



September 25, 2019

INVITATION TO BID
BL113-19

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified contractors for the **Provision of Mowing and Grounds Maintenance Services at Various Department of Water Resources Facilities on an Annual Contract** with Two (2) 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 Bid Number and Company Name. Bids will be received until 2:50 P.M. local time on **October 21, 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.

A pre-proposal conference is scheduled for 10:00 A.M. on **October 7, 2019** at the Gwinnett County Purchasing Division, 75 Langley Drive, Lawrenceville, GA 30046. All contractors are urged to attend. Questions regarding bids should be directed to Shelley McWhorter, Purchasing Associate III, at shelley.mcwhorter@gwinnettcountry.com or by calling 770-822-8734, no later than 3:00 p.m. on October 9, 2019. Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

Successful contractor 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 contractor 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.

Shelley McWhorter

Shelley McWhorter, CPPB
Purchasing Associate III

/s/mm



Proud Winner of the Annual **Achievement of Excellence Award** in Procurement since 1999

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

- Bid Schedule, Pages 5-16
- References, Page 17
- Statement of Qualifications, Page 18
- E-Verify Affidavit
- Code of Ethics Affidavit

****A copy of the pesticide certification and/or license(s) of all employees who will be working on County property should be included with this bid.**

**Department of Water Resources
Grounds Maintenance Services**

I. SCOPE

The Mowing and Grounds Maintenance Services at various Department of Water Resources (DWR) facilities throughout Gwinnett County may include some or all of the following services that are described in detail below:

- a. Lawn Maintenance
- b. Mowing, Trimming, and Edging
- c. Removal of Trash and Debris

The County determined that it would benefit most from these specific services in supplementing its in-house grounds maintenance function. Thus, the County is not requesting "comprehensive services" inclusive of all the grounds listed above or all the tasks and activities required in such maintenance. Instead, the County has outlined tasks where it believes the experience and technical abilities of the bidding firms will be of most benefit to the County. The County reserves the right to reject any or all bids, to waive technicalities and to make an award as deemed in its best interest. Gwinnett County will consider awarding the bid to multiple service providers.

The **General Requirements** section outlines the tasks that are to be performed at all locations.

II. GENERAL REQUIREMENTS

- A. The selected contractor shall provide all equipment, tools, labor, and materials required to meet the specific requirements of this bid.
- B. The selected contractor shall provide all, herbicides and pesticides. that are required per this bid. This shall be included in your monthly cost to maintain each site.
- C. All work required in this Bid shall be completed in a professional manner according to standard industry practices.
- D. The selected Contractor shall not be permitted to subcontract any of the services to be provided under this bid.
- E. The selected Contractor shall keep a log of services rendered for each visit to every location. A copy of the log or service tickets shall be provided weekly, and also included in the monthly invoice when submitting to the DWR contract liaison. Each week the selected Contractor shall provide a weekly schedule showing which days all sites are to be serviced.
- F. The Contractor's field employees shall wear easily identifiable uniforms that bear the company name and logo while on the site performing services. The Contractor's vehicles shall have their company name clearly visible.
- G. All lawn mowers shall be operated with deflector guards in the down position at all times. The intent of this provision is to minimize the threat of persons or property being hurt or damaged due to rocks or other debris that could be thrown from mower deck. Rear discharge and mulching mowers are acceptable.
- H. Alternate mowing patterns shall be used at each cutting to eliminate any ruts forming from mower wheels.
- I. All mower blades shall be kept sharp to prevent damage to lawns.
- J. Trimming with a string trimmer will be performed around trees, shrubs, planting beds, concrete slabs, utility pads, signs, fences, equipment, and other obstacles that prevent mowing. Trimming shall be done with each mowing.
- K. All slopes that are too steep to be mowed, 45 degrees or greater, shall be cut with a weed eater or other string trimmer as necessary.

- L. Certain ground areas that are un-level shall require smaller or narrower mowing decks such as walk behinds or push mowers so as not to scalp the lawns.
- M. Due to the nature of this service, DWR is aware that on occasions mowing services cannot be provided due to wet conditions. On these occasions the Contractor shall not receive payment for services not performed. **It shall be the responsibility of the contractor to review the forecast and schedule accordingly in order to allow for the DWR contracted services to be provided.**
- N. Contractor shall be responsible for any and all damages to DWR facilities during their service, and shall make the required repairs to return these properties to their original condition if damaged. This would include damages resulting from mowing in wet or unfavorable conditions, or any unacceptable equipment operations or chemical application.
- O. The selected Contractor for each of the awarded sections shall have a Pesticide Applicators License, Category 24 from the Georgia Department of Agriculture and trained technicians to apply herbicides and pesticides. **A copy of the license(s) and proof of trainings should be submitted with the bid.** The Contractor shall not apply any herbicides or pesticides at any location without the concurrence of the County contact person responsible for that location.
- P. The County requires a minimum of three (3) references where services of similar size and scope of work have been completed.
- Q. The County requires the successful Contractor to provide current certificate of insurance per attached Standard Insurance Requirements.
- R. The County requires pricing to remain firm for the duration of initial term of contract. Failure to hold firm pricing will be sufficient cause for the County to declare bid non-responsive.
- S. Gwinnett County reserves the right to add facilities at a comparable rate and delete facilities, as necessary.
- T. Gwinnett County reserves the right to suspend service indefinitely for stations or facilities listed and reinstate as needed during the contract period.
- U. If a site has not received its completed scheduled service then the contractor may not invoice for the incomplete or missed service or make up the following month, unless specifically approved by the County. **Payment is for services completed.** The following month will continue on normal schedule with no extra services.
- V. The first contract period will expire on November 7, 2020 to coincide with the other landscaping contract.

