

October 4, 2019

**INVITATION TO BID  
BL116-19**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified contractors for **Traffic Signal and Intelligent Transportation System (ITS) Demand Services on an Annual Contract** with Three (3) Renewal Options for the Department of Transportation.

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 November 5, 2019** at the Gwinnett County Financial Services - Purchasing Division – 2<sup>nd</sup> Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on our website [www.gwinnettcountry.com](http://www.gwinnettcountry.com).

A **pre-bid conference is scheduled for 10:00 A.M. on October 23, 2019** at the Gwinnett County Purchasing Office. All contractors are urged to attend. Questions regarding bids should be directed to Chris Duncan, Purchasing Associate III, at [christopher.duncan@gwinnettcountry.com](mailto:christopher.duncan@gwinnettcountry.com), no later than **3:00 P.M. October 29, 2019**. Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

All contractors must submit with bid, a bid bond, certified check or cashier's check in the amount of five percent (5%) of the total bid. Successful contractor will be required to meet insurance requirements, submit a one hundred percent (100%) performance bond and a one hundred percent (100%) payment bond for sections awarded. Insurance and Bonding Company should be authorized to do business in Georgia by The Georgia Insurance Department, listed in the Department of Treasury's Publication of Companies holding Certificates of Authority as Acceptable Surety on Federal Bonds and as acceptable reinsuring companies, 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.

Award notification will be posted after award on the County website, [www.gwinnettcountry.com](http://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.

Chris Duncan, CPPB  
Purchasing Associate III

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

**Bid Bond: Page 27**

**E verify affidavit: Page 37**

**Ethics affidavit: Page 38**

**Application for Qualification: Pages 39-48**

**Bid Schedule: Pages 49-56**



**Traffic Signal and ITS Demand Maintenance Specifications****A. General Specifications**

The following specifications describe the contractual requirements for various services associated with the installation and maintenance of traffic signal and intelligent transportation system (ITS) infrastructure on an annual basis in Gwinnett County. All work is to be performed according to the current Georgia Department of Transportation (GDOT) Standard Specifications covering traffic signal and ITS infrastructure and the current Gwinnett County Department of Transportation (DOT) Special Provisions of the aforementioned GDOT Specifications.

1. Gwinnett County reserves the right to reject any or all bids, to waive informalities and re-advertise. It is understood that all bids are made subject to this agreement, that Gwinnett County reserves the right to decide which bid it deems lowest and best, and in arriving at this decision, full consideration will be given to the reputation of the bidder, his financial responsibility, and work of this type successfully completed.
2. Contracts for different sections may be awarded to individual bidders, as benefits Gwinnett County. Gwinnett County reserves the right to award to multiple contractors, utilizing the contractor(s) based on cost and availability.
3. Gwinnett County reserves the right to competitively bid a group of projects.
4. All contracts will apply to all services authorized during contract period, although actual work may extend past contract period. Gwinnett County reserves the right to utilize an alternative contractor in the event of an emergency when the designated contractors cannot respond promptly. Gwinnett County DOT reserves the right to perform any of these tasks with in-house personnel as deemed in the best interest of the County.
5. Utilization of any subcontractor is subject to prior approval by Gwinnett County DOT.
6. Unit rates include all equipment, travel and setup. Work will be done at the unit rates whenever practical. Work not covered by the unit rate will be done at the stated hourly rates for labor and equipment. No hourly work shall be performed without prior specific approval of the Traffic Signal & ITS Engineer or designated Trades Foreman.
7. Work covered under other contracts (pole and detector loop installation) may be performed by the demand installation contractor under hourly rates for labor and equipment if deemed in the best interest of the County. This procedure will be applied if it is judged to be more practical to perform minor tasks in the course of doing other work at a location. This procedure may be applied if the charge for the task does not exceed the stated minimum charge per order. This procedure will be applied at the discretion of the Traffic Signal & ITS Engineer or designated Trades Foreman, as benefits Gwinnett County DOT.
8. Material not supplied by Gwinnett County and any equipment not included in the unit rates will be provided as specified on Bid Schedule. This is subject to prior specific approval of the Traffic Signal & ITS Engineer.
9. Individuals, firms and business seeking an award of a Gwinnett County contract may not initiate or continue any verbal or written communications, regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.

