year options to renew** for the Department of Information Technology Services.

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 Wednesday, January 16, 2019** at the Gwinnett County Financial Services - Purchasing Division – 2nd 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 the website www.gwinnettcounty.com.

Questions regarding bids should be directed to Terri Shirley, Purchasing Associate II, at terri.shirley@gwinnettcounty.com or by calling 770-822-7788 no later than 3:00 p.m. local time, Friday June 15, 2018 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 Susan Canon, Gwinnett County Justice and Administration Center, 770-822-8165.

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

Award will be made to the supplier 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.

Award notification will be posted after award on the County website, www.gwinnettcounty.com and companies submitting a bid will be notified via email.

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

Terri Shirley
Purchasing Associate II

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

- Services Provided Checklist, Page 2**
- Bid Schedule, Pages 7-9**
- References, Page 10**
- Code of Ethics Affidavit, Page 11**
- Contractor Affidavit, Page 12**



BL005-19; Purchase of Notebook, Laptop and Tablet Computers

Failure to return this page as part of your bid package may result in rejection of bid.

SCOPE

The Gwinnett County Board of Commissioners is soliciting competitive informal written quotes from qualified suppliers for the procurement of notebook and tablet computers on an annual contract with three (3) additional one-year options to renew. The quote must reflect the total cost, including shipping and handling, of the notebook computers. Gwinnett County does not pay late fees, and any supplier wishing to provide the notebook or tablet computers must agree to waive such charges.

The service provider shall provide the following services. Respond to each and return with bid:

Requirement	YES/NO
The supplier will be a company that has been in business not less than 5 years, directly relating to computer equipment sales and services for mid to large size companies and government entities.	
The supplier must assign the County an account manager and a central contact for billing purposes.	
The supplier must have the ability to provide value added services such as Internet based order tracking, ordering, order history, and standard or custom system configurations.	
The supplier must supply the County with an Internet page capable of supplying order tracking from receipt to delivery, maintaining standard system configurations available for purchase, order history, system configuration history, and the ability to configure custom systems.	
The supplier must be capable of processing and accepting orders placed by telephone, fax, purchase orders, the Internet, or via direct integration with Gwinnett County procurement systems.	
The supplier must provide a weekly report outlining the status of all pending orders.	
The supplier must be able to respond to pricing and product information requests within four (4) hours of request.	
The supplier must be able to provide a notification of delivery date, a minimum of 5 days prior to delivery, for all orders not delivered via overnight shipping method. A notification of delivery date for All orders prior to delivery is required.	
Approved standard configuration orders must be shipped within 10-15 business days of receipt.	
All hardware equipment must be configured according to the specifications set forth in the order and shipped fully configured (no partial shipments).	
The total quoted price for equipment must include all processing fees, shipping, and convenience fees.	
The supplier must be capable of processing payment received via procurement cards or checks.	
The supplier must be able to supply systems under the standards defined in the technical specification section (standard user, executive user, power user) with pricing and delivery time frames for each.	
Supplier must provide monthly quotes pricing standard configurations as defined in the technical specifications section, the first Monday of every month. Quotes must be good for 30 days.	
Supplier must establish a service level target that is measured and reported monthly for on time delivery of standard and non-standard (custom or order to build) configurations.	
Supplier is responsible for notifying the contact listed on the purchase order of estimated delivery prior to delivery of computers.	
The supplier must be able to process orders for and supply hardware from multiple different laptop or tablet manufacturers with ability to supply from a minimum 3 major different manufacturers such as Dell, Lenovo, HP, etc.	

