



August 21, 2019

**INVITATION TO BID
BL090-19
Electrical Equipment Installation, Inspection, and Repair Services on an Annual Contract**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified suppliers for the **Electrical Equipment Installation, Inspection, and Repair Services on an Annual Contract** with two options to renew for the Department of Water Resources.

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 **September 13, 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 our website www.gwinnettcountry.com.

Questions regarding bids should be directed to Dana Garland, CPPB, Purchasing Associate III, at dana.garland@gwinnettcountry.com or by calling 770-822-8723, no later than **August 30, 2019**. Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

Successful suppliers will be required to meet insurance requirements. The Insurance Company should be authorized to do business in Georgia by the Georgia Insurance Department, and must have an A.M. Best rating of A-5 or higher.

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 suppliers 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.gwinnettcountry.com and companies submitting a bid will be notified via email.

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

Dana Garland, CPPB
Purchasing Associate III



**GWINNETT COUNTY DEPARTMENT OF WATER RESOURCES ELECTRICAL EQUIPMENT
INSTALLATION, INSPECTION, AND REPAIR SERVICES ON AN ANNUAL CONTRACT**

The Gwinnett County Board of Commissioners is soliciting competitive pricing for Electrical Equipment Installation, Inspection, and Repair Services at various Department of Water Resources facilities. The majority of the GCDWR facilities are industrial in nature and utilize electrical equipment of various voltages including, low, medium, and high voltage applications. The required services will include two (2) different work elements, as follows.

1. Inspection Analysis, Calibration, Cleaning, Repair, and Coordination of Electrical Equipment
2. Installation and Repair of Electrical Equipment

The contract award(s) will be based on the low, responsive and responsible bids for each of the two sections. Both sections may be awarded to the same vendor.

I. SECTION A REQUIREMENTS

- A. STATEMENT OF WORK: Service provider shall furnish all insurance, transportation, materials, supplies, parts, test equipment, instrumentation, apparatus, services, tools, supervision, labor, engineering, technical knowledge, skills, and all things necessary to provide an Annual Contract for the thorough inspection, analysis, calibration, cleaning, repair and coordination of the following:

1. All metal-clad switchgear, contactors, motor control centers, variable frequency drives, soft starts, load-break switches, motors, generators, vacuum breakers, power and distribution substations, transformers, load centers and lighting panel boards for electrical equipment and related electrical appliances up to and including medium voltage, at any Gwinnett County Department of Water Resources facility location.
2. Service provider shall repair any problems discovered during the Inspection.
3. Test parameters will come from the Original Equipment Manufacturer's maintenance and installation manuals, the following specifications and from the Current Edition of the INTERNATIONAL ELECTRICAL TESTING ASSOCIATION Standard.
4. The inspection results shall be written out and presented as a detailed report at the conclusion of the inspection to each facility's staff.
5. NECA certification is not mandatory for this section.

B. MINIMUM SPECIFICATIONS:

1. Motors/generators and their controllers, related switchgear, protective relays/solid state protection modules, vacuum circuit breakers including all associated protective relays, medium voltage load break switches, power sub-stations and related metal-clad

switchgear, circuit breakers, distribution transformers, panel power transformers and power busses:

Special Note: Electric motor and generator rewinding and repair *only, are covered under a separate contract* set aside for this specific purpose. Other contract-approved service providers shall perform rewinding and repair of electric motors and generators. Motor and generator inspection and testing only, are included as part of this contract. All other electrical components and devices are to be repaired at the County's option under this contract, if found defective.

2. General: Service provider to inspect, check calibration of solid state modules, test motor protection relays and modules, test conventional protective relays, check and tighten *all* electrical connections, note any discoloration of copper or silver-clad conductors, physically check and tighten all mechanical connectors to factory specifications, clean and polish fuse ferrules, check and adjust fuse clip tension, clean and remove dust, rust and corrosion. Check conductors for mechanical damage and over-heating. Service provider shall lubricate parts as required, using a lubricant approved by the original equipment manufacturer for the specific purpose. Circuit breakers to be load tested to nameplate trip values. Records of all test results and overall equipment condition shall be reported to the County in written form after completion of the inspection cycle. Hazardous conditions shall be reported immediately.
3. Testing and Inspection of Generators and Large Motors: Service provider shall perform motor circuit evaluations of electric motors and generators to measure electric imbalances between the phases to assist in predicting equipment failure and high electrical use. Tests must be completed with power off. Service provider shall provide test data results in a tabular and graphical format for each electric motor and generator tested. Motor circuit evaluation shall indicate the severity of electrical imbalance, balance in percentage for resistance and inductance phase-to-phase, capacitance to ground measured in pico-Farads, resistance to ground measured in megohms and the estimated cost of power loss in dollars per year.

Motor circuit test instruments should require minimum operator interface with the tester and shall capture and store Resistance to Ground, Resistance Phase to Phase, Inductance Phase to Phase, and Capacitance to Ground values. Multiple pieces of test equipment may be used.

Analysts/technicians must be trained and knowledgeable in electric motor theory and test parameters and familiar with the types of equipment that will be inspected and tested. All electric test equipment must be calibrated at least one (1) time per year and is traceable to the National Institute of Standards and Technology (NIST). Service provider shall present proof of calibration certification upon request by the County.

During insulation testing, the motor/generator leads are to be disconnected at the controller and the device is to be tested by meggering the windings and leads on each phase. The device junction box cover is to be removed and the phase leads are to be checked for over heating. Thermal scans shall be taken *after* initial inspection cycle is completed to locate hot spots (see Section 4.0). Inspection plugs or plates to be removed from each end of all devices with Babbitt sleeve bearings and the air gap checked for concentricity and results compared with previous inspection results. All peripheral wiring connections and heaters are to be checked, cleaned and tightened. Dust and dirt are to be vacuumed from windings, brush holders, commutators and collector rings. Service provider shall not use compressed air. Brush tension is to be checked and adjusted to a range of 4 ½ to 6 pounds or as required by the equipment manufacturer, as measured by a quality spring tension gauge. Each motor or generator shall be load tested and a check is to be made to determine both current and voltage unbalance. Test results are to be included in a detailed test report. Service provider shall perform the following tests on each motor and generator and record the results in a written report to be submitted to the County at the end of the inspection cycle:

- Polarization Index
- Resistance to Ground (Megger)
- Resistance Phase-to-Phase
- Inductance Phase-to-Phase
- Capacitance to Ground

Ground Megger Parameters:

- For all 208 Volt - 240 Volt motors, Megger @ 500 VDC for 1 minute
- For all 460 Volt - 480 Volt motors, Megger @ 1 KVdc for 1 minute
- For all 2300 volt and 4160 v motors, Megger @ 5 KVdc for 1 minute

NOTE: For all motors and generators, perform dielectric absorption tests, using the following formula: $2(\text{voltage}) + 1000 \times 1.6 \times 0.6 = \text{calculated voltage}$. Start with 25% of calculated voltage, induce voltage into windings and take readings in micro amps. Apply full voltage, and then take readings in micro amps. The difference between the readings should not vary more than 4 times the initial input micro amps (converted from 25% calculated voltage).

4. Contactors: Inspect coils for overheating, or signs of mechanical damage and replace as required, clean faces, check shading coil, misalignment, mechanical binding, striking coil and clean laminations. Check arc shields for breaks and burning, check blowout coils for overheating and tighten. Check contact pressure for consistent contact and adjust as required. Check roll and wipe on contact tips, check tension of draw out fingers on stabs and adjust as required. Check tips for pitting or erosion, but do not remove silver oxide from tips. Check fuse-grounding fingers on fuse clips. Check and adjust auxiliary contacts. Check and adjust power interlocks. Check tightens all mechanical fasteners.

5. Protective Relays: Service provider shall apply test circuit to verify relay pickup and dropout levels. Note any trends, which may be apparent and investigate causes for malfunctions.

Perform the following tests:

- a. Contact function – Manually close (or open) contacts and observe that they perform their required function; i.e., trip, re-close, block, etc.
- b. Pickup – Gradually apply test current or voltage to see that pickup is within Manufacturers' limits.
- c. Dropout or reset – Reduce the current until the relay drops out or fully resets. Should the relay be sluggish in resetting or fail to reset completely, and then the jewel bearing and pivot must be examined for damage. If dirty, the jewel must be cleaned with nothing more abrasive than an orange stick and the pivot wiped clean with a soft, lint-free cloth. Apply no lubricant to either the jewel or pivot.
- d. Check all connections and tighten as required. Clean all gaps of foreign material and check gaskets and boots. Measure moving gaps and compare with previous measurements. Measure Contacts for alignment and wipe.
- e. Calibrate all solid-state protection devices according to the original equipment manufacturer's specifications. Typical tests consist of overload trip time test, phase unbalance trip time test, instantaneous over-current level test, load loss and jam test and RTD calibration of temperature monitoring devices. Test RTD's for correct output.
- f. Report all test results including trip currents and times in a detailed report.

6. Vacuum Breakers and Contactors:

- a. General: Inspection and testing to be performed in accordance to manufacturer's requirements for that particular device. Vacuum bottle integrity shall be tested by AC high potential testing across the open contacts, starting at a low voltage and increasing at a uniform rate up to manufacturer's specified test voltage, and shall be held at the test voltage for the time specified by the manufacturer. Contact erosion shall be tested by means of spacing gauge external from the vacuum chamber.

Breaker opening and closing times are to be recorded and included in the detailed report. All protective relays are to be tested with an external test set and trip currents and times are to be recorded and included the report. Breaker to be load tested at rated current according to manufacturer's requirements.

Cables to be tested by an approved high potential tester at two times the cable rating plus 1000 volts for one minute with both ends of the cable isolated. Test all protective devices as outlined elsewhere in this document.

- b. VACUUM BOTTLES (SEE ALSO VACUUM BREAKERS): Check gap contact with proper gages; check vacuum bottle integrity by use of a high potential tester. Hi-Pot test devices are listed as follows:
 - 1) Hipotronics Model 860PL
 - 2) Hipotronics Model 880PL

- 3) Hipotronics Model 7BT 60A
- 4) James G. Biddle # 222060
- 5) or approved equal.