III. MOWING AND GROUNDS MAINTENANCE

- A. The locations are situated throughout Gwinnett County. The sites consist of water and sewage pump stations, metering stations, water tanks, and dam sites.
- B. The Contractor shall mow and use a weed eater on lawns and driveways leading to these locations on each scheduled visit. Lawns shall be mowed at a height of 1/2" to 1-1/2" for Bermuda and 2" - 3" for Fescue in order to maintain enough leaf blades to shade the root system. During drier periods, such as in the summer, the height of the cut will be raised to prevent damage to lawn areas. All lawn areas shall be edged no less than every fourteen (14) days while on the bi-weekly schedule and "as needed" during the monthly schedule. The edging shall include all curbs, sidewalks, parking areas and all areas abutting turf in order to maintain a neat and clean appearance.
- C. Service shall also include needed herbicide applications in these areas as required. Required herbicides shall be applied to an area no more than 12 inches inside and 12 inches outside (24 inches total) of perimeter fencing when controlling unwanted vegetation. All gravel areas are to be treated as needed. Herbicides may be used around structures with the concurrence of the facility management, but this application must be at a minimum, or no more than a four inch boarder, in order to not disrupt the aesthetics of the facility. Herbicides are not allowed for edging purposes.

- D. The Contractor shall extend mowing to a minimum of three (3) feet out from edge of fencing and driveways at each facility listed.
- E. Services are to be performed every two weeks, but no more than twice a month from April 1st through October 31st, and once a month from November 1st through March 31st.
- F. Contractor will provide digital photos with time and date representing the before and after of each service to ensure the contractor was on site and that services were received. These photos will need to be provided within 24 hours of date shown within photo to allow adequate time for DWR to follow up with a random on site review. DWR will provide link that photos can be uploaded for review.
- G. Retention ponds along with larger steep slopes will require mowing to be performed three times per year on or about, April 1st, July 1st, and October 1st.

H. **Removal Of Trash And Debris**

This function shall be performed on the same schedule as the mowing. All trash and debris shall be removed from all parking lots, sidewalks and driveways.

All trash and debris shall be removed from the property by the Contractor. Under no circumstances will trash or debris be placed on property surrounding the facility.

I. **Winter Clean-Up and Off-Season Visits**

Off season mowing is from November 1- March 31. Clean-up shall include:

1. Cleaning curbs and parking areas of landscape debris including weeds
2. Removing all trash and unwanted debris from landscape areas
3. Mowing, weed eating and edging to be completed as needed to maintain clean appearance

V. **SITE LOCATION VISITS**

The scopes of the various tasks have been described herein. It is imperative that all prospective Contractors visit the sites and locations of the work to be performed. It shall be the responsibility of the Contractor to determine the approximate square footage of areas to be maintained.

NOTE: CERTAIN SITES MAY REQUIRE MORE TIME PER VISIT IN ORDER TO MAINTAIN, ESPECIALLY THE DAM SITES. FOR THIS REASON, REVIEW ALL SITES CAREFULLY.

Contractor Shall Submit a Schedule Prior To Delivering Services And Shall Notify Department Of Water Resources As Soon As Possible Of Cancellations And Changes To The Schedule.