Company Name _____

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Requirement	YES/NO
Pricing must include a warranty period of 3 years for all laptop or tablet components including parts and labor. During the on-site service period, a response time of next business day after notification of the problem is required.	
Supplier must replace all units that are DOA under the vendor’s Next Business Day warranty. DOA systems may not be returned for bid fulfillment.	
If any components are found to be defective or DOA, it is the supplier’s responsibility to provide a new replacement under the vendor’s Next Business Day warranty upon notification. Repairs will not be accepted on DOAs. DOA units may not be recycled into inventory for bid fulfillment.	
LEMON CLAUSE: if a system fails three times for the same hardware defect within a twelve-month period, the supplier must provide an identical replacement unit upon notification. Lemon systems can never be returned to Gwinnett County inventory.	
All warranty parts are exchanged with box and pre-paid mailer supplied by the manufacturer.	
Gwinnett County requires access to a toll-free telephone number and online chat support for certified Gwinnett County desktop technicians to speak directly with the manufacturer’s technician.	
The service agreement period shall begin on the delivery date.	
Laptop and Tablet System and Parts shall be covered for the life of the Warranty Agreement	
Accidental Coverage shall include all parts purchased under the Warranty Agreement.	
The supplier must implement a procedure that will enable Gwinnett County to order repair parts when needed.	
For the life of the system the manufacturer will provide a web-based database to include, but not limited to: software drivers, service history, system documentation, system specifications, and on-line ordering of parts.	
The supplier or representative must provide system support via Internet and toll free access to technical support.	
Supplier must establish a single % off of MSRP, based on pricing from the manufacturer’s web site to establish MSRP. Ranges of percentages will not be accepted.	
If provider can supply multiple manufacturer units then they should list the different manufacturers that they can supply and the % off of MSRP for each manufacturer using the specifications provided.	
Quotes will provide price based on MSRP (from manufacturers web site), Suppliers % off MSRP (from manufacturers web site), the Suppliers unit price based on the established % off MSRP, and the total price based on discounted unit cost and quantity for each system.	

Company Name _____

BL005-19; Purchase of Notebook, Laptop and Tablet Computers**SYSTEM CONFIGURATION REQUIREMENTS****MINIMUM REQUIREMENTS NOTEBOOK/LAPTOP COMPUTER**

All responses must offer a comprehensive selection of notebook and tablet computer equipment and options such as port replicators, memory upgrades, storage sizes/types, wireless cards, etc. For comparison purposes, listed are the specifications for the standard models Gwinnett County currently purchases. However, Gwinnett County will need the ability to order various models, brands and specifications throughout the contract period.

The response should include notebook and tablet computer models, in each standard class (standard, executive, power user) that meet the standard specifications for each. Notebook and tablet computers provided must be models designed for the business class which has the capability of supporting all the configuration options, not consumer market models.

Additionally, three-year warranty coverage and technical support must be included on the quote schedule and will be a determining factor for award. Refurbished notebook computers or tablets will not be considered.

MINIMUM REQUIREMENTS STANDARD NOTEBOOK COMPUTER

Operating systems	Preinstalled: Windows 10 Pro 64 or
Processor	Intel®, Dual-Core TM 4 i5, Pentium
Chipset	Mobile Intel® HM76 Express *Chipset should be able to support Windows 7 Operating System, unless otherwise authorized by Gwinnett County
Memory	8GB DDR3L SDRAM, 1600 MHz, two slots supporting dual-channel memory, 2 / 4 / 8 GB SODIMMs
Internal Storage	256 GB 2280 M2 PCIe-3x4 solid state
Removable Storage	Fixed 9.5 mm SATA optical drive: DVD+/-RW SuperMulti DL Drive
Display	15.6" diagonal LED-backlit HD8 anti-glare (1366 x 768)
Graphics	Integrated: Intel® HD Graphics 4000
Audio/Visual	DTS Sound+, stereo speakers, single integrated digital microphone or dual array microphone on models with 720p HD8 webcam
Wireless Support	WLAN: Intel® 802.11 a/b/g/n 2x2 with Bluetooth® v4.0 Combo
Communications	Realtek 10/100/1000 Ethernet Controller Or Intel comparable
Ports and Connectors	2 USB 3.0 ports, 2 USB 2.0 ports, 1 HDMI 1.4a, 12 1 VGA, 1 stereo microphone input, 1 headphone/line out, 1 RJ-45 (Ethernet), 1 power connector
Expansion Slots	Multi Media Reader Slot supporting SD, SDHC, SDXC, Memory Stick, MSXC
Input Device	Full-sized, spill-resistant keyboard, touchpad with scroll zone and gestures support, power button, 2 launch buttons (Wireless on/off and speaker mute), Function Keys , full separate numeric keypad
Power	9-cell (93 WHr) Lithium-Ion battery; Fast Charge 90W Smart AC Adapter;