Testing shall be performed in accordance with manufacturer's instructions or NETA Standards. Newer equivalent manufacturer's replacement High Potential testers shall be considered for approval.

7. Metal Clad Switch Gear, Load Interrupters, Transformers, and Substations:

- a. General: Check insulators for carbon tracking, chipping, crazing, and cleanliness. Electrical connections are to be checked and tightened. Gang switches are to be checked for simultaneous operation and adjusted as required. Check that arcing horns close before main contacts and open after main contacts and adjust as required. Inspect arc chutes for heating, pitting and cracking. Check that moving contacts are aligned to stationary contacts and check all shunts and springs for overheating. Replace damaged parts as required.
- b. Oil Immersed Devices (Breakers and Transformers): Drain a small quantity of oil from bottom to remove sludge accumulation. If excessive sludge is found, oil must be drained and replaced with clean oil. Level is to be rechecked and topped up as required. Oil to be replaced if found dirty. Dielectric test of oil is to be performed by checking multiple samples. Winding insulation is to be tested by meggering and results are to be included in a detailed report.
- c. Miscellaneous METAL-CLAD SWITCHGEAR INSPECTION: Megger test switchgear lightning arrestors, check control knobs and switches for freedom of movement and contact condition. Check shutter mechanism operation, check door handles, locking bars, keys and interlocks for positive operation check doors for damage, check that all power and control cable entrances are sealed against rodents and fire contaminants, check draw-out racking mechanisms: adjust and lubricate, inspect instrument transformers, check interlocks for safe operation and check equipment ground bus and its connections.
- d. Other: Clean and check all associated pilot devices both local and remote, replace burned out lamps or sockets. Pilot devices are those devices located in related control panels or are mounted to peripheral equipment and provide feedback to the controller circuit relay logic or as inputs into a PLC or outputs from PLC. Service provider to test PLC logic for problems. Service provider shall apply an external test power supply and check service provider operation. Service provider shall perform a test cycle with unit off line to determine if correct starting sequence is followed; then perform a load test on controller with motor or generator and observe if contact bounce occurs and correct if required. Check for excessive noise from shading coils, magnet surfaces, sealing, mechanical binding or looseness. Test protective relays with an external test set and record trip currents and times. Include findings in report. Check top and bottom limits of operation of pilot devices and note if any fluttering occurs from "pumping" of main contacts. Test breaker battery bank electrolyte level and strength. Check voltage levels and verify that charges are properly maintaining correct charge.

8. Infrared Scan Inspection: After all switchgear, motors, wiring connections, terminal boards and other related equipment have been inspected in accordance with the attached specifications, a final inspection shall be performed at all inspected sites, consisting of a comprehensive infrared scan of all connections and devices while under electrical load. Under no circumstances shall Infrared Scans be performed *in lieu* of performing other specified checks and tests. Service provider shall also scan all lighting panel boards and power-switching boards at all listed locations. Service provider shall document hot spots for the County and recommend correction. The County may need thermal scans made more frequently than once per year. Service provider shall make this service available on demand by location.

Service provider shall use thermal imaging equipment that does not make physical contact between the camera and electrical components, or require equipment shutdown to diagnose electrical power distribution problems through thermographic imaging. Results of this service shall be presented in the form of a detailed report containing color photographs and videotapes to provide documentation of the problem areas. Service provider shall interpret images, and when faults are discovered, provide the necessary documentation with recommendations for use by County electricians when accomplishing corrective actions. The reports must include as a minimum:

- a. The test location.
- b. The problem location.
- c. The probable cause.
- d. The recommended repair action.

Service provider must meet the following minimum requirements in as far as equipment, technicians, calibration, and data storage:

- a. Thermographic scanner must be a visual color image scanner that utilizes mechanical prism or focal plane array technology.
 - b. Temperature measurement range must be from 0 to 900 degrees Fahrenheit.
 - c. Capture and store thermographic and visual image for reporting and analysis purposes.
 - d. Analysts/technicians must be trained and certified in Thermography and Infrared theory.
 - e. Service provider must be familiar with all the types of equipment that will be monitored
 - f. All infrared test equipment must be calibrated at least one (1) time per year and is traceable to the National Institute of Standards and Technology (NIST).
9. Basic Electrical Repair Requirements: Service provider shall provide costs for labor and materials markup to cover the costs for possible repair of devices requiring remedial work discovered as a result of the inspection or as the result of an emergency. Motors

and generators, only, are excluded. Should repairs become necessary, all work shall be performed in accordance with but not limited to the following:

- a. Raceways to be rigid metallic conduit and fittings unless otherwise specified at the County's option. Flexible non-metallic conduit may be used where permitted by the National Electric Code (NEC).
- b. National Electrical Manufacturer's Association (NEMA) Standards ICS 2-322.08 will be used to fine Motor Control Center classes and NEMA Standard ICS 2-322.10 shall define Motor Control Center wiring types. NEMA Standards for all components shall be used in preference to International (IEC) Standards.
- c. Service provider shall be responsible for arranging and coordinating any required work between Gwinnett County and Power Utility Company to disconnect and restore power to the job-site.
- d. Service provider to furnish a means of disconnecting power to any device or apparatus independent of any circuit breaker. Such safety disconnect shall be lockable for any 3-phase system or any system exceeding 120 volts. Switches for single-phase 120-volt system shall be industrial grade with replaceable contact blocks and selector or maintained operators as approved by the County, and installed in an industrial grade enclosure of NEMA 3R, 4 or 12 as required by Code. Safety switches shall be installed in accordance to Current Edition NEC and current Occupational Safety and Health Act (OSHA) guidelines.
- e. Service provider to test all components and systems upon completion of the installation, and correct any deficiencies found. Service provider to leave all components and systems in safe, perfect working order.
- f. Service provider to test all bolted connections by torque wrench as recommended by manufacturer. All bracing is to be put in place and properly secured. All panel covers, junction box covers and conduit covers are to be put in place and secured.
- g. Service provider to test all circuits by energizing for at least thirty (30) minutes, and test all controls by operating each at least five (5) times.
- h. Service provider to use appropriate test equipment, to determine the resistance to ground of each exposed panel, switch, outlet, equipment enclosure, length of raceway, and other metallic electrical system elements with which personnel may come in contact. Should any resistance to ground so determined exceed five (5) ohms, perform permanent corrective work to reduce resistance below such value. Test insulation resistance to ground of each ungrounded conductor. Correct any such conductor having less than ten- (10) megohms resistance.
- i. Service provider shall permanently label all wiring at both ends and at terminal boards, and will label any devices installed. Tape style letters or numbers are unacceptable. Service provider to provide comprehensive as-built drawings showing new work and shall incorporate the interface with any existing wiring. PLC program

modifications shall be documented, and new software and documents shall be forwarded to the County. These shall include working and archival copies.

II. SECTION B REQUIREMENTS

A. STATEMENT OF WORK

Service provider shall furnish all insurance, materials, supplies, parts, devices, fixtures, equipment, apparatus, services, tools, supervision, labor, engineering, technical knowledge, skills, and all things necessary to Provide Annual Service Contract for installation and repair of the following:

1. Wire and cables, wiring devices, conduit and raceways, grounding systems, power distribution equipment, switchgear, temporary power, pilot devices, lighting fixtures, limited energy systems, outdoor systems, instrumentation and control systems and components, hazardous systems, motor controllers, variable frequency drives, soft-starts, transformers, and various electrical equipment installations and connections for Gwinnett County in accordance with the minimum specifications. Lighting fixtures will only be installed and repaired under this contract if in conjunction with other installation/repair work.
2. PERFORMANCE BASED CONTRACT: In performing the requirements of this contract, the Service provider shall utilize the technical and management approaches proposed in response to the solicitation. The Service provider is allowed flexibility in performance of this contract to the extent that performance outcomes specified in the contract and offered in the bid are not degraded. Both parties recognize the Service provider's bid, in response to the Invitation, as the baseline for performance.
3. Work scope shall include renovation of non-NEC compliant systems, obsolete systems, relocation of existing equipment, and demolition of old equipment no longer in use. Service provider shall provide other miscellaneous services in accordance with the contract requirements; including service call work, recurring work, and indefinite quantity work.
4. The term Service provider shall henceforth refer to the prime Service provider, his/her agents, and any sub service providers. The prime Service provider shall ensure that his/her sub service providers comply with the provisions of this contract.
5. Items not specifically covered in the NECA Manual will be charged to items no. 10-18 in the Price Schedule.
6. Charges shall conform to the labor units as defined using data from the most current NECA Manual of Labor Unit's, as published by:

National Electrical Contractors Association, Inc. (NECA)
3 Bethesda Metro Center, Suite 1100
Bethesda, MD 20814
Phone: (301) 657-3110, Fax: (301) 215-4500
<http://www.necanet.org>

III. GENERAL TERMS AND CONDITIONS

- A. The contract will be an "Open-End" type with County requirements to be satisfied on an "as needed" basis.
- B. COUNTY REQUIREMENTS: This invitation and resulting annual contract will provide for the normal requirements of Gwinnett County, and contracts will be used as primary sources for the articles or services listed herein. Articles or services will be ordered from time to time in such quantities as may be needed. As it was impossible to determine the precise quantities of items described in this invitation that will be needed during the contract term, each service provider is obligated to deliver all articles and services that may be ordered during the contract term regardless of quantity or dollar volume.
- C. Service provider shall be responsible for County components or parts while in his possession, and shall make good any damage to such components or parts.
- D. Service provider shall conduct the work in such manner as to minimize disruption of Gwinnett County operations. Therefore, all inspections and service of equipment shall be performed on County premises. Any deviation shall be handled on a case-by-case basis.
- E. In the selection of the Service provider, the County will not only consider the cost, but also will check the efficiency, dependability, prior service, experience, responsiveness and proximity of submitter as noted in Section A - Compliance.
- F. OPTION TO AUDIT: Successful bidder will be required to maintain complete records during the life of the contract and for a period of one year after completion of the contract. Such records are to be made available to the County if officially requested and may be audited by a designated County staff or firm. If such audits reveal overcharges and/or undercharges, such will be adjusted, and compensation made by either party to correct charges.
- G. SILENCE OF SPECIFICATIONS: The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials and services of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.
- H. FAMILIARITY WITH THE WORK: Bidder acknowledges, by signing the bid documents, a full and complete understanding of the extent and nature of the work required and the conditions surrounding the performance.
- I. CONDITION, WORKMANSHIP AND INSPECTION: All equipment and/or materials furnished by successful bidder will be new, equivalent to original manufacturer's standards, in first class condition, including containers suitable for shipping and storage, unless otherwise directed by the County in writing. Verbal agreements with the County will not be recognized. All work done under this contract will be performed in a skillful and competent manner. The County reserves the right to require that the successful bidder(s) remove any of their own employees, agents, or sub service providers, whom the County deems incompetent or careless, from performing work on County equipment. The County reserves the right to

inspect any work performed under this contract both at the job site and at successful bidder's facilities. Any inspection by the County does not relieve the successful bidder from any responsibility regarding defects or other failures to meet the contract requirements.