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
1	Dixie Development	850 Verbena Way/Farmland Drive	Auburn	PS	14	\$	\$	5	\$	\$	\$
2	Mineral Springs	800 Win West Point	Auburn	PS	14	\$	\$	5	\$	\$	\$
3	Berkeley Lake	877 Lakeshore Drive	Berkeley Lake	PS	14	\$	\$	5	\$	\$	\$
4	Wheeler Rd	5806 Wheeler Road	Braselton	PS	14	\$	\$	5	\$	\$	\$
5	Abherrone	Abherrone Place	Buford	PS	14	\$	\$	5	\$	\$	\$
6	Ambercrest	6105 Ambercrest Court	Buford	PS	14	\$	\$	5	\$	\$	\$
7	Bogan Meadows	4639 Silver Meadow Drive	Buford	PS	14	\$	\$	5	\$	\$	\$
8	Bogan Road	2868 North Bogan Road	Buford	W	14	\$	\$	5	\$	\$	\$
9	Cascade Falls	2594 Springs Cast Drive	Buford	PS	14	\$	\$	5	\$	\$	\$
10	Coles Mill / Lanier Head Chamber	Buford Dam Road at Coles Mill Rd	Buford	W	14	\$	\$	5	\$	\$	\$
11	Doc Hughes	233 Doc Hughes Road	Buford	PS	14	\$	\$	5	\$	\$	\$
12	Duncan Lakes	2680 Kelly Cove Drive	Buford	PS	14	\$	\$	5	\$	\$	\$
13	East Rock Quarry	2249 East Rock Quarry	Buford	PS	14	\$	\$	5	\$	\$	\$
14	Flowery Branch	2055 Flowery Branch Road	Buford	PS	14	\$	\$	5	\$	\$	\$
15	Hamilton Mill Cross	3605 Top Court	Buford	PS	14	\$	\$	5	\$	\$	\$
16	Harbor Drive Pipeline Lot	5800 Harbor Drive	Buford	W	14	\$	\$	5	\$	\$	\$
17	Glenn Jones MS	3575 Ridge Road	Buford	PS	14	\$	\$	5	\$	\$	\$
18	Island Point	6920 Island Point	Buford	PS	14	\$	\$	5	\$	\$	\$
19	Ivy Mill Plantation	4102 Plantation Mill Drive	Buford	PS	14	\$	\$	5	\$	\$	\$
20	Jimmy Dodd Rd	Jimmy Dodd Road (Next to 1881)	Buford	W	14	\$	\$	5	\$	\$	\$
21	Little Mill Estates	2155 Mina Lane	Buford	PS	14	\$	\$	5	\$	\$	\$
22	Little Mill	5702 Grindstone Drive	Buford	PS	14	\$	\$	5	\$	\$	\$
23	Maple Cliff	1624 Maple Cliff Way	Buford	PS	14	\$	\$	5	\$	\$	\$
24	Morgan Road	2568 Highway 324	Buford	W	14	\$	\$	5	\$	\$	\$
25	Providence Crossing	5409 Milton Way	Buford	PS	14	\$	\$	5	\$	\$	\$
26	Lanier Raw Water	6315 Woodlake Trail	Buford	W	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
27	Rock Quarry Booster Station	2710 West Rock Quarry Road	Buford	W	14	\$	\$	5	\$	\$	\$
28	Rock Quarry	3801 Tuggle Road	Buford	PS	14	\$	\$	5	\$	\$	\$
29	Old Friendship Community	3079 Society Trace	Buford	PS	14	\$	\$	5	\$	\$	\$
30	Sardis Church	4338 Duncan Ives Drive	Buford	PS	14	\$	\$	5	\$	\$	\$
31	Sedgefield	2899 Suttonwood Way	Buford	PS	14	\$	\$	5	\$	\$	\$
32	Sherwood	3000 West Rock Quarry	Buford	PS	14	\$	\$	5	\$	\$	\$
33	Shoal Creek Raw Water	1620 Buford Dam Road	Buford	W	14	\$	\$	5	\$	\$	\$
34	Lanier Surge Tank	Woodlake Road	Buford	W	14	\$	\$	5	\$	\$	\$
35	The Springs at Mill Creek	2532 Wellsprings Drive	Buford	PS	14	\$	\$	5	\$	\$	\$
36	Thompson Crossing	2861 Blake Towers Lane	Buford	PS	14	\$	\$	5	\$	\$	\$
37	Thompson Mill	3067 Express Lane	Buford	PS	14	\$	\$	5	\$	\$	\$
38	Wallace Road	2832 Wallace Road	Buford	W	14	\$	\$	5	\$	\$	\$
39	Windsor at Lanier	5971 Lake Windsor Parkway	Buford	PS	14	\$	\$	5	\$	\$	\$
40	Centerville	3495 Highway 124	Centerville	PS	14	\$	\$	5	\$	\$	\$
41	Norris Lake Water	Norris Lake Road	Centerville	W	14	\$	\$	5	\$	\$	\$
42	Alcovy Reserve	575 Alcovy Woods Drive	Dacula	PS	14	\$	\$	5	\$	\$	\$
43	Alcovy River	1344 Highway 29	Dacula	PS	14	\$	\$	5	\$	\$	\$
44	Alcovy Springs	2096 Alcovy Trace Way	Dacula	PS	14	\$	\$	5	\$	\$	\$
45	Appalachee Farms	1062 Fairview Club Drive	Dacula	PS	14	\$	\$	5	\$	\$	\$
46	Auburn Road	2552 Vern Way	Dacula	PS	14	\$	\$	5	\$	\$	\$
47	Baily Road	3337 Baily Road	Dacula	PS	14	\$	\$	5	\$	\$	\$
48	Bold Springs	3707 Parkside View Blvd	Dacula	PS	14	\$	\$	5	\$	\$	\$
49	Bradford Manor	3444 Lynley Mill Lane	Dacula	PS	14	\$	\$	5	\$	\$	\$
50	Campbell Road	1245 Misty Valley Court	Dacula	PS	14	\$	\$	5	\$	\$	\$
51	Chaffin Fence	624 York View Drive	Dacula	PS	14	\$	\$	5	\$	\$	\$
52	CSX	1851 Winder Highway	Dacula	PS	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
53	Dacula City Pump	225 Wilson Street	Dacula	PS	14	\$	\$	5	\$	\$	\$
54	Dacula Road	1183 Dacula Road	Dacula	PS	14	\$	\$	5	\$	\$	\$
55	Fairmont	2505 Merrion Park Drive	Dacula	PS	14	\$	\$	5	\$	\$	\$
56	Gates Ewing Chapel	1382 Ewing Creek Drive	Dacula	PS	14	\$	\$	5	\$	\$	\$
57	Bentley Estates	2755 Clove Cove	Dacula	PS	14	\$	\$	5	\$	\$	\$
58	Harbins Landing	1747 Rolling View Way	Dacula	PS	14	\$	\$	5	\$	\$	\$