MINIMUM REQUIREMENTS TABLET COMPUTER

Operating systems	Preinstalled: Windows 10 Pro 64 bit
Processor	Intel®, Core i5-7300U 2.6 GHz, 2 cores, vpro support
Memory	8 GB system memory
Internal Storage	256 GB 2280 M2 PCIe-3x4 solid state
Expansion Storage	Micro SD media reader slot
Display	12.3” diagonal LED-backlit (2736x1824) touch screen
Graphics	Integrated: Intel® HD Graphics 620
Audio/Visual	Dual speakers (front facing), dual microphone array, headphone line-out and microphone-in. Front and back integrated camera
Wireless Support	WLAN: Intel® Dual Band Wireless 802.11 a/b/g/n/ac 2x2 with Bluetooth® v4.2 Combo vPro WWAN: HP It4132 LTE/HSPA+ 4G Mobile Broadband Module
Communications	Realtek 10/100/1000 Ethernet Controller Or Intel comparable
Ports and Connectors	1 USB 3.0 ports, 1 USB Type C 1 HDMI 1.4a, 12 1 VGA, 1 stereo microphone input, 1 headphone/line out, 1 RJ-45 (Ethernet), 1 power connector
Expansion Slots	Micro SIM drawer, Micro SD Media reader drawer
Power supply	65 W USB Type-C AC adapter with power cord

MINIMUM REQUIREMENTS EXECUTIVE NOTEBOOK COMPUTER

Operating systems	Preinstalled: Windows 10 Pro 64 or Windows 7 Professional SP1 (okay to be available through downgrade rights from Windows 10 Pro)
Processor	Intel®, Dual-Core TM 4 i7, Pentium
Chipset	Mobile Intel® HM76 Express
Memory	16Gig DDR3L SDRAM, 1600 MHz, two slots supporting dual-channel memory, 2 / 4 / 8 GB SODIMMs
Internal Storage	512 GB 2280 M2 PCIe-3x4 solid state
Removable Storage	Fixed 9.5 mm SATA optical drive: DVD+/-RW SuperMulti DL Drive
Display	15.6” diagonal LED-backlit HD8 anti-glare (1366 x 768)
Graphics	Integrated: Intel® HD Graphics 4000

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Audio/Visual	DTS Sound+, stereo speakers, single integrated digital microphone or dual array microphone on models with 720p HD8 webcam
Wireless Support	WLAN: Intel® 802.11 a/b/g/n 2x2 with Bluetooth® v4.0 Combo
Communications	Realtek 10/100/1000 Ethernet Controller Or Intel comparable
Ports and Connectors	2 USB 3.0 ports, 2 USB 2.0 ports, 1 HDMI 1.4a, 12 1 VGA, 1 stereo microphone input, 1 headphone/line out, 1 RJ-45 (Ethernet), 1 power connector
Expansion Slots	Multi Media Reader Slot supporting SD, SDHC, SDXC, Memory Stick, MSXC
Input Device	Full-sized, spill-resistant keyboard, touchpad with scroll zone and gestures support, power button, 2 launch buttons (Wireless on/off and speaker mute), Function Keys , full separate numeric keypad
Power	9-cell (93 WHr) Lithium-Ion battery; Fast Charge 90W Smart AC Adapter;
Docking Option	Must support actual docking station. Port replicator not acceptable.

MINIMUM REQUIREMENTS EXECUTIVE TABLET COMPUTER

Operating systems	Preinstalled: Windows 10 Pro 64 bit
Processor	Intel®, Core i7-7300U 2.6 GHz, 2 cores, vpro support
Memory	16 GB system memory
Internal Storage	512 GB 2280 M2 PCIe-3x4 solid state
Expansion Storage	Micro SD media reader slot
Display	12.3" diagonal LED-backlit (2736x1824) touch screen
Graphics	Integrated: Intel® HD Graphics 620
Audio/Visual	Dual speakers (front facing), dual microphone array, headphone line-out and microphone-in. Front and back integrated camera
Wireless Support	WLAN: Intel® Dual Band Wireless 802.11 a/b/g/n/ac 2x2 with Bluetooth® v4.2 Combo vPro WWAN: HP It4132 LTE/HSPA+ 4G Mobile Broadband Module
Communications	Realtek 10/100/1000 Ethernet Controller Or Intel comparable
Ports and Connectors	1 USB 3.0 ports, 1 USB Type C 1 HDMI 1.4a, 12 1 VGA, 1 stereo microphone input, 1 headphone/line out, 1 RJ-45 (Ethernet), 1 power connector
Expansion Slots	Micro SIM drawer, Micro SD Media reader drawer
Power supply	65 W USB Type-C AC adapter with power cord