- J. CORRECTION OF WORK: The successful bidder shall promptly correct all work rejected by the County as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether or not fabricated, installed, or completed. The successful bidder will bear all costs of correcting such rejected work.
- K. SERVICE PROVIDER RESPONSIBILITY:
1. As may be required to perform the level of effort described in the task order, the Service provider shall furnish all labor and facilities; fabricate, assemble, receive, inventory, verify, package, store, and ship material and equipment necessary for the performance of these efforts. The Service provider shall acquire or procure those incidental material items necessary to complete tasking.
 2. The Service Provider is solely responsible for obeying the requirements of any statutes, laws, regulations, executive orders, consent standards, or codes governing the type of work performed.
 3. The Service Provider is solely responsible for the safety of own employees while working on County- owned facilities and locations, when working in tanks and confined spaces. The Service Provider shall comply with all regulations relating to federally mandated industrial safety, equipment tag out, and environmental control and shall perform atmospheric safety certification when work is required in tanks and unventilated (confined) spaces.
 4. The Service Provider shall be responsible for obtaining any permits and licenses that may be required by his personnel to support tasks performed under this contract, including any associated fees.
 5. The Service Provider shall ensure that all Service Provider personnel performing electrical and/or electronic work are CPR certified.
 6. The Service Provider shall ensure that all Service Provider personnel performing electrical and/or electronic work in Confined Spaces are properly regulated, trained, equipped, and certified under CFR- 29-1910.46.
 7. The Service provide shall ensure that all Service Provider personnel performing electrical and/or electrical work are properly regulated, trained, and equipped under the current edition of NFPA 70E STANDARD for Electrical Safety in the Workplace.
- L. Gwinnett County reserves the right to purchase and furnish Service Provider with supplies, materials, wire, cables; equipment, components, parts, switchgear, apparatus, devices, fixtures, conduit, raceways, and any other items needed to begin and/or complete a project under this contract.

- M. Bidder is cautioned to make his bid complete and to furnish all information and detail required by these specifications. Failure to comply may result in the bid being deemed non-responsive due to incompleteness.
- N. TORT IMMUNITY: No officer, employee, or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered as a result of any act, event, or failure to act.
- O. Service Provider shall be responsible for safety conditions during the contract period, including the placing of any needed barriers or signs.
- P. USUAL and CUSTOMARY RATES FOR SERVICE and REPAIR CONTRACTS: In maintenance, repair and service contracts where total costs are not fixed, but are based upon time and materials only; then, Gwinnett County reserves the right to verify that the Successful Bidder's prices are not in excess of usual and customary rates typically charged in the industry for the work requested. Should the County discover that the Successful Bidder is charging in excess of the usual and customary rates, then the County reserves the right to award such work outside the contract. In all such cases, Successful Bidder shall furnish the County with a not-to-exceed cost and completion time prior to beginning any work. At no time will Successful Bidder begin any work without prior approval from the Department or Division using the contract.
- Q. AWARDS:
 - 1. Gwinnett County reserves the right to make no awards, partial awards (reduced quantities), multiple awards, one award for all items; or whatever the County deems to be in its best interest.

IV. GENERAL MINIMUM SPECIFICATIONS

- A. WORK SCHEDULE:
 - 1. Service Provider shall coordinate all work with operations staff so that a Gwinnett County facility's functionality is not adversely impacted. Work shall not interfere with the receiving of critical shipments of operating materials and supplies nor hinder the day-to-day operation of the facility.
 - 2. The normal daytime schedule will vary between various departments. Service Provider may be allowed access during off hours at the County's option.
 - 3. SPECIAL NOTIFICATIONS: Service Provider shall notify appropriate division contact to obtain permission to begin work and shall receive clearance before taking any operating equipment out of service. Work shall be scheduled at least 24 hours in advance when possible. Note that County service demands shall dictate work schedules.
- B. SITE CONDITIONS:
 - 1. Service Provider shall be responsible for obeying each using facility's policies regarding use of parking spaces.
 - 2. Service Provider shall be responsible for maintaining a hazard-free work area. All tools, equipment, materials, apparatus, supplies and parts shall be neatly stored in a designated area near the work site in full compliance with the Occupational Health and Safety Act of 1993, and/or any applicable revisions.

3. Service Provider may have limited use of 120-volt single phase, 208-volt 3-phase or 230-volt 3-phase electric power, and water taps, where available.
 4. Service Provider shall be responsible for providing own toilet facilities and fresh drinking water at remote sites where such facilities are not available.
- C. MATERIALS, SERVICES AND/OR EQUIPMENT FURNISHED BY COUNTY: Items which are to be furnished by the County will be provided on a timely basis if possible, so as not to delay work; however, work to be done by a Service Provider, and requiring services or parts provided by the County, shall not commence until Service Provider has received all items that were to be supplied by the County, or until permission to start has been given by the County.
- D. EXTRA WORK: In the event that extra work not specifically listed in either the SCHEDULE or minimum specifications is required, such work must be duly authorized in advance and in writing by the County at a fixed lump sum, based upon the time and materials prices bid, after the Service Provider has provided: 1) a written and detailed cost breakdown, 2) estimated completion time and 3) justification for the work in question. Verbal agreements between Service Provider and County employees shall not be binding.
- E. STANDARDS, PERMITS AND LICENSES: Service Provider shall be financially responsible for obtaining all licenses and permits required to comply with any regulatory agency in order to perform work under these specifications. Service Provider shall be responsible for obtaining any permits or licenses required by the Federal Government, State of Georgia, or Gwinnett County to perform work under these specifications. Safety regulations shall conform to current Occupational Health and Safety Act (OSHA) and National Institute for Occupational Safety and Health (NIOSH) requirements. Inspections and maintenance repairs shall conform to the Current Edition National Electrical Testing Association (NETA) Standards and to the Current Edition National Electrical Code (NEC). National Electrical Manufacturers Association (NEMA) Standards shall be used in lieu of European standards with regards to equipment and apparatus replacement.
- F. ON-SITE INSPECTION: Bidder(s) shall perform an on-site inspection of the proposed listed job-sites (see attachment) prior to submitting bids. Bidder(s) shall familiarize themselves with the existing equipment types to be inspected and serviced, locations of the electrical equipment, and other details, which may affect bidding. Drawings supplied by the County are assumed to be accurate; however, Bidder(s) is/are responsible for field checking all particulars, and familiarizing themselves with relevant circuits prior to bidding any work.
- G. EQUIPMENT FURNISHED BY SERVICE PROVIDER: Service Provider not to substitute equipment with regards to manufacturer, if so specified. When upgrading existing systems, equipment furnished must achieve fit and function with equipment left in place. In any case, Service Provider shall provide Gwinnett County with a fully functional and working system upon completion of the work.
- H. STANDARDS, CERTIFICATIONS, PERMITS AND LICENSES: Service Provider shall be responsible for providing all certifications, licenses, and permits required complying with any regulatory agency in order to perform work under the specifications. Service Provider shall be responsible for any fees required to obtain any certifications, permits, or licenses required by the Federal Government, State of Georgia, or Gwinnett County to perform work

under these specifications. NECA Manual of Labor Units shall govern labor and repair costs for Electrical projects. Service Provider is expected to procure own copy of this manual. Work performed shall conform to National Electrical Code (NEC) requirements. National Electrical Manufacturers Association (NEMA) standards shall override any International standards for equipment or devices furnished by Service provider. Switchgear and apparatus acceptance criteria shall conform to National Electrical Testing association (NETA) Standards. Personnel working in Confined Spaces shall be certified. Service provider's firm shall be a member of good standing in the NECA.

I. BASIC ELECTRICAL REQUIREMENTS:

1. Codes and Standards: All work shall comply with the National Electrical Code (NEC) and applicable State and Gwinnett County codes. NEMA Standards ICS 2-322.08 will be used to define Motor Control Center classes and NEMA Standard ICS 2-322.10 shall define Motor Control Center wiring types. NEMA Standards shall be used in preference to IEC Standards. Maintenance Inspections and Equipment Acceptance shall comply with National Electrical Testing Association (NETA) standards.
2. Raceways and Panel Boxes: Raceways to be rigid metal conduit and fittings unless otherwise specified. Flexible non-metallic conduit may be used where permitted by the National Electric Code (NEC). Panduit or equal cableway shall be used inside control panels. Panel boxes shall conform to applicable NEC standards by type and location. Enclosures in underground stations or below grade in basements and subject to flooding shall be NEMA 4 or NEMA 4X. Service Provider shall use conduit hubs to attach conduit to NEMA 4-4X enclosures.
3. Project Coordination: Service Provider shall be responsible for arranging and coordinating any required work with Gwinnett County and the appropriate local Power Utility Company to disconnect and restore power to the job-site, should the need arise.
4. Safety Disconnects: Service Provider shall furnish a means of disconnecting power to any device or apparatus independent of any circuit breaker where required by Code. Such safety disconnect shall be lockable for any 3-phase system or any system exceeding 120 volts. Switches for single-phase 120-volt systems shall be industrial grade with replaceable contact blocks and selector or maintained operators as approved by the County, and installed in an industrial grade enclosure of NEMA 3R, 4 or 12 as required. Safety switches shall be installed in accordance to NEC and OSHA guidelines.
5. Component Testing: Service Provider to test all components and systems upon completion of the installation, and correct any deficiencies found. Acceptance testing standards for equipment and installation will be applicable NETA. Service Provider shall leave all components and systems in safe, perfect working order.
 - a. Service Provider to test all circuits by energizing for at least 30 minutes and test all controls by operating each not fewer than five (5) times. Service Provider shall test all bolted connections by torque wrench as recommended by manufacturer. Service Provider shall physically check all screws for proper tightness. All bracing is to be put in place and properly secured. All panel covers, junction box covers, and conduit body covers are to be put in place and secured.