59	Harbins Road	1547 Harbins Road	Dacula	W	14	\$	\$	5	\$	\$	\$
60	Hebron Church	190 Hebron Church Road	Dacula	PS	14	\$	\$	5	\$	\$	\$
61	Hog Mountain Road	3852 Hog Mountain/Braselton Road	Dacula	PS	14	\$	\$	5	\$	\$	\$
62	Hog Mountain Road #2	3175 Hog Mountain Road	Dacula	PS	14	\$	\$	5	\$	\$	\$
63	Indian Shoals	2596 Foxy Drive	Dacula	PS	14	\$	\$	5	\$	\$	\$
64	Legacy River	3011 Old Auburn Road	Dacula	PS	14	\$	\$	5	\$	\$	\$
65	McGruder Plantation	774 Charles Hall Drive	Dacula	PS	14	\$	\$	5	\$	\$	\$
66	Mulberry Plantation	1575 Turtle Pond Drive	Dacula	PS	14	\$	\$	5	\$	\$	\$
67	Phillips	2891 Canyon Glen Way	Dacula	PS	14	\$	\$	5	\$	\$	\$
68	Stancil Drive	2206 Stancil Pointe Drive	Dacula	PS	14	\$	\$	5	\$	\$	\$
69	Stanley Rd	2143 Stanley Road	Dacula	PS	14	\$	\$	5	\$	\$	\$
70	North Woodland	185 North Woodland	Doraville	PS	14	\$	\$	5	\$	\$	\$
71	Duluth Booster	2407 Chattahoochee Drive	Duluth	W	14	\$	\$	5	\$	\$	\$
72	Duluth Village	2698 Buford Highway	Duluth	PS	14	\$	\$	5	\$	\$	\$
73	Duncan Creek Elementary	4520 Braselton Highway	Duluth	PS	14	\$	\$	5	\$	\$	\$
74	Huntcrest	1198 Satellite Blvd	Duluth	PS	14	\$	\$	5	\$	\$	\$
75	Marathon Forcemain Interconnect	1196 Satellite Blvd	Duluth	PS/V	14	\$	\$	5	\$	\$	\$
76	Nesbit Crossing	3585 Nesbitt Crossing Drive	Duluth	PS	14	\$	\$	5	\$	\$	\$
77	Regency Park	3590 Regency Park Drive	Duluth	PS	14	\$	\$	5	\$	\$	\$
78	Woodbridge	2898 Highway 120	Duluth	PS	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
79	Bay Creek	241 Ozora Road	Grayson	PS	14	\$	\$	5	\$	\$	\$
80	Grayson New Hope	300 Grayson New Hope Road	Grayson	W	14	\$	\$	5	\$	\$	\$
81	Herring Road	2232 Herring Woods Way	Grayson	PS	14	\$	\$	5	\$	\$	\$
82	Independence	88 Independence Road (enter at gate - 3076 Loganville Hwy SE, Loganville)	Grayson	PS	14			5			
83	McConnell Road	1717 Brackin Court	Grayson	PS	14	\$	\$	5	\$	\$	\$
84	Middleton	650 Middleton Place	Grayson	PS	14	\$	\$	5	\$	\$	\$
85	Paradise Park	2191 Skye Isles Pass	Grayson	PS	14	\$	\$	5	\$	\$	\$
86	Round Road	279 Stargrass Court, SE	Grayson	PS	14	\$	\$	5	\$	\$	\$
87	Shannon Road	972 Shannon Road	Grayson	PS	14	\$	\$	5	\$	\$	\$
88	Wellington Walk	1475 McKinnley Drive	Grayson	PS	14	\$	\$	5	\$	\$	\$
89	Windsor Creek	928 Natchez Valley Trace	Grayson	PS	14	\$	\$	5	\$	\$	\$
90	Jim Moore Road	3501 Jim Moore/Mulberry	Hog Mountain	PS	14	\$	\$	5	\$	\$	\$
91	Holman Place	4210 Holman Place	Hoschton	PS	14	\$	\$	5	\$	\$	\$
92	Archer HS	2450 Callie Still Road	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
93	Avington Glenn	1451 Avington Glenn Chase	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
94	Azalea Rd – ARV	Azalea Road & Highway 20	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
95	Bailey Farms	120 Hillside Bend Crossing	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
96	Brooks Crossing	1517 Brooks Pointe Court	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
97	Brooks Road	1180 Brooks Road	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
98	Chandler Ridge	1159 Chandler Ridge Drive	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
99	Chandler Woods/Oaks	578 Leaflet Ives Drive, SE	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
100	Collins Hill Bus Park	310 Park Access Road	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
101	Collins Hill Heights	189 Melody Lane	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
102	Beaver Ruin	3530 Cruse Road	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
103	Farmers Court	725 Grayson Highway	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
104	Flat Creek Landing	128 Hardy Water Drive	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
105	Fountain Glen	1198 Fountain Glen Court	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
106	Georgian Hills	664 Martins Chapel Road	Lawrenceville	W	14	\$	\$	5	\$	\$	\$
107	Grayson Highway	950 Grayson Highway	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
108	Great River	1602 Great Shoals Drive	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
109	Hiram Davis Plantation	1323 Dodger Way	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