10. GDOT specifications 500, 501, 502, 639, 647, 682, 850, 915, 922, 923, 924, 925, 935, 936, 937, 938, 939, plus all those referenced interior to those specifications are applicable to work in this contract.

**B. Work Site Specifications**

1. All OSHA standards and construction area precautions required by GDOT and the Manual on Uniform Traffic Control Devices shall be followed.
2. Work shall be performed at a time period and in a manner to prevent serious impact on traffic flow. This may include off peak hours, nights and weekends as determined and approved by Gwinnett County DOT.
3. Installation shall meet National Electrical Code and National Electrical Safety Code. Contractor must possess a valid Gwinnett County business license.
4. Contractor should have an IMSA Level 2 certified electrician supervising all activities on a job site.
5. Notification and full cooperation shall be extended to GDOT engineers on State and Federally funded projects. Contractor shall notify field project engineer or GDOT Area office at (770) 535-5759. In the event that GDOT instructions conflict with Gwinnett County specifications, contractor shall contact Gwinnett County DOT for direction.
6. Contractor shall remain solely responsible for damage or wear to equipment used. Contractor is liable for damage to buried utilities and other property, including damage to vehicles from loop sealant.
7. Before beginning excavation, contractor shall ascertain the location of all buried utilities. Contractor shall comply with all requirements of the Utilities Protection Center for both buried and overhead utilities. Contractor shall hand dig across known buried utilities. The contractor should ascertain whether the locate request is fully applicable to the work being performed. Contractor shall comply with Lawrenceville Gas requirement that digging be done during their normal work hours and under their supervision.
8. All work shall be left in a neat and orderly condition. Contractor shall avoid working and parking equipment outside of County/State right-of-way. Impact on landscaped areas shall be kept to an absolute minimum. Contractor shall restore landscaped areas to original condition, replacing sod or reseeding with same type turf. Excess dirt shall be removed by contractor.
9. In the event that rock or other impediment prevents work at the designated location, contractor shall receive prior approval by Gwinnett County DOT before obtaining necessary equipment for blasting or other method of rock removal. This does not apply to moderate difficulties and problems caused by the contractor.
10. Contractor will be provided with diagrams of required work. Pole locations will be staked by the contractor for review by Gwinnett County DOT. A pre-construction conference will be held when necessary. Contractor shall notify Gwinnett County DOT staff and/or the designated inspector when work will be performed so that work may be monitored.
11. Contractor shall continue assigned work until completed. Interruption of work requires prior approval by the Traffic Signal & ITS Engineer or designated Trades Foreman.

12. In the event that workload exceeds the capacity of the contractor, or the contractor experiences labor or equipment problems, contractor shall subcontract the work in order to complete it within the required time. Subcontractor shall be approved by GCDOT prior to work (see Section A, #5 above).
13. A daily report per location of materials, equipment and labor used on all work shall be submitted each workday, or as required by the designated Traffic Signal & ITS Trades Foreman. Receipt of report and signature of the designated Traffic Signal & ITS Trades Foreman does not imply acceptance of work.
14. Invoices shall be presented with charges separated per location, listing dates work was performed. Care should be taken to differentiate materials and equipment used under unit rates, those provided by the contractor, and those provided by Gwinnett County. Separate reports shall be submitted for work done under different contracts.
15. Contractor shall provide proper supervision of all employees at all times to assure that work is being performed correctly, efficiently and safely. Contractor shall inspect work, verify that it was performed properly and in conformance with the specifications, and certify this on the daily work report.
16. Gwinnett County DOT does not commit to furnishing full-time inspection or testing of the work in progress, or at material sources. Lack of inspection and/or testing by the county will in no way relieve the Contractor of his responsibility to provide quality workmanship in accordance with the specifications.
17. Work defects encountered within 90 days will be corrected by either Gwinnett County forces or by the contractor, at the discretion of the Traffic Signal & ITS Engineer or designated Trades Foreman. Gwinnett County will bill the contractor for corrective work. Contractor shall correct defects within 48 hours of notification.
18. Traffic Control shall include: submittal of TIR and any other required permits; all labor and miscellaneous equipment necessary to perform the work; conform to GDOT and Gwinnett specifications.

**C. Preconstruction**

This section details how contractors will be assigned work.