- b. For metal-clad switchgear installations only, Service Provider shall use appropriate test equipment to determine the resistance to ground of each exposed panel, switch, outlet, equipment enclosure, length of raceway, and other metallic electrical system elements with which personnel may come in contact. Should any resistance to ground so determined exceed five (5) ohms, perform permanent corrective work to reduce resistance below such value. Test insulation resistance to ground of each ungrounded conductor. Correct any such conductor having less than ten (10) megohms resistance.
 6. Circuit Identification:
 - a. Service Provider shall label all wiring at both ends and at terminal boards, and will label any devices installed or left in use. Wire markers shall be permanent. Vinyl or cloth tape numbers are unacceptable. Motor leads and phase conductors may be marked with colored vinyl tape.
 - b. Service Provider shall label all wiring at both ends and at terminal boards and will label any devices installed. Service Provider shall provide comprehensive as-built drawings showing both new work and how it interfaces with any existing wiring.
 7. Abandoned Wiring: Service Provider shall disconnect and remove old conductors from abandoned raceways. Old abandoned conduit in floor shall be cut level with floor and sealed after removal of cables and conductors or at the County's option, may be capped and permanently labeled at both ends. Free hanging raceways and hangers shall be removed.
 8. Coordination Study: Service Provider shall include a full coordination study to verify over current protection and available fault currents in newly installed panels and equipment at the request of the County.
 9. Electrical Drawings and Documentation: Service Provider shall furnish three (3) sets of Operations and Maintenance Manuals (OEM) and three (3) sets of "As-built" drawings depicting system electrical wiring modifications and the interfacing of new equipment with existing systems left in place, before work will be accepted by the County. Documentation may include software.
- J. SPECIFIC REQUIREMENTS:
1. OEM Methods and Procedures: The installation and repair services provided under this contract shall be in accordance with the methods and procedures of the original equipment manufacturer's (OEM) schematics, operational, maintenance and repair manuals, unless otherwise stated in the price schedule or purchase order.
 2. Landscaping Repairs: In the event that damage occurs to County landscaping by Service Provider or his sub-Service Providers or agents then Service Provider shall be responsible for repair of damaged landscape. Service Provider to maintain existing contours in the work area. All disturbed areas will be graded, smoothed and seeded with Kentucky 31 fescue, or approved equal, at the rate of 250 pounds per acre. Initial fertilizing and straw shall be included. Service Provider shall replace any bushes, flowers, or trees killed or damaged with like kind.

3. Parts and Materials Quality:

Supplies, materials, devices, apparatus, components, and parts supplied and installed by Service Provider shall conform to both the manufacturer's and industry standards. Only parts meeting or exceeding that the original equipment will be used for repair work. All parts used must be listed on the original invoice submitted for payment. Gwinnett County reserves the right to audit Service Provider's invoices for parts, as it deems necessary. Materials used by Service Provider shall be new and of the quality conforming to current engineering and manufacturing practices. All materials shall be free of defects and suitable for the intended use. Gwinnett County reserves the right to purchase and furnish Service Provider with supplies, materials, wire and cables, equipment, apparatus, devices, fixtures, conduit, raceways and any other items needed to complete a project. Service Provider shall then furnish only services and shall provide estimate less any such items furnished by the County.

4. Requests for Service:

Upon receipt of a request for service, Service Provider's agents shall coordinate and schedule a site inspection with the County representative to familiarize themselves with the existing site location and environment, and any other details that may affect the project cost estimate. Service Provider shall then provide the County with a binding estimate for the project based upon the labor rates bid in the Price Schedule and any associated materials costs. Service Provider *may* at the request of the using County agency, be required to furnish a comprehensive bill of materials before authorization to begin is given. In all respects, Service Provider must obtain approval from the County before beginning any billable work, including the procurement of any materials, parts, components, apparatus, devices, or equipment. Work exceeding the scope of the original binding estimate must be approved in writing by the using County Department or Division Director on a case-by-case basis before the fact, and only after Service Provider has submitted a detailed written explanation for the need, a firm not-to-exceed cost to complete the project, and a firm project completion date. Verbal agreements between the County and Service Provider are not binding.

NOTE: Large projects, in which electrical work is one component of other structural, HVAC, and mechanical work, will be bid as part of the overall project and will be considered beyond the scope and intent of this contract. Discovered equipment repair needs associated with the existing Electrical Inspection Contract will continue to be covered under that contract and are beyond the scope of this contract.

5. Invoice Documentation: Service Provider shall, when contacted by a Gwinnett County agency, provide a binding estimate for installation and/or repairs of proposed new or old work covered under this contract before beginning the work. This estimate shall detail labor costs by item number, labor rate; supplies, parts, and materials; and shall indicate estimated completion date and time for the project. Invoices shall include the authorizing Departmental Purchase Order number and the contract number. All labor costs must be tied to the rates bid in the Price Schedule. Upon receiving a written request from the Treasury and Accounting Services Division, Service Provider shall provide a detailed cost breakdown of any particular invoice such that the County can

drill-down to tie the job costs to the NECA Manual of Labor Units as verification of contract compliance. For work not specifically listed in the NECA Manual of Labor Units, Service Provider shall identify same, on invoice and tie costs to Price Schedule. Service Provider is required to maintain a complete set of records including all supporting documentation and written correspondence for all work performed under this contract for the life of the contract plus one full year thereafter. The County reserves the right to access and to review any such records during this time period.

6. Buried Utilities: Site plans furnished by the County are assumed accurate; however, Service Provider shall be responsible for locating buried utilities before beginning work and repairing any buried utilities broken or otherwise damaged during excavation, immediately.
7. Site Conditions:
 - a. Service Provider shall be responsible for obeying using Department's policies regarding use of parking spaces. Service Provider will not be permitted to block driveways or loading docks during business hours.
 - b. Service Provider shall be responsible for maintaining a hazard-free work area. All tools, equipment, materials, apparatus, supplies, and parts shall be neatly stored in a designated area near the work site in full compliance with NIOSH and OSHA regulations. Service Provider shall erect appropriate barricades and signs to safely route pedestrian traffic around job site.
 - c. Service Provider may have limited use of 120-volt single-phase electric power, and water taps or faucets, where such are available.
 - d. Service Provider shall be responsible for daily removal of mud, boxes, packing materials, and construction debris from halls, corridors, door openings, paved driveways, sidewalks, parking lots, and public roads as work progresses. Service Provider shall also repair any landscaping damaged by his employees, Service Providers, or sub-Service Providers during the life of the project (see Section IV.J.2 Landscaping Repair).
 - e. Service Provider shall secure any building openings made because of this contract, against both heat loss and the intrusion of weather to prevent wind and precipitation from entering the building.
 - f. Service Provider shall be responsible for providing own toilet facilities and fresh drinking water at remote sites where such facilities are not available.
 - g. County Users will identify Confined Space locations for Service Provider when work is requested in such locations.
8. Materials, Services, and/or Equipment Furnished by County: Materials, services, or equipment, which are to be furnished by the County, will be provided on a timely basis if possible, so as not to delay work. However, work to be done by a Service Provider, and requiring materials, equipment or services provided by the County, shall not commence

until Service Provider has received all items and services that were to be supplied by the County, nor until permission to start has been given by the County.

9. Equipment Furnished by Service Provider and Product Information: Service Provider shall not substitute equipment regarding manufacturer, if so specified at time of service call. When upgrading existing systems, equipment furnished must achieve fit and function with equipment left in place. Each electrical item shall be UL listed as to its function. Items may not be used unless they are so listed.
 10. Maintenance of Supplied Operating Equipment: Service Provider shall be responsible for the maintenance of new electrical equipment furnished and installed by Service Provider until final acceptance by the County. Maintenance records and schedules shall be kept by Service Provider and submitted to the County upon final acceptance of the project.
 11. Materials and Material Storage: Where applicable, equipment and materials shall be delivered to County jobsite in manufacturer's original container with labels intact and shall be protected from weather and stored off the ground. Service Provider shall comply with manufacturer's recommendations on product handling, storage, and protection unless otherwise instructed by duly authorized County Representatives.
- K. ISO 9001 CERTIFICATION:
Only bidders who have achieved certification under International Organization for Standardization (ISO) Standards 9000 will be considered. Bidders may be certified under 9001. Proof of certification should accompany the bid in order to be considered responsive.
- L. WARRANTY:
All installed systems to be under warranty, including all parts, labor, and workmanship, for at least one (1) year from date of acceptance by the County against manufacturing defects, defective materials and/or workmanship.
- M. DISAGREEMENTS:
Should any disagreement of difference arise as to the estimate, quantities or classifications or as to the meaning of the specifications, or any point concerning the character, acceptability and nature of the several kinds of work, any materials and construction thereof, the decisions of each using Department's Director or his designated County project inspector shall be final and conclusive and binding upon all parties to the contract. Payment will be made after completion of all work under this contract and final acceptance by Gwinnett County. Any invoices showing discrepancies will be withheld from payment until full documentation is provided. Such documentation shall verify Service provider costs of repair parts, labor or replacement motors upon request of the County.