110	Hog Mountain	2910 Old Fountain/Highway 324	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
111	Hunter's Creek	1300 Hunters Creek Court	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
112	Jacobs Farm	446 Gail Pond Drive	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
113	Lawrenceville	257 Sugarloaf Parkway	Lawrenceville	Meter	14	\$	\$	5	\$	\$	\$
114	Marathon Blvd	1711 Marathon Blvd	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
115	Martins Chapel	790 Martins Chapel Way	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
116	Meadow Grove	990 Five Forks-Trickum Road	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
117	Northbrook #1,	941 Northbrook Parkway	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
118	Northbrook #2,	1095 Northbrook Parkway	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
119	Old Athens Road	1041 Highway 29	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
120	Old Rock House	270 Little Creek Road	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
121	Park Haven	1018 Nestling Drive	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
122	Patterson	152 Arnold Road	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
123	Patterson FM Interconnect	1065 Old Peachtree Rd, NW	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
124	Prospect Road	1735 Prospect Creek Drive	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
125	Ridge Road/Hwy 20	1451 Highway 20	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
126	Sagamore Hills	1344 Norwalk Trace	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
127	Sunny Hill	2001 Sunny Hill Road	Lawrenceville	W	14	\$	\$	5	\$	\$	\$
128	Twelve Oaks	439 Tara Oaks Trail	Lawrenceville	PS	14	\$	\$	5	\$	\$	\$
129	Cedar Creek	98 Cedar Bluff Trail	Lilburn	PS	14	\$	\$	5	\$	\$	\$
130	Chestnut Lake	5180 Sunset Maple Trail	Lilburn	PS	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
131	East Highland	4120 Red Canoe Road	Lilburn	PS	14			5			
132	Embassy Walk	4049 Embassy Way	Lilburn	PS	14	\$	\$	5	\$	\$	\$
133	Evergreen Crossing	1815 Pinetree Pass	Lilburn	PS	14	\$	\$	5	\$	\$	\$
134	Garner Rd	965 Garner Creek Drive	Lilburn	PS	14	\$	\$	5	\$	\$	\$
135	Grove Place	599 Redd's Circle	Lilburn	PS	14	\$	\$	5	\$	\$	\$
136	Killian Woods	3824 Meandering Way	Lilburn	PS	14	\$	\$	5	\$	\$	\$
137	Mountain Park Park	5050 Five Forks-Trickum Road	Lilburn	PS	14	\$	\$	5	\$	\$	\$
138	New Fox Fire	759 Preservation Lane	Lilburn	PS	14	\$	\$	5	\$	\$	\$
139	Parker Woods #1	176 Puckett Drive	Lilburn	PS	14	\$	\$	5	\$	\$	\$
140	Parker Woods #2	2124 Davis Road	Lilburn	PS	14	\$	\$	5	\$	\$	\$
141	Rivercliff Place	2310 Thorndale Drive	Lilburn	PS	14	\$	\$	5	\$	\$	\$
142	Rockbridge	303 Rockbridge Road	Lilburn	W	14	\$	\$	5	\$	\$	\$
143	The Village at Parkview	5286 Village View Lane, SW	Lilburn	PS	14	\$	\$	5	\$	\$	\$
144	Bridal Point	4395 Bridle Point Parkway, SW	Lithonia	PS	14	\$	\$	5	\$	\$	\$
145	Norris Lake Sewer	4298 McCord Livsey Road	Lithonia	PS	14	\$	\$	5	\$	\$	\$
146	Lower Big Haynes	2680 Centerville/Rosebud Road	Loganville	PS	14	\$	\$	5	\$	\$	\$
147	Lower Big Haynes Valve	2701 Centerville Rosebud Road (other side of bridge from LBH)	Loganville	PS	14			5			
148	Ozora Lakes	3829 Derringer Ridge	Loganville	PS	14	\$	\$	5	\$	\$	\$
149	Ozora Road	37 Ozora Road	Loganville	PS	14	\$	\$	5	\$	\$	\$
150	Shadowbrooke	251 Shadowbrooke Circle	Loganville	PS	14	\$	\$	5	\$	\$	\$
151	Shannon Heights	1065 Shannon Road	Loganville	PS	14	\$	\$	5	\$	\$	\$
152	The Landings at Bay Creek	3806 Bald Eagle Drive	Loganville	PS	14	\$	\$	5	\$	\$	\$
153	Belhaven/Turnbury Oaks	3876 Ancroft Circle	Norcross	PS	14	\$	\$	5	\$	\$	\$
154	Blue Ridge	3055 Turman Circle	Norcross	PS	14	\$	\$	5	\$	\$	\$
155	Chattahoochee Station	4270 Holcomb Bridge Road	Norcross	PS	14	\$	\$	5	\$	\$	\$
156	Garner Industrial	268 Peachtree Industrial Blvd	Norcross	PS	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
157	Goshen Springs	5880 Goshen Springs Road	Norcross	W	14	\$	\$	5	\$	\$	\$
158	Graves Road	1459 Graves Road	Norcross	W	14	\$	\$	5	\$	\$	\$
159	Medlock Bridge	3387 Medlock Bridge Road	Norcross	W	14	\$	\$	5	\$	\$	\$