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MINIMUM REQUIREMENTS POWER USER NOTEBOOK COMPUTER

Operating systems	Preinstalled: Windows 10 Pro 64
Processor	Intel®, Dual-Core TM 4 i7, Pentium
Chipset	Mobile Intel® HM76 Express
Memory	16 Gig DDR3L SDRAM, 1600 MHz, two slots supporting dual-channel memory, 2 / 4 / 8 GB SODIMMs
Internal Storage	512 GB 2280 M2 PCIe-3x4 solid state
Removable Storage	Fixed 9.5 mm SATA optical drive: DVD+/-RW SuperMulti DL Drive
Display	15.6" diagonal LED-backlit HD8 anti-glare (1366 x 768)
Graphics	Integrated: Intel® HD Graphics 4000
Audio/Visual	DTS Sound+, stereo speakers, single integrated digital microphone or dual array microphone on models with 720p HD8 webcam
Wireless Support	WLAN: Intel® 802.11 a/b/g/n 2x2 with Bluetooth® v4.0 Combo
Communications	Realtek 10/100/1000 Ethernet Controller Or Intel comparable
Ports and Connectors	2 USB 3.0 ports, 2 USB 2.0 ports, 1 HDMI 1.4a, 12 1 VGA, 1 stereo microphone input, 1 headphone/line out, 1 RJ-45 (Ethernet), 1 power connector
Expansion Slots	Multi Media Reader Slot supporting SD, SDHC, SDXC, Memory Stick, MSXC
Input Device	Full-sized, spill-resistant keyboard, touchpad with scroll zone and gestures support, power button, 2 launch buttons (Wireless on/off and speaker mute), Function Keys , full separate numeric keypad
Power	9-cell (93 WHr) Lithium-Ion battery; Fast Charge 90W Smart AC Adapter;
Docking Option	Must support actual docking station. Port replicator not acceptable.

MINIMUM REQUIREMENTS POWER USER TABLET COMPUTER

Operating systems	Preinstalled: Windows 10 Pro 64 bit
Processor	Intel®, Core i7-7300U 2.6 GHz, 2 cores, vpro support
Memory	16 GB system memory
Internal Storage	512 GB 2280 M2 PCIe-3x4 solid state
Expansion Storage	Micro SD media reader slot
Display	12.3" diagonal LED-backlit (2736x1824) touch screen
Graphics	Integrated: Intel® HD Graphics 620

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Audio/Visual	Dual speakers (front facing), dual microphone array, headphone line-out and microphone-in. Front and back integrated camera
Wireless Support	WLAN: Intel® Dual Band Wireless 802.11 a/b/g/n/ac 2x2 with Bluetooth® v4.2 Combo vPro WWAN: HP It4132 LTE/HSPA+ 4G Mobile Broadband Module
Communications	Realtek 10/100/1000 Ethernet Controller Or Intel comparable
Ports and Connectors	1 USB 3.0 ports, 1 USB Type C 1 HDMI 1.4a,12 1 VGA, 1 stereo microphone input, 1 headphone/line out, 1 RJ-45 (Ethernet), 1 power connector
Expansion Slots	Micro SIM drawer, Micro SD Media reader drawer
Power supply	65 W USB Type-C AC adapter with power cord

Definition of Terms:

Tablet – A tablet, or tablet PC, is a portable computer that uses a touchscreen as its primary input device. Most tablets are slightly smaller and weigh less than the average laptop.

Laptop – Laptop computers, also known as notebooks, are portable computers that you can take with you and use in different environments. This computer includes a screen, keyboard, and a track-pad/mouse-pad, which serves as the mouse. Because laptops are meant to be used on the go, an included battery allows them to operate without being plugged into a power outlet. Laptops also include a power adapter that allows for power usage from an outlet while recharging the battery.

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BID SCHEDULE

Delivery will be F.O.B. Destination to: Various Gwinnett County Locations, charges to be included in unit price.

SECTION A: NOTEBOOKS, LAPTOPS AND TABLETS						
ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	MANUF. & NO.	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
1.	25	Standard Notebook per included specifications			\$	\$
2.	25	3 year warranty parts and labor for item #1; pick-up and return.			\$	\$
3.	25	3 year warranty parts and labor; onsite next business day for item # 1			\$	\$
4.	25	Standard Tablet per included specifications			\$	\$
5.	25	3 year warranty parts and labor for item #4; pick-up and return.			\$	\$
6.	25	3 year warranty parts and labor for item #4; onsite next business day			\$	\$
7.	25	Executive Notebook per included specifications			\$	\$
8.	25	3 year warranty parts and labor for item #7; pick-up and return.			\$	\$
9.	25	3 year warranty parts and labor for item #7; onsite next business day			\$	\$
10.	25	Executive Tablet per included specifications			\$	\$
11.	25	3 year warranty parts and labor for item #10; pick-up and return.			\$	\$
12.	25	3 year warranty parts and labor for item #10; onsite next business day			\$	\$