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

SECTION A COMPLIANCE

- A. RESPONSE TIME: Successful Bidder will respond to regular service calls within twenty-four (24) hours after receipt of call or notification from the County. Delivery of regular services will be within five (5) calendar days. Response to emergency calls must occur within two (2) hours after receipt of notification from the County. For the purposes of this bid, an emergency shall be defined as any condition that poses a threat to health, welfare, or safety of people and/or property or a condition that will negatively affect any essential service(s) as determined by Gwinnett County. The successful bidder will provide the County with a twenty-four (24) hour emergency contact and telephone number. Delivery of emergency services must occur within two (2) hours.

Provider state agreement Yes No

Emergency Contact Person: _____

Emergency telephone #: _____ Pager #: _____

Cell #: _____

- B. State time required for his response to reach jobsite after service call is placed (state definite time frame and do not use such words as "soon" or "as soon as possible").

- C. State what priority will be given to Gwinnett County service calls for normal repair services (travel times shall be limited to within 3 hours of County sites):

- D. State what priority will be given to Gwinnett County service calls for emergency services (must be on-site, regardless of location within Gwinnett County, within 2 hours):

- E. Note any deviation from specifications:

- F. Provider should have a local source which stocks repair and replacement parts, dispatches service technicians and have repair service facilities for the unit(s) bid upon. State below the nearest location where parts and repair service will be available for unit(s) offered in his bid. (include complete address)

Company Name _____

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

SECTION A COMPLIANCE

H. Provider has obtained certification meeting ISO 9001 Standards. Certification should be submitted as part of the bid.

Yes No

I. SUBCONTRACTING: Provider certifies that subcontractors will not be used as they are not allowed in the performance of inspections or repairs covered under this contract without the express written permission of Gwinnett County, and then only for emergency work. Service Providers firm shall be fully capable of executing all of the requirements of this contract with "in-house" staff and without the use of subcontractors. The unauthorized use of subcontractors can result in cancellation of the contract.

Yes No

J. EXPERIENCE: a minimum of ten (10) years experience in lock out/tag out safety procedures, confined space safety certification, installation, and repair of electrical devices, apparatus, conduit and raceways, wire and cable, and all as contained herein is required. Note that some County locations may require work on three-phase medium voltage (2300 – 14000 volt) systems and also in confined spaces. However, most work will be performed on low (600) volt or less systems, either single-phase or three-phase. Bidders shall furnish references and proof of competency from past jobs including required certifications. Only bidders, who in the opinion of the County, are sufficiently experienced with the equipment listed, and are reputable, and who have an established business facility with labor force sufficient to satisfactorily perform the required work to completion, will be considered. Bidders not meeting these requirements will be rejected.

Are personnel assigned to electrical/electronic work CPR certified?

Yes No

Are personnel working in Confined Spaces properly trained, equipped and certified?

Yes No

K. ACCEPTANCE: To be accepted for this contract, Bidders shall have a minimum of ten- (10) years experience in the inspection and repair of metal-clad switchgear and specified electrical apparatus and shall furnish references and proof of competency from past jobs. Only Service providers will be considered, who in the opinion of the County, are sufficiently experienced with the equipment listed, and are reputable, and who have an established business facility with labor force sufficient to satisfactory perform the required work to completion. Bidders should supply proof of ISO 9001 certification or equivalent compliance with bid package.

Does your company meet these requirements?

Yes No

L. WARRANTY AND/OR GUARANTY: If your warranty does not meet or if it exceeds the warranty noted on page 9, state below (or furnish a Separate letter attachment), the conditions of Warranty and/or Guaranty. If no Warranty and/or Guaranty are applicable, it must be so stated.

Company Name _____

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

**BID SCHEDULE
SECTION A**

ITEM #	DESCRIPTION	AMOUNT
HOURLY RATES		
	Hourly rate charged for work performed during regular hours	
1	Master Electrician	/hour
2	Journeyman Electrician	/hour
3	Electrician Helper	/hour
	Hourly rate charged for work performed during overtime hours	
4	Master Electrician	/hour
5	Journeyman Electrician	/hour
6	Electrician Helper	/hour
	Hourly rate charged for work performed during trade holidays	
7	Master Electrician	/hour
8	Journeyman Electrician	/hour
9	Electrician Helper	/hour
TRIP CHARGES - Charge per mile or hour not acceptable		
10	Fixed rate trip charge (if any) per service call during regular hours	/trip
11	Fixed rate for trip charge (if any) per service call during Overtime, weekend, and holiday hours	/trip
PARTS, SUPPLIES, MATERIALS		
12	State percentage supplies, parts, and materials mark-up over Service provider's cost (not to exceed 10%)	%
MISCELLANEOUS INFORMATION		
List Regular Working Hours:		
List Observed Trade Holidays:		

Company Name _____

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**BID SCHEDULE
SECTION A**

Facility Locations (attach additional sheets as necessary)
Response Time and Emergency Ability (attach additional sheets as necessary)

NOTES:

1. Bidders should supply proof of ISO 9001 certification compliance or Equivalent Certification with bid package.
2. This contract may be used by any and all Gwinnett County Government agencies.

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 January 01, 2020 or upon award.

- If a percentage decrease will be a part of this quote, please note this in the space provided together with an explanation.
1st Renewal Period _____ 2nd Renewal Period _____
- If a percentage increase will be a part of this quote, please note this in the space provided together with an explanation.
1st Renewal Period _____ 2nd Renewal Period _____

The undersigned acknowledges receipt of the following addenda, listed by number and date appearing on each:

Addendum No.	Date	Addendum No.	Date
_____	_____	_____	_____
_____	_____	_____	_____

Certification Of Non-Collusion in Proposal Preparation _____
(Signature) (Date)

In compliance with the attached specifications, the undersigned acknowledges all requirements outlined
 Company Name _____

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

**BID SCHEDULE
SECTION A**

in the "Instructions to Proposers" and all documents referred to therein. offers and agrees, if this proposal is accepted by the Board of Commissioners within one hundred twenty (120) days of the date of proposal 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 fee schedule.

Legal Business Name _____

Federal Tax ID _____

Address _____

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

Representative Signature _____

Print Authorized Representative's Name _____

Telephone Number _____ Fax Number _____

E-Mail Address _____

Contact Person (if someone other than the authorized representative listed above)

Telephone Number _____ Fax Number _____

E-Mail Address _____

Company Name _____

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

SECTION A
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, rather than submitting the same set of references for every project bid. The references listed should be of similar size and scope of the project being bid on. Do not submit a project list in lieu of this form.

- 1. Company Name _____
 Brief Description of Project _____
 Completion Date _____
 Contract Amount \$ _____ Start Date _____
 Contact Person _____ Telephone _____
 E-Mail Address _____

- 2. Company Name _____
 Brief Description of Project _____
 Completion Date _____
 Contract Amount \$ _____ Start Date _____
 Contact Person _____ Telephone _____
 E-Mail Address _____

- 3. Company Name _____
 Brief Description of Project _____
 Completion Date _____
 Contract Amount \$ _____ Start Date _____
 Contact Person _____ Telephone _____
 E-Mail Address _____

Company Name _____

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

SECTION B COMPLIANCE

- A. **RESPONSE TIME:** Successful Bidder will respond to regular service calls within twenty-four (24) hours after receipt of call or notification from the County. Delivery of regular services will be within five (5) calendar days. Response to emergency calls must occur within two (2) hours after receipt of notification from the County. For the purposes of this bid, an emergency shall be defined as any condition that poses a threat to health, welfare, or safety of people and/or property or a condition that will negatively affect any essential service(s) as determined by Gwinnett County. The successful bidder will provide the County with a twenty-four (24) hour emergency contact and telephone number. *Delivery of emergency services must occur within two (2) hours.*

Provider state agreement Yes No

Emergency Contact Person: _____

Emergency telephone #: _____ Pager #: _____

Cell #: _____

- B. State time required for his response to reach jobsite after service call is placed (state definite time frame and do not use such words as "soon" or "as soon as possible").

- C. State what priority will be given to Gwinnett County service calls for normal repair services (travel times shall be limited to within 3 hours of County sites):

- D. State what priority will be given to Gwinnett County service calls for emergency services (must be on-site, regardless of location within Gwinnett County, within 2 hours):

- E. Note any deviation from specifications:

- F. Provider should have a local source which stocks repair and replacement parts, dispatches service technicians and have repair service facilities for the unit(s) bid upon. State below the nearest location where parts and repair service will be available for unit(s) offered in his bid. (include complete address)

Company Name _____

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

SECTION B COMPLIANCE

H. Provider has obtained certification meeting ISO 9001 Standards. Certification should be submitted as part of the bid.

Yes No

I. SUBCONTRACTING: Provider certifies that subcontractors will not be used as they are not allowed in the performance of inspections or repairs covered under this contract without the express written permission of Gwinnett County, and then only for emergency work. Service Providers firm shall be fully capable of executing all of the requirements of this contract with "in-house" staff and without the use of sub-service providers. The unauthorized use of sub service providers can result in cancellation of the contract.

Yes No

J. EXPERIENCE: a minimum of ten (10) years experience in lock out/tag out safety procedures, confined space safety certification, installation, and repair of electrical devices, apparatus, conduit and raceways, wire and cable, and all as contained herein is required. Note that some County locations may require work on three-phase medium voltage (2300 – 14000 volt) systems and also in confined spaces. However, most work will be performed on low (600) volt or less systems, either single-phase or three-phase. Bidders shall furnish references and proof of competency from past jobs including required certifications. Only bidders, who in the opinion of the County, are sufficiently experienced with the equipment listed, and are reputable, and who have an established business facility with labor force sufficient to satisfactorily perform the required work to completion, will be considered. Bidders not meeting these requirements will be rejected.

Are personnel assigned to electrical/electronic work CPR certified?

Yes No

Are personnel working in Confined Spaces properly trained, equipped and certified?

Yes No

K. ACCEPTANCE: To be accepted for this contract, Bidders shall have a minimum of ten- (10) years experience in the inspection and repair of metal-clad switchgear and specified electrical apparatus and shall furnish references and proof of competency from past jobs. Only Service providers will be considered, who in the opinion of the County, are sufficiently experienced with the equipment listed, and are reputable, and who have an established business facility with labor force sufficient to satisfactory perform the required work to completion. Bidders should supply proof of ISO 9001 certification or equivalent compliance with bid package.