160	Mitchell Road	2191 Mitchell Road	Norcross	M	14	\$	\$	5	\$	\$	\$
161	North Chattahoochee Interceptor	4858 River Hollow Run	Norcross	PS	14	\$	\$	5	\$	\$	\$
162	North Fork Peachtree Creek	6782 Crescent Drive	Norcross	PS	14	\$	\$	5	\$	\$	\$
163	Peachtree Station	4476 Stilson Circle	Norcross	PS	14	\$	\$	5	\$	\$	\$
164	Peachtree/Dekalb	Corner of Winters Chapel & Peachtree Industrial Blvd.	Norcross	W	14	\$	\$	5	\$	\$	\$
165	Riverfield	4490 Missendale Lane	Norcross	PS	14	\$	\$	5	\$	\$	\$
166	Sheffield	809 Thames Court	Norcross	M	14	\$	\$	5	\$	\$	\$
167	Shorelake	3440 Shorelake Drive	Norcross	PS	14	\$	\$	5	\$	\$	\$
168	Wolf Creek/Chattahoochee	4511 Jones Bridge Road	Norcross	PS	14	\$	\$	5	\$	\$	\$
169	Abington Drive	2691 Abington Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
170	Jacks Creek	2675 Brannon Road	Snellville	PS	14	\$	\$	5	\$	\$	\$
171	Brooks Farm	3789 Corrol Way	Snellville	PS	14	\$	\$	5	\$	\$	\$
172	Brookwood Corners	3094 Royal Creek Way	Snellville	PS	14	\$	\$	5	\$	\$	\$
173	Brookwood High School	1330 Holly Brook Road	Snellville	PS	14	\$	\$	5	\$	\$	\$
174	Brookwood Plantation	1522 Holly Brook Road	Snellville	PS	14	\$	\$	5	\$	\$	\$
175	Brookwood Village	1928 Baywood Tree Lane	Snellville	PS	14	\$	\$	5	\$	\$	\$
176	Carrington	1595 Dogwood Road	Snellville	PS	14	\$	\$	5	\$	\$	\$
177	Country Club of Gwinnett	2955 Gallery Grove	Snellville	PS	14	\$	\$	5	\$	\$	\$
178	Country Club of Gwinnett II	3391 Sandwedge Court	Snellville	PS	14	\$	\$	5	\$	\$	\$
179	Dogwood	2334 Mountain View Road	Snellville	W	14	\$	\$	5	\$	\$	\$
180	Dogwood Farms	1208 Olde Hinge Way	Snellville	PS	14	\$	\$	5	\$	\$	\$
181	Dominion Walk	1061 Laurel Cove Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
182	East Park Place	5192 Corinth Drive, SW	Snellville	PS	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
183	Eastgate Business Park	2422 Eastgate Place	Snellville	PS	14	\$	\$	5	\$	\$	\$
184	Ellington Springs	4934 Michael Jay Street	Snellville	PS	14	\$	\$	5	\$	\$	\$
185	Evergreen Lakes	5203 Brownlee Road	Snellville	PS	14	\$	\$	5	\$	\$	\$
186	Hampton Ridge	3212 Hampton Ridge Way	Snellville	PS	14	\$	\$	5	\$	\$	\$
187	Hickory Station	23258 Hickory Station Circle	Snellville	PS	14	\$	\$	5	\$	\$	\$
188	Highway 78 / Lanier Mtn	78 Hwy Walton Court/ Scenic	Snellville	PS	14	\$	\$	5	\$	\$	\$
189	Hightower Ridge	4894 Tower View Lane	Snellville	PS	14	\$	\$	5	\$	\$	\$
190	Killian's Pond	4399 Pond Edge Road	Snellville	PS	14	\$	\$	5	\$	\$	\$
191	Knob Hill Tank	2610 Club Drive	Snellville	W	14	\$	\$	5	\$	\$	\$
192	Knollwood	Knollwood Drive	Snellville	W	14	\$	\$	5	\$	\$	\$
193	Lake Port	2734 Lake Water Way	Snellville	PS	14	\$	\$	5	\$	\$	\$
194	Lanier Mountain 1, 2, and 3	2270 Highpoint Road	Snellville	W	14	\$	\$	5	\$	\$	\$
195	Lee Plantation	4655 Ashlyn Rebecca Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
196	Lenora Church	3605 Lenora Church Road	Snellville	W	14	\$	\$	5	\$	\$	\$
197	Lenora Springs	2802 Lenora Springs Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
198	M & M Killian Hill	4051 Hwy 78/Payton Lane	Snellville	PS	14	\$	\$	5	\$	\$	\$
199	Mink Livsey	4753 Bryant Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
200	Mountain View	2387 Mountain View Road	Snellville	W	14	\$	\$	5	\$	\$	\$
201	NBC Pump Station	2735 Springdale Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
202	Newtons Grove	1872 Brandie Elaine Avenue	Snellville	PS	14	\$	\$	5	\$	\$	\$
203	Northforke Plantation	1359 Hillside Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
204	Pharr Elementary School	1500 North Road	Snellville	PS	14	\$	\$	5	\$	\$	\$
205	Presidential Commons	1708 Highway 124	Snellville	PS	14	\$	\$	5	\$	\$	\$
206	Roselake	3453 Kenilworth Court	Snellville	PS	14	\$	\$	5	\$	\$	\$
207	Ross Road/Yellow River	2227 Ross Road/Shiloh Elementary	Snellville	PS	14	\$	\$	5	\$	\$	\$
208	Rutledge Homestead	2902 Reason Court	Snellville	PS	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
209	Southfork	3592 Prairie Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
210	Tanglewood	1952 Tanglewood Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