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13.	25	Power User Notebook per included specifications			\$	\$
14.	25	3 year warranty parts and labor for item #13; pick-up and return.			\$	\$
15.	25	3 year warranty parts and labor for item #13; onsite next business day			\$	\$
16.	25	Power User Tablet per included specifications			\$	\$
17.	25	3 year warranty parts and labor for item # 16; pick-up and return.			\$	\$
18.	25	3 year warranty parts and labor for item #16; onsite next business day			\$	\$
BID TOTAL						\$

Sample pricing above is to be based on information below and used as a sample for comparison purposes. Vendor is quoting a % off MSRP for all products. This % off MSRP is the pricing that will be utilized in the awarded contract. This may or may not be the same as the sample pricing in schedule at the time of the purchase

List % off of MSRP price to be provided for all items above _____ *This must be a single value only, not a range**

For item # 1 above, Standard Notebook

List MSRP price used for this quote _____ List % off MSRP price used for this quote _____ List any additional discounts given off MSRP _____

List Warranty Coverage provided as part of initial purchase _____

For item # 4 above, Standard Tablet

List MSRP price used for this quote _____ List % off MSRP price used for this quote _____ List any additional discounts given off MSRP _____

List Warranty Coverage provided as part of initial purchase _____

Company Name _____

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For item # 7 above, Executive Notebook

List MSRP price used for this quote _____ List % off MSRP price used for this quote _____ List any additional discounts given off MSRP _____

List Warranty Coverage provided as part of initial purchase _____

For item # 10 above, Executive Tablet

List MSRP price used for this quote _____ List % off MSRP price used for this quote _____ List any additional discounts given off MSRP _____

List Warranty Coverage provided as part of initial purchase _____

For item #13 above, Power User Notebook

List MSRP price used for this quote _____ List % off MSRP price used for this quote _____ List any additional discounts given off MSRP _____

List Warranty Coverage provided as part of initial purchase _____

For item # 16 above, Power User Tablet

List MSRP price used for this quote _____ List % off MSRP price used for this quote _____ List any additional discounts given off MSRP _____

List Warranty Coverage provided as part of initial purchase _____

Certification of Non-Collusion in Bid Preparation _____

Signature

Date

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 quote non-responsive. Contract to begin upon award.

Unless otherwise noted, quoted prices will remain firm for three (3) additional one (1) year terms. If a percentage increase or decrease will be a part of this quote, please note this in the space provided.

Option 1: _____

Option 2: _____

Option 3: _____

Option 4: _____

Company Name _____

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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.

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** _____

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REFERENCES

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

Note: References should be customized for each project vs. submitting the same set of references for every project bid. The references listed should be of similar size and scope of the project bidding for. Do not submit a project list in lieu of this form.

1. Company Name _____
 Products Contracted _____
 Contract Dates _____
 Contact Person _____
 Telephone _____ Facsimile _____
 E-Mail Address _____

2. Company Name _____
 Products Contracted _____
 Completion Date _____
 Contract Dates _____
 Telephone _____ Facsimile _____
 E-Mail Address _____

3. Company Name _____
 Products Contracted _____
 Contract Dates _____
 Contact Person _____
 Telephone _____ Facsimile _____
 E-Mail Address _____

Company Name _____



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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 54-33 of the Gwinnett County Code of Ordinances the undersigned bidder/proposer makes the following full and complete disclosure under oath, to the best of his/her knowledge, 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:

1. _____
(Company Submitting Bid/Proposal)

2. (Please check **one** box below)

No information to disclose *(complete only section 4 below)*

Disclosed information below *(complete section 3 & section 4 below)*

3. (if additional space is required, please attach list)

_____	_____
Gwinnett County Elected Official Name	Gwinnett County Elected Official Name
_____	_____
Gwinnett County Elected Official Name	Gwinnett County Elected Official Name

4.	Sworn to and subscribed before me this
BY: _____	_____ day of _____, 20__
Authorized Officer or Agent Signature	
_____	_____
Printed Name of Authorized Officer or Agent	Notary Public

Title of Authorized Officer or Agent of Contractor	(seal)

Note: See Gwinnett County Code of Ethics Ordinance EO2011, Sec. 54-33. The ordinance will be available to view in its' entirety at www.gwinnettcounty.com