Does your company meet these requirements?

Yes No

L. WARRANTY AND/OR GUARANTY: If your warranty does not meet or if it exceeds the warranty noted on page 9, state below (or furnish a Separate letter attachment), the conditions of Warranty and/or Guaranty. If no Warranty and/or Guaranty are applicable, it must be so stated.

Company Name _____

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**BID SCHEDULE
SECTION B**

ITEM #	DESCRIPTION	AMOUNT
HOURLY RATES – USING CURRENT NECA MANUAL OF LABOR UNITS		
	Hourly rate charged for work performed during regular hours	
1	Master Electrician	/hour
2	Journeyman Electrician	/hour
3	Electrician Helper	/hour
	Hourly rate charged for work performed during overtime hours	
4	Master Electrician	/hour
5	Journeyman Electrician	/hour
6	Electrician Helper	/hour
	Hourly rate charged for work performed during trade holidays	
7	Master Electrician	/hour
8	Journeyman Electrician	/hour
9	Electrician Helper	/hour
HOURLY RATES – FOR WORK NOT SPECIFICALLY COVERED UNDER CURRENT NECA MANUAL OF LABOR UNITS		
	Hourly rate charged for work performed during regular hours	
10	Master Electrician	/hour
11	Journeyman Electrician	/hour
12	Electrician Helper	/hour
	Hourly rate charged for work performed during overtime hours	
13	Master Electrician	/hour
14	Journeyman Electrician	/hour
15	Electrician Helper	/hour

Company Name _____

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**BID SCHEDULE
SECTION B**

	Hourly rate charged for work performed during trade holidays	
16	Master Electrician	/hour
17	Journeyman Electrician	/hour
18	Electrician Helper	/hour
TRIP CHARGES - Charge per mile or hour not acceptable		
19	Fixed rate trip charge (if any) per service call during regular hours	/trip
20	Fixed rate for trip charge (if any) per service call during Overtime, weekend, and holiday hours	/trip
PARTS, SUPPLIES, MATERIALS		
21	State percentage supplies, parts, and materials mark-up over Service provider's cost (not to exceed 10%)	%
MISCELLANEOUS INFORMATION		
List Regular Working Hours:		
List Observed Trade Holidays:		

Company Name _____

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**BID SCHEDULE
SECTION B**

Facility Locations (attach additional sheets as necessary)
Response Time and Emergency Ability (attach additional sheets as necessary)

NOTES:

1. Bidders should supply proof of ISO 9001 certification compliance or Equivalent Certification with bid package.
2. Any Gwinnett County department or division may use this contract. County users must procure their own copy of the most current *NECA Manual of Labor Units* in order to verify job costing.
3. To properly bid this contract, prospective bidders shall obtain a copy of the *NECA Manual of Labor Units* from the National Electrical Contractors Association.

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 January 01, 2020 or upon award.

- If a percentage decrease will be a part of this quote, please note this in the space provided together with an explanation.
 1st Renewal Period _____ 2nd Renewal Period _____
- If a percentage increase will be a part of this quote, please note this in the space provided together with an explanation.
 1st Renewal Period _____ 2nd Renewal Period _____

The undersigned acknowledges receipt of the following addenda, listed by number and date appearing on each:

Addendum No.	Date	Addendum No.	Date
_____	_____	_____	_____
_____	_____	_____	_____

Company Name _____

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**BID SCHEDULE
SECTION B**

Certification Of Non-Collusion in Proposal Preparation _____
(Signature) (Date)

In compliance with the attached specifications, the undersigned acknowledges all requirements outlined in the "Instructions to Proposers" and all documents referred to therein. offers and agrees, if this proposal is accepted by the Board of Commissioners within one hundred twenty (120) days of the date of proposal 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 fee schedule.

Legal Business Name _____

Federal Tax ID _____

Address _____

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

Representative Signature _____

Print Authorized Representative's Name _____

Telephone Number _____ Fax Number _____

E-Mail Address _____

Contact Person (if someone other than the authorized representative listed above)

Telephone Number _____ Fax Number _____

E-Mail Address _____

Company Name _____

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

SECTION B
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, rather than submitting the same set of references for every project bid. The references listed should be of similar size and scope of the project being bid on. Do not submit a project list in lieu of this form.

- 1. Company Name _____
 Brief Description of Project _____
 Completion Date _____
 Contract Amount \$ _____ Start Date _____
 Contact Person _____ Telephone _____
 E-Mail Address _____

- 2. Company Name _____
 Brief Description of Project _____
 Completion Date _____
 Contract Amount \$ _____ Start Date _____
 Contact Person _____ Telephone _____
 E-Mail Address _____

- 3. Company Name _____
 Brief Description of Project _____
 Completion Date _____
 Contract Amount \$ _____ Start Date _____
 Contact Person _____ Telephone _____
 E-Mail Address _____

Company Name _____



BL090-19, Provision of Electrical Equipment Installation, Inspection, and Repair Services on an Annual Contract

**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 Date
(Contractor Signature)

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).





BL090-19, Provision of Electrical Equipment Installation, Inspection, and Repair Services on an Annual Contract

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



STANDARD INSURANCE REQUIREMENTS (For projects less than \$1,000,000)

1. Statutory Workers' Compensation Insurance
 - (a) Employers Liability:
 - ✓ Bodily Injury by Accident - \$100,000 each accident
 - ✓ Bodily Injury by Disease - \$500,000 policy limit
 - ✓ Bodily Injury by Disease - \$100,000 each employee
2. Commercial General Liability Insurance
 - (a) \$500,000 limit of liability per occurrence for bodily injury and property damage
 - (b) The following additional coverage must apply:
 - ✓ 1986 (or later) ISO Commercial General Liability Form
 - ✓ Dedicated Limits per Project Site or Location (CG 25 03 or CG 25 04)
 - ✓ Additional Insured Endorsement (Form B CG 20 10 with a modification for completed operations or a separate endorsement covering Completed Operations)
 - ✓ Blanket Contractual Liability
 - ✓ Broad Form Property Damage
 - ✓ Severability of Interest
 - ✓ Underground, explosion, and collapse coverage
 - ✓ Personal Injury (deleting both contractual and employee exclusions)
 - ✓ Incidental Medical Malpractice
 - ✓ Hostile Fire Pollution Wording
3. Auto Liability Insurance
 - (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage
 - (b) Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles
 - (c) Additional Insured Endorsement
 - (d) Contractual Liability
4. Umbrella Liability Insurance - \$2,000,000 limit of liability
 - (a) The following additional coverage must apply
 - ✓ Additional Insured Endorsement
 - ✓ Concurrency of Effective Dates with Primary
 - ✓ Blanket Contractual Liability
 - ✓ Drop Down Feature
 - ✓ Care, Custody, and Control - Follow Form Primary
 - ✓ Aggregates: Apply Where Applicable in Primary
 - ✓ Umbrella Policy must be as broad as the primary policy
5. Gwinnett County Board of Commissioners (and any applicable Authority) should be shown as an additional insured on General Liability, Auto Liability and Umbrella Liability policies.
6. The cancellation should provide 10 days notice for nonpayment and 30 days notice of cancellation.
7. Certificate Holder should read:

Gwinnett County Board of Commissioners
75 Langley Drive
Lawrenceville, GA 30046-6935
8. Insurance Company, except Worker' Compensation carrier, must have an A.M. Best Rating of A-5 or higher. Certain Workers' Comp funds may be acceptable by the approval of the Insurance Unit. European markets including those

based in London and domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor's broker/agent can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A-5 or better.

9. Insurance Company should be licensed to do business by the Georgia Department of Insurance.
10. Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by project name and project/bid number.
11. The Contractor shall agree to provide complete certified copies of current insurance policy (ies) or a certified letter from the insurance company (ies) if requested by the County to verify the compliance with these insurance requirements.
12. All insurance coverages required to be provided by the Contractor will be primary over any insurance program carried by the County.
13. Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
14. No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Gwinnett County as to form and content has been filed with Gwinnett County. **The Acord Certificate of Insurance or a preapproved substitute is the required form in all cases where reference is made to a Certificate of Insurance or an approved substitute.**
15. The Contractor shall agree to waive all rights of subrogation against the County, the Board of Commissioners, its officers, officials, employees, and volunteers from losses arising from work performed by the contractor for the County.
16. Special Form Contractors' Equipment and Contents Insurance covering owned, used, and leased equipment, tools, supplies, and contents required to perform the services called for in the Contract. The coverage must be on a replacement cost basis. The County will be included as a Loss Payee in this coverage for County owned equipment, tools, supplies, and contents.
17. The Contractor shall make available to the County, through its records or records of their insurer, information regarding a specific claim related to any County project. Any loss run information available from the contractor or their insurer relating to a County project will be made available to the County upon their request.
18. Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
19. The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
20. The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

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

BL090-19

Buyer Initials: DG

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.

Any Consultant as defined in O.C.G.A. §36-80-28 that is engaged to develop or draft specifications/requirements or serve in a consultative role during the procurement process for any County procurement method, by entering into such an arrangement or executing a contract that the consultant agrees to: (1) Avoid any appearance of impropriety and shall follow all policies and procedures of the County (2) disclose to the County, any material transaction or relationship pursuant to §36-80-28, considered a conflict of interest, any involvement in litigation or other dispute, relationship or financial interest not disclosed in the ethics affidavit, when ethics affidavit is required or such that may be discovered during the pending contract or arrangement; and (3) Acknowledge that any violation or threatened violation of the agreement may cause irreparable injury to the County, entitling the County, to seek injunctive relief in addition to all other legal remedies. This requirement does not apply to confidential economic development activities pursuant to §50-18-72 or to any development authority for the purpose of promoting the development of trade, commerce, industry, and employment opportunities or for other purposes and, without limiting the generality of the foregoing, shall specifically include all authorities created pursuant to Title 36 Chapter 62; However, per provisions of subparagraph (e)(1)(B) of Code Section 36-62-5 reporting of potential conflicts of interest by development authority board members is required.

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.