211	Terrasol	1296 Terrasol Ridge	Snellville	PS	14	\$	\$	5	\$	\$	\$
212	The Columns Apartments	4305 Paxton Lane	Snellville	PS	14	\$	\$	5	\$	\$	\$
213	Trotters Ridge	2888 Ross Road	Snellville	PS	14	\$	\$	5	\$	\$	\$
214	Tunnel Shaft	Springdale Road	Snellville	TS	14	\$	\$	5	\$	\$	\$
215	Tunnel Shaft	Everson Road	Snellville	TS	14	\$	\$	5	\$	\$	\$
216	Two Thousand West	4791 Score Court	Snellville	PS	14	\$	\$	5	\$	\$	\$
217	Walton Court	Walton Court	Snellville	W	14	\$	\$	5	\$	\$	\$
218	Woodberry	1931 Woodberry Run Drive	Snellville	PS	14	\$	\$	5	\$	\$	\$
219	Anderson Livsey Elementary School	4521 Centerville Highway	Stone Mountain	PS	14	\$	\$	5	\$	\$	\$
220	Bermuda Road	2080 Bermuda Road, SW	Stone Mountain	PS	14	\$	\$	5	\$	\$	\$
221	Castlewoods	325 Mountain Drive	Stone Mountain	PS	14	\$	\$	5	\$	\$	\$
222	Mineral Ridge	7315 Waters Edge Drive	Stone Mountain	PS	14	\$	\$	5	\$	\$	\$
223	Mountain Park	1296 Rockbridge Road	Stone Mountain	PS	14	\$	\$	5	\$	\$	\$
224	Mountain Aquatic Center	1063 Rockbridge Road	Stone Mountain	PS	14	\$	\$	5	\$	\$	\$
225	Walmart	1825 Rockbridge Road	Stone Mountain	PS	14	\$	\$	5	\$	\$	\$
226	Border Street	4804 Simmons Drive	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
227	Hidden Meadows	4307 Hidden Meadow Circle	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
228	Lakefield	4684 Allison Drive	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
229	North Avenue #1	4985 Nelson Brogden	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
230	North Gwinnett MS Cluster	170 Peachtree Industrial Blvd	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
231	Old Suwanee	4550 Old Suwanee Road	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
232	Parkview East	4669 Gold Dust Trail	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
233	Parkview North	4802 Goldmine Drive	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
234	Peachtree Mobile Home Park	4912 Gold Creek Trail	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
235	Pine Crest	4697 Pine Crest Drive	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
236	Price Road	280 N Price Road	Sugar Hill	W	14	\$	\$	5	\$	\$	\$
237	Princeton Oaks	957 Oakley Lane	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
238	Richland Creek	6310 Magnolia Drive	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
239	Sugar Hill Plantation	5322 Conner Miles Drive	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
240	The Oaks	5309 Arbor View Way	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
241	The Springs	964 Springview Place	Sugar Hill	PS	14	\$	\$	5	\$	\$	\$
242	Arden Ridge	3049 Arden Ridge Drive	Suwanee	PS	14	\$	\$	5	\$	\$	\$
243	Days Inn	3107 Lawrenceville Suwanee Road	Suwanee	PS	14	\$	\$	5	\$	\$	\$
244	Kennedy Farms	4400 Crofton Overlook	Suwanee	PS	14	\$	\$	5	\$	\$	\$
245	Lawrenceville Suwanee	2886 Lawrenceville Suwanee Road	Suwanee	W	14	\$	\$	5	\$	\$	\$
246	Lawrenceville Suwanee Estates	2416 Lawrenceville Suwanee	Suwanee	PS	14	\$	\$	5	\$	\$	\$
247	Level Creek	5138 Settles Bridge Road	Suwanee	PS	14	\$	\$	5	\$	\$	\$
248	Magnolia Walk	1132 Haven Brook Court	Suwanee	PS	14	\$	\$	5	\$	\$	\$
249	Miller Brook	310 Lee Miller Court	Suwanee	PS	14	\$	\$	5	\$	\$	\$
250	The River Club	728 Crescent River Pass	Suwanee	PS	14	\$	\$	5	\$	\$	\$
251	Rosemore	4710 Winding Rose Drive	Suwanee	PS	14	\$	\$	5	\$	\$	\$
252	Suwanee Creek	1758 Peachtree Industrial Blvd	Suwanee	PS	14	\$	\$	5	\$	\$	\$
253	Indian Trail	2849 Indian Trail Drive	Tucker	M	14	\$	\$	5	\$	\$	\$
254	Lake Ivanhoe	4446 Atlas Place	Tucker	M	14	\$	\$	5	\$	\$	\$
255	Thorncrest	100 Ponds Road	Tucker	PS	14	\$	\$	5	\$	\$	\$
256	Inverness Lake Dam	Inverloch Circle – Lakeside at Berkeley SD	Duluth	DS	14	\$	\$	5	\$	\$	\$
257	Yellow River RCD Y16 (reinforced concrete dam)	Merrymount Drive -Waterford at Richland SD	Suwanee	DS	14	\$	\$	5	\$	\$	\$
258	Brushy Haynes Creek DamH21	Brushy Woods Drive - Rolling Meadows SD	Loganville	DS	14	\$	\$	5	\$	\$	\$
259	Haynes Creek Brushy Forks Dam H22	Wellbrook Drive – Lake Wellbrook SD	Loganville	DS	14	\$	\$	5	\$	\$	\$
260	Upper Mulberry River Dam M7	Duncans Lake Point - Duncans Lake SD	Buford	DS	14	\$	\$	5	\$	\$	\$