7.14.17





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CONTRACTOR AFFIDAVIT AND AGREEMENT

(THIS FORM SHOULD BE FULLY COMPLETED AND RETURNED WITH YOUR SUBMITTAL)

By executing this affidavit, the undersigned contractor verifies its compliance with The Illegal Reform Enhancements for 2013, stating affirmatively that the individual, firm, or corporation which is contracting with the Gwinnett County Board of Commissioners has registered with and is participating in a federal work authorization program* [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 Control Act, in accordance with the applicability provisions and deadlines established therein.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services or the performance of labor pursuant to this contract with the Gwinnett County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with the Illegal Immigration Reform and Enforcement Act 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 Gwinnett County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

E-Verify * User Identification Number

Date Registered

Legal Company Name

Street Address

City/State/Zip Code

BY: _____
Authorized Officer or Agent
(Contractor Signature)

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 _____, 201__

Notary Public
My Commission Expires:

For Gwinnett County Use Only: Document ID # _____ Issue Date: _____ Initials: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is "E-Verify" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
Rev. 6.20.13



FAILURE TO RETURN THIS PAGE MAY RESULT IN REMOVAL OF YOUR COMPANY FROM COMMODITY LISTING.

BL005-19

Buyer Initials: TS

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

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. **IF BONDS ARE REQUIRED, FORMS WILL BE PROVIDED IN THIS BID DOCUMENT.**
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. With the exception of solicitations for the sale of real property, 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 other than 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. The Purchasing Director will review violations. 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. Solicitations for the sale of real property may allow for verbal or written communications with the appropriate Gwinnett County representative.
- 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. Effective, July 1, 2013 and in accordance with the Georgia Illegal Reform and Enforcement, an original signed, notarized and fully completed Contractor Affidavit and Agreement should be included with your bid/proposal submittal, if the solicitation is for the physical performance of services for all labor or service contract(s) that exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia). 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.

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, FORMS WILL BE PROVIDED IN THIS DOCUMENT)

A five percent (5%) bid bond, a one hundred percent (100%) performance bond, and a one hundred percent (100%) payment bond must be furnished to Gwinnett County for any bid as required in bid package or document. **Failure to submit a bid bond with the proper rating will result in the bid being deemed non-responsive.** 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. **The bid bond, payment bond, and performance bond must have the proper an A.M. Best rating as stated in the bid when required in the bid package or document.**

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 (61st) 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 Susan Canon, Human Relations Coordinator, 75 Langley Drive, Lawrenceville, Georgia 30046, 770-822-8165.

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

XVIII. STATE LAW REGARDING WORKER VERIFICATION

Effective July 1, 2013 State Law requires that all who enter into a contract for the physical performance of services for all labor or service contract(s) that exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia) for the County, must satisfy the Illegal Immigration Reform and Enforcement Act, in all manner, and such are conditions of the contract.

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 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 five (5) years following completion of the contract. This requirement shall apply to all contracts for all labor or service contracts that exceed \$2,499.99 except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia.

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 and may result in termination of the contract if it is determined at any time during the work that the contractor/or subcontractor is no longer in compliance with the Illegal Immigration Reform and Enforcement Act.

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, 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. 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 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 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, 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 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 the negligent acts, errors 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. 54-33. The ordinance will be available to view in its entirety at www.gwinnettcountry.com.

XXXIII. PENDING LITIGATION:

A bid submitted by an individual, firm or business who has litigation pending against the County, or anyone representing a firm or business in litigation against the County, not arising out of the procurement process, will be disqualified.

XXXIV. ELECTRONIC PAYMENT

Vendors accepting procurements should select one of Gwinnett County's electronic payment options.

- A. A vendor may select ePayables payment process which allows acceptance of Gwinnett County's virtual credit card as payment for outstanding invoices. The authorized vendor representative must send an email to: vendorelectronicpayment@gwinnettcountry.com and indicate the desire to enroll in Gwinnett County's virtual credit card payment process.
- B. A vendor may select Direct Deposit payment process and the payment will be deposited directly into an account at their designated financial institution. To securely enroll in Direct Deposit, either access your online [Vendor Login and Registration](#) on the County's web site and update the requested information on the Direct Deposit tab or mail a Direct Deposit Authorization Agreement form.

The County will send a Payment Advice notification via email for both payment types.

For more information about Electronic Payments, please go to the Treasury Division page on the County's Web Site or click here -> [Gwinnett County Electronic Payments](#).

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 seventh 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.