XXXII. 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.

XXXIII. 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.

XXXIV. 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.

XXXV. 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.

XXXVI. 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.

XXXVII. 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.

XXXVIII. 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.

XXXIX. 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.

XL. 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.

XLI. 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.

XLII. 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

XLIII. 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 main public parking lot is on the left or behind the building, Click [Here](#), for additional information about parking. The Purchasing Division is located in the Administrative Wing.

GWINNETT COUNTY GOVERNMENT
Department of Water Resources and Gwinnett County
Sheriff's Office
Consent Form

I, _____ hereby authorize the
(print name)

Gwinnett County Sheriff's Office to receive all criminal history and driving history records information pertaining to me, which may be in the files of any state or local criminal justice agency. I understand that permission for me to work within Gwinnett County facilities and receive an Identification Card for such purposes will be contingent upon the results of a complete background investigation; and I am aware that withholding information or making false statements on this form will be a basis for rejecting my submission for work within County facilities, or upon discovery, withdrawal of the permission to work within County facilities, and the required return of the associated County issued Identification Card.

I authorize any of the persons or organizations referenced in this application to give to you any and all information concerning my criminal history record and driving history record, and any other information they might have, personal or otherwise, and release all such parties from all liability for any damage that may result from furnishing such information to you. I further authorize you to request and obtain any criminal history and driving history records from any federal, state, or local jurisdictions or law enforcement agencies and release all such parties from all liability for any damage that may result from furnishing such information to you.

I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete.

Signature of applicant as usually written

Date

APPENDIX A: DOCUMENTATION AND REPORTS

Documentation and report format shall include a list of all fuses by manufacturer's Number and rating and quantity used in a particular device. The protective relays shall be identified and test results shall be given. Solid-state modules shall be identified and calibration results are to be given. Megger results shall be given with the respective motor. Hi-Pot results shall be given. Model number, serial number or other identification number shall identify contactors and status shall be given of the suitability of the unit for operation. Heaters shall be identified. Autotransformers and primary reactors shall be identified and condition shall be given. The report shall cover each piece of equipment by location and identification code used by each respective division. Service provider to submit documentation (within 10 days after requires) in the form of a bound report with the following format:

- 1) Overall summary of the Electrical Inspection results
- 2) Recommendations for repair with costs as required, by station location
- 3) Table of Contents for the data sheets
- 4) Complete data sheet pictures, infrared scans and/or other diagrams containing the information listed elsewhere.

APPENDIX B - LOCATION LIST**FRESH WATER FILTER PLANTS**

LOCATIONS	ADDRESS
Shoal Creek Filter Plant	1755 Buford Dam Road, Buford
Shoal Creek Raw Water Station	1620 Buford Dam Road, Buford
Lanier Filter Plant	2601 Buford Dam Road, Buford
Lanier Plant Flow Diversion Structure	5465 Coles Mill Road, Buford
Lanier Raw Water Station	6340 Woodlake Drive, Buford
Lanier Surge Tank	6283 Woodlake Drive, Buford

FRESH WATER BOOSTERS/TANKS/PRESSURE STATIONS

Bavarian Woods Booster	7001 Bavarian Wood Place. Buford
Bogan Tank & Booster	2868 North Bogan Road, Buford
Dacula Booster	442 Harbins Road, Dacula
Dekalb Booster	Winter Chapel Road, Norcross
Dogwood Booster	2334 Mountain View Road, Snellville
Duluth Booster	2407 Chattahoochee Drive, Duluth
Goshen Tank & Booster	5880 West Goshen Spring Road. Norcross
Grayson Tank & Booster	300 Grayson New Hope Rd. Grayson
Graves Road Pressure Station	1459 Graves Road, Norcross
Harbins Road Pressure Station	1547 Harbins Road, Dacula
Holcomb Bridge Pressure Station	3839 Holcomb Bridge Road. Norcross
Jones Mill Pressure Station	3190 Jones Mill Rd. Norcross.
Knollwood Booster	2673 Knollwood Road, Snellville
Lanier Mountain Tank & Booster	2270 Highpoint Road, Snellville
Lawrenceville/Suwanee Pressure Station	2886 Lawrenceville/Suwanee Rd. Suwanee
Lenora Church Pressure Station	3605 Lenora Church Road, Snellville
Longview Pressure Station	448 Longview Drive, Norcross
Martins Chapel Booster	664 Martins Chapel road, Lawrenceville
Medlock Tank	3387 Medlock Bridge Road, Norcross
Moon Road Pressure Station	2651 Moon Road, Grayson
Morgan Road	2568 Highway 324, Buford
Nob Hill Tank	2610 Club Drive, Snellville
Norcross Tank	278 Langford Drive. Norcross
North Berkley Lake Pressure Station	3279 North Berkley Lake
Norris Lake Pressure Station	Norris Lake Road, Snellville
Old Loganville Pressure Station	925 Old Loganville Road, Loganville
Price Road Booster	280 North Price Road, Buford
Rockbridge Tank/Booster	303 Rockbridge Road, Lilburn
Sunny Hill Booster	2001 Sunny Hill Road, Lawrenceville
Wallace Booster	2832 Wallace Road, Buford
Walton Court Booster	Walton Court, Snellville
West Rock Quarry	2710 West Rock Quarry Road

WATER RECLAMATION PLANTS

Crooked Creek WRF	6557 Plant Drive Norcross
F. Wayne Hill WRC	3320 Financial Center Way, Operations Bldg, Buford
Yellow River WRF	858 Tom Smith Road Lilburn

LOCATIONS	ADDRESS
	SEWAGE PUMP STATIONS
Aberrone (Lock 16-30-12)	3248 Aberrone Plance, Buford
Abington Drive	2691 Abington Drive, Snellville
Alcovy River	1344 Highway 29, Dacula
Alcovy Booster	1344 Highway 29, Dacula
Ambercrest	6105 Ambercrest Court, Buford
Appalachee Farms	1062 Fairview Club Drive, Dacula
Archer HS	2450 Callie Still Rd, Lawrenceville
Arden Ridge	3049 Arden Ridge Drive, Suwanee
Auburn Road (Dacula Bluff)	3522 Vern Way, Dacula
Avington (Park) Glenn	1451 Avington Glenn Chase, Lawrenceville
Bailey Farms	120 Hillside Bend Crossing, Lawrenceville
Bailey Road	3337 Bailey Road, Dacula
Bay Creek (Bay Creek Rec Park)	241 Ozora Road, Grayson
Beaver Ruin Diversion	3530 Cruse Road, Lawrenceville
Belhaven/Turnbury	3876 Ancroft Circle, Norcross
Bently Estates	2755 Clomer Cove, Dacula
Berkley Lake	877 Lakeshore Drive, Duluth
Blue Ridge	3055 Turman Drive, Norcross
Bogan Meadows	4639 Silver Meadow Dr, Buford
Border Street	4804 Simmons Drive, Sugar Hill
Bradford Manor	3444 Lynley Mill Lake, Dacula
Bridle Point	4395 Bridle Point Parkway, SW, Lithonia
Brooks Crossing	1517 Brooks Pointe Court, Lawrenceville
Brooks Farm	3789 Corrol Way, Snellville
Brooks Road	1180 Brooks Road, Lawrenceville
Brooks Rd Booster	1180 Brooks Road, Lawrenceville
Brookwood Corners	3094 Royal Creek Way, Snellville
Brookwood H.S.	1330 Holly Brook Road, Snellville
Brookwood Plantation	1522 Holly Brook Road, Snellville
Brookwood Village	1928 Baywood Tree Lane, Snellville
Campbell Rd (Creekside Estates)	1245 Kristi Ridge Drive, Dacula
Carrington	1595 Dogwood Road, Snellville
Cascade Falls	2594 Spring Cast Drive, Buford
Castlewoods	325 Mountain Drive, Stone Mountain
Cedar Creek	981 Cedar Bluff Trail, Lilburn
Centerville	3495 Hwy 124, Centerville
Chaffin Fence (Yorkshire Est)	624 York View Drive, Dacula
Chandler Oaks (Chandler Woods)	578 Leaflet Ives Drive, SE, Lawrenceville
Chandler Ridge	1159 Chandler Ridge Drive, Lawrenceville
Chattahoochee Station	4270 Holcomb Bridge Road, Norcross
Chestnut Lake	5180 Sunset Maple Trail, Lilburn
Collins Hill Bus. Park	310 Park Access Rd, Lawrenceville
Collins Hill Heights	189 Melody Lane, Lawrenceville
Country Club Gwinnett	2955 Gallery Grove, Snellville

LOCATIONS	ADDRESS
Country Club Gwinnett II	3391 Sandwedge Court, Snellville
CSX	1851 Winder Hwy, Dacula
Dacula City Pump	225 Wilson Street, Dacula
Dacula Road	1183 Dacula Road, Dacula
Days Inn (Ramada Inn)	3107 L'ville Suwanee Road, Suwanee
Dixie Development (Wildflower)	850 Verbena Way/Farmland Drive, Auburn
Doc Hughes	2330 Doc Hughes Rd, Lawrenceville
Dogwood Farms	1208 Olde Hinge Way, Snellville
Dominion Walk	1061 Laurel Cove Drive, Snellville
Duluth Village	2750 Buford Hwy, Duluh
Duncan Creek Elementary	4520 Braselton Hwy, Hoschton
Duncan Lakes (Shadow Stone)	2680 Kelly Cove Drive, Buford
East Park Place	5192 Corinth Drive, SW, Snellville
Eastgate Business Park	2422 Eastgate Place, Snellville
East Rock Quarry	2249 East Rock Quarry , Buford
Ellington Springs	4934 Michael Jay Street, Snellville
Embassy Walk	4065 Embassy Walk Way, Lilburn
Evergreen Crossing	1815 Pinetree Pass Lane, Lilburn
Evergreen Lakes	5203 Brownless Road, Snellville
Ezzard Road	229 Ezzard Road, Lawrenceville
F Wayne Hill PS	3320 C Financial Ctr Way, Buford
Fairmont	2505 Merrion Park Drive, Dacula
Farmers Court	725 Grayson Hwy, Lawrenceville
Flat Creek Landing	128 Hardy Water Dr, Lawrenceville
Flowery Branch (Willow Leaf)	2055 Flowery Branch Road, Buford
Fountain Glen	1108 Fountain Glen Court, Lawrenceville
Garner Industrial	268 Peachtree Industrial Blvd, Norcross
Garner Rd	965 Garner Creek Dr
Gates of Ewing Chapel (#5500)	1382 Ewing Creek Drive, Dacula
Georgetown Commons	2772 Tyler Bay Lane, Grayson
Glenn Jones Middle School	3575 Ridge Roas, Buford
Grayson Hwy	950 Grayson Hwy, Lawrenceville
Great River	1602 Great Shoals Drive, Lawrenceville
Grove Place	599 Redds Circle, Lilburn
Hamilton Mill Crossing (Puckets)	3605 Top Court, Buford
Hampton Ridge	3212 Hampton Ridge Way, Snellville
Harbins Landing	1747 Rolling View Way, Dacula
Hebron Church	190 Hebron Church Road, Dacula
Herring Road	2232 Herring Woods, Grayson
Hickory Station (Lock #5060)	2325 Hickory Station Circle, Snellville
Hidden Meadows	4307 Hidden Meadow Circle, Sugar Hill
Hightower Ridge	4894 Tower View Lane, Snellville
Highway 78/Lanier Mtn	3028 Hwy 78, Snellville
Hiram Davis Plantation	1323 Dodger Way, Lawrenceville
Hog Mountain	2910 Old Fountain Road, Lawrenceville
Hog Mountain Rd #1	3850 Hog Mtn Braselton Road, Lawrenceville