Company Name: _____

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

* Site Types : Dam Site = DS Meter = M Pump Station = PS Pump Station / Valve = PSV Tunnel Shaft = TS Water = W

Item #	Location	Address *Subdivision = SD	City	* Site Type	April 1 – Oct. 31			Nov. 1 – March 31			Annual Price (Total a + Total b)
					Est. Qty.	Price Per Visit	Total (a)	Est. Qty.	Price Per Visit	Total (b)	
261	RCD N-1 (reinforced concrete dam)	3254 Clubside View Court, SW	Snellville	DS							
262	RCD Y15 (reinforced concrete dam)	Collins Hill Road – Channings Lake SD	Lawrenceville	DS	14	\$	\$	5	\$	\$	\$
263	RCD Y3 (reinforced concrete dam)	Blue Heather Court – Knollwood Lakes SD	Lawrenceville	DS	14	\$	\$	5	\$	\$	\$
264	Haynes Brushy Fork Creek Dam H3	Lakeridge Court – Waterton SD	Grayson	DS	14	\$	\$	5	\$	\$	\$
265	Haynes Creek – Brushy Fork Dam H25	Camry Lane – Villas at Pebble Creek Farm SD	Grayson	DS	14	\$	\$	5	\$	\$	\$
266	RCD Lake Y14 (reinforced concrete dam)	Christianna Crossing - Lakeside at McKendree Park SD	Lawrenceville	DS	14	\$	\$	5	\$	\$	\$
Bid Total:										\$	

**Optional Mowing Items	
Additional Mowing, Weed Eating (per Square Foot)	/sq ft
Additional Edging (per Linear Foot)	/lf

**To include mowing crew and mowing equipment if Gwinnett County were to need a service performed that falls outside of the weekly/monthly requirements stated in this invitation to bid.

Company Name: _____

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

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. Unless otherwise noted, quoted prices will remain firm until November 7, 2020 with two (2) additional one (1) year periods.

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

Certification of Non-Collusion in Quote Preparation _____
Signature Date

In compliance with the attached specifications, the undersigned offers and agrees, within ninety (90) days of the date of quote opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered to the designated point(s) within the time specified in the quote schedule. By submission of this quote, I understand that Gwinnett County uses Electronic Payments for remittance of goods and services. Vendors should select their preferred method of electronic payment upon notice of award. For more information on electronic payments, please refer to the [Electronic Payment](#) information in the instructions to bidders.

Legal Business Name _____

Federal Tax ID _____

Complete Address _____

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

Representative Signature _____

Printed Name _____

Telephone Number _____ Email Address _____

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

REFERENCES

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

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: _____



Solicitation Name & No. Provision of Mowing and Grounds Maintenance Services at Various Department of Water Resources Facilities on an Annual Contract, BL113-19

CONTRACTOR AFFIDAVIT AND AGREEMENT

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

By executing this affidavit, the undersigned contractor verifies its compliance with The Illegal Reform Enhancements for 2013, stating affirmatively that the individual, firm, or corporation which is contracting with the Gwinnett County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act, in accordance with the applicability provisions and deadlines established therein.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services or the performance of labor pursuant to this contract with the Gwinnett County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with the Illegal Immigration Reform and Enforcement Act on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Gwinnett County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

E-Verify * User Identification Number

Date Registered

Legal Company Name

Street Address

City/State/Zip Code

BY: _____
Authorized Officer or Agent
(Contractor Signature)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 201__

Notary Public
My Commission Expires:

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



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



Bid # & Description BL113-19, Provision of Mowing and Grounds Maintenance Services at Various Department of Water Resources Facilities on an Annual Contract

CODE OF ETHICS AFFIDAVIT

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

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. 60-33. The ordinance will be available to view in its' entirety at www.gwinnettcountry.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) \$500,000 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 - \$1,000,000 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 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.

Buyer Initials: SM

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.

XVII. DEFAULT

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

XVIII. TERMINATION FOR CAUSE

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

XIX. TERMINATION FOR CONVENIENCE

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

XX. DISPUTES

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

XXI. SUBSTITUTIONS

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

XXII. INELIGIBLE BIDDERS

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

XXIII. OCCUPATION TAX CERTIFICATE

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

XXIV. PURCHASING POLICY AND REVIEW COMMITTEE

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

XXV. AMERICANS WITH DISABILITIES ACT

All contractors for Gwinnett County are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), Gwinnett County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees with disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations. Any requests for the reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County should be directed to Susan Canon, Human Relations Coordinator, 75 Langley Drive, Lawrenceville, Georgia 30046, 770-822-8165.

XXVI. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

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

XXVII. TAX LIABILITY

Local and state governmental entities must notify contractors of their use tax liability on public works projects. Under Georgia law, private contractors are responsible for paying a use tax equal to the sales tax rate on material and equipment purchased under a governmental exemption that is incorporated into a government construction project: excluding material and equipment provided for the installation, repair, or expansion of a public water, gas or sewer system when the property is installed for general distribution purposes. To the extent the tangible personal property maintains its character (for example the installation of a kitchen stove), it remains tax-exempt. However, if the installation incorporates the tangible personal property into realty, e.g., the installation of sheetrock, it becomes taxable to the private contractor. See O.C.G.A. 48-8-3(2) and O.C.G.A. 48-8-63

XXVIII. 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.