LOCATIONS	ADDRESS
Hog Mountain Rd #2	3175 Hog Mtn Rd, Dacula
Holman Place	4210 Mulberry Ridge Lane, Hoschton
Huntcrest	1198 Satellite Blvd, Duluth
Hunter's Creek	1300 Hunters Creek Ct, Lawrenceville
Indian Shoals	2596 Foxy Drive SE, Dacula
Island Point	6920 Island Pointe Drive, Buford
Ivy Creek	3320-C Financial Ctr Way, Buford
Ivy Mill Plantation	4102 Plantation Mill Drive, Buford
Jack's Creek	2724 Brannan Road, Snellville
Jim Moore Road (Lock #1957)	3501 Jim Moore Road, Hog Mountain
Kennedy Farms (Crofton)	4400 Crofton Overlook, Suwanee
Killian Woods	3824 Meamdering Way, Lilburn
Killian's Pond	4399 Pond Edge Road, Snellville
Lakefield	4684 Allison Drive, Sugar Hill
Lakeport	2734 Lakewater Way, Snellville
Lawrenceville/Suwanee	2416 Lawrenceville Suwanee Rd, Lawrenceville
Lee Plantation (Ashlyn Cove)	4655 Ashlyn Drive, Snellville
Legacy River	3011 Oold Auburn Road, Dacula
Lenora Springs	2802 Lenora Springs Drive, Snellville
Level Creek New	5209 Basingstoke Dr, Suwanee
Little Mill	5702 Grindstone Drive, Buford
Little Mill Estates	2155 Mina Lane, Buford
Lower Big Hanes	2680 Centerville Rosebud Road, Snellville
M & M Killian Hill	4051 Hwy 78, Snellville
Magnolia Walk	1132 Haven Brook Court, Suwanee
Magruder Plantation	774 Charles Hall Drive, Dacula
Maplecliff	1624 Maplecliff Way, Buford
Marathon Blvd.	1711 Marathon Blvd, Lawrenceville
Marathon Forcemain Interct	Marathon Blvd, Lawrenceville
Martins Chapel	790 Martins Chapel Way, Lawrenceville
McConnell Road (Wheatfield)	1717 Brackin Court, Grayson
Meadow Grove	990 Five Forks Trickum Road, Lawrenceville
Middleton	650 Middleton Place, Grayson
Miller Brook	310 Lee Miller Court, Suwanee
Mineral Springs	800 Win West Points, Auburn
Mink Livsey (Willingham Manor)	4753 Bryant Drive, Snellville
Mountain Park	1296 Rockbridge Rd, Stone Mountain
Mountain Park Aquatic Center	1063 Rockbridge Rd, Stone Mountain
Mountain Park Park	5050 Five Forks Trickum, Lilburn
Mulberry	1186 Mount Moriah, Dacula
N. Chattahoochee (Gran River)	4858 River Hollow Run, Norcross
NBC	2735 Springdale Road, Snellville
Nesbitt Crossing	3585 Nesbit Crossing Circle, Duluth
New Fox Fire	759 Preservation Lane, Lilburn
New Hope	3021 Dolostone Way SE, Lawrenceville
Newtons Grove	1872 Brandie Elaine Ave, Snellville

LOCATIONS	ADDRESS
Norris Lake	4298 McCord Livsey Rd, Lithonia
North Avenue #1	4985 Nelson Brogden Blvd, Sugar Hill
North Gwinnett (Cluster) Middle School	170 Peachtree Industrial Blvd
North Woodland	185 North Woodland, Doraville
Northbrook #1	1095 Northbrook Pkwy, Lawrenceville
Northbrook #2	941 Northbrook Pkwy, Lawrenceville
Northforke Peachtree Creek	6782 Crescent Drive, Norcross
Northfore Plantation	1359 Hillside Drive, Snellville
Old Athens Road	1041 Hwy 29, Lawrenceville
Old Friendship Community	3079 Society Trace, Buford
Old Rock House (Alcovy Falls)	270 Little Creek Road, Lawrenceville
Old Suwanee Rd	4550 Old Suwanee Road, Sugar Hill
Ozora Lakes	3829 Derringer Ridge, Loganville
Ozora Road	37 Ozora Road, Loganville
Paradise Park	2191 Potato Patch Court, Loganville
Park Haven	1018 Nestling Drive, Lawrenceville
Parker Woods #1	1761 Pucketts Drive, Lilburn
Parker Woods #2	2124 Davis Road, Lilburn
Parkview East	4669 Gold Dust Trail, Sugar Hill
Parkview North	4802 Goldmine Drive, Sugar Hill
Patterson	152 Arnold Drive, Lawrenceville
Peachtree Station	4476 Stilson Circle, Norcross
Pharr Elem School	1500 North Road, Snellville
Phillips	2999 Jones Phillips Rd, Dacula
Pinecrest	4697 Pinecrest Drive, Sugar Hill
Presidential Commons	1708 Hwy 124, Snellville
Princeton Oaks	957 Oakley Lane, Sugar Hill
Prospect Road (Prospect Creek)	1735 Prospect Creek Drive, Lawrenceville
Providence Crossing	5409 Griggs Court, Buford
P'tree M.H.P (P'tree Village)	4912 Gold Creek Trail, Sugar Hill
Regency Park	3590 Regency Park Drive, Duluth
Richland Creek	6310 Grand Magnolia Drive, Sugar Hill
Ridge Road/Highway 20	1451 Hwy 20/ Buford Dr, Lawrenceville
Rivercliff Place	2310 Thorndale Drive, Lilburn
Riverfield	4490 Missendale Lane, Norcross
Rock Quarry	3801 Tuggle Road, Buford
Roselake #1	3453 Kenilworth Ct, Snellville
Rosemoore	4710 Winding Rose Drive, Suwanee
Ross Rd/Yellow River	2227 Ross Road, Snellville
Round Road (Wheatfield Reserve)	279 Stargrass Court, SE, Grayson
Rutledge Homestead	2902 Reason Court, Snellville
Sagemoor Hills	1344 Norwalk Trace, Lawrenceville
Sardis Church (Duncan Preserve)	4338 Duncan Ives Drive, Buford
Sedgefield	2899 Suttonwood Way, Buford
Shadow Brooke	251 Shadow Brooke Circle, Loganville

LOCATIONS	ADDRESS
Shannon Heights	1065 Shannon Road, Loganville
Shannon Road	972 Shannon Road, Grayson
Sherwood	3000 West Rock Quarry, Buford
Shoals Creek	695 Papermill Road, Lawrenceville
Shorelake (Spring Meadow)	3440 Shore Lake Drive, Norcross
Southforke	3592 Prairie Drive, Snellville
Stancil Drive (Millside Manor)	2206 Stancil Pointe Drive, Dacula
Stanley Road	2143 Stanley Road, Dacula
Sugar Hill Plantation	5322 Connor Miles Drive, Sugar Hill
Suwanee Creek	1758 Peachtree Industrial Blvd, Suwanee
Tanglewood	1952 Tanglewood Drive, Snellville
The Columns Apartments (#6002)	4305 Paxton Lane, Snellville
The Landing at Bay Creek	3806 Bald Eagle Drive, Loganville
The Oaks	5309 Arbor View Way, Sugar Hill
The River Club	728 Crescent River Pass, Suwanee
The Springs	964 Springview Place, Sugar Hill
The Springs at Mill Creek	2532 Wellsprings Drive, Buford
The Village at Parkview	5286 Village View Lane, SW, Lilburn
Thompson Mill (Duncan Park)	3067 Express Lane, Buford
Thorncrest	100 Pounds Drive, Tucker
Trotters Ridge	2888 Ross Road, Snellville
Twelve Oaks	439 Tara Oaks Trail, Lawrenceville
Two Thousand West (Millenium Pl)	4791 Score Court, Snellville
Walmart	1825 Rockbridge Road, Stone Mtn.
Wellington Walk	1475 Mt McKinnley Drive, Grayson
Wheeler Creek (Trilogy Park)	4645 Trilogy Park Trail, Hoschton
Windsor at Lanier	5971 Lake Windsor Parkway, Buford
Windsor Creek	928 Natchez Valley Trace, Grayson
Wolf Creek/Chatt (Simpsonwood)	4511 Jones Bridge Road, Norcross
Woodberry (Access Code 2003)	1931 Woodberry Run Drive, Snellville
Woodbridge	2898 Hwy 120, Duluth
Yellow River Diversion	858 Tom Smith Road, Lilburn

WATER RESOURCES FACILITY

DWR Central Facility	684 Winder Highway, Lawrenceville, 300
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