1. Contractor will be emailed work orders for all assigned tasks from Gwinnett County DOT staff.
2. Contractor shall acknowledge receipt of work orders via email within 2 business days.
3. Contractor shall plan to start work as soon as necessary to complete work orders based on the assigned priority. Exceptions must be approved in advance by Gwinnett County DOT staff.
4. Contractor shall be responsible for calling in locate requests for underground utilities and/or protection of overhead utility lines.
5. Contractor shall notify a Gwinnett County DOT Traffic Signal Foreman or Signal Inspector by 8:30am each day they plan to work within the County and provide the location(s) where the contractor intends to work.
6. Work order priorities are defined below.
  - Priority 1 – Emergency – must be completed within 24 hours of notification.
  - Priority 2 – High – must be completed within 1 week.
  - Priority 3 – Medium – must be completed within 1 month.
  - Priority 4 – Project – must be completed per project schedule.

**D. Emergency Work**

Contractor will on occasion be required to furnish emergency installation or repairs. This section details items specific to those types of tasks. There are other requirements defined in the following sections.

1. Contractor shall have a reliable system to assure immediate contact in an emergency. This system shall provide contact within 30 minutes of an attempt by Gwinnett County DOT staff to initiate contact. Gwinnett County DOT will establish an emergency priority call code.
2. If contractor has not verbally responded within 60 minutes, Gwinnett County DOT reserves the right to hire another contractor to perform the work.
3. Contractor will be emailed a work order for each emergency task the following business day from Gwinnett County DOT staff.
4. Contractor shall acknowledge the work order via email within 2 business days that the emergency work is completed.
5. In addition to the contract rates for work performed, contractor may levy a surcharge per incident. Payment of the Surcharge is contingent upon arrival within stated response time.
6. In such an emergency, Gwinnett County DOT may have work performed by other sources, if adequate service cannot be obtained.

**E. Material Specifications**

1. Materials used shall conform to the material specifications. The listed brands and models, or an equal approved by Gwinnett County DOT, shall be used.
  - a) Gwinnett County DOT may supply specialized traffic signal materials, while the contractor will supply all other materials. If specified, Gwinnett County DOT may furnish: control box and contents, pull boxes, traffic signal and pedestrian heads, poles (timber, strain, and pedestrian pedestal), strain pole clevis clamps, and anchor bolts.
  - b) Contractor shall pick up items from Gwinnett County DOT Central Facility, 620 Winder Highway, Lawrenceville.
  - c) A two (2) working day notice shall be given to the Traffic Signal & ATMS Engineer prior to material pick-up. Contractor shall not enter storage area nor pick up any materials unless accompanied by a Gwinnett County DOT employee. All materials shall be signed for per project location. Contractor shall secure all equipment and materials from damage from weather, vandalism, or other factors. Contractor shall reimburse Gwinnett County DOT for damaged or lost materials.

The following applications shall utilize the brand and model of material listed, or an approved equal.

<u>APPLICATION</u>	<u>ITEM DESCRIPTION</u>	<u>BRAND/MFG #</u>
1. guy and support strand	3/8" utilities grade strand	
2. cable support messenger strand	1/4" high strength strand	
3. strand terminations	7 lay preformed deadend grips	3/8":Preformed GDE-110 7 1/4":Preformed GDE-110 4
4. strand splices	Preformed splice grip	3/8":Preformed GLS-210 7 1/4":Preformed GLS-210 4
5. down guy attachments	MIF guy hook	Stanley Flagg P135AX

6. timber and concrete pole attachments	5/8" thimbleyebolt, 2-1/2" square curved washer	
7. strand junctions	Galvanized ring 7/8" x 4"	Crosby S-643 galvanized
8. lashing wire	0.045" stainless steel	
9. lashing wire terminations	Lashing wire clamp	Diamond 26-09010 "D"
10. aerial cable support	aerial support tie	Panduit PLT 4H-0 Band-it AE612 (machine lashing) Weaver K-1
11. aerial bonding	Bronze jumper clamp	Joslyn J3231
12. anchor rod bonding	guy bonding clamp	Joslyn J8135G
13. guy anchor	8-way anchor, galvanized 7'x5/8" twineye anchor rod	Joslyn J7517
14. aerial interconnect splice	ready access closure "Y" branch kit	Reliable 100MB Reliable 170
15. underground interconnect splice	re-enterable encapsulating enclosure	Preformed 8006039 Super Serviseal 3M 3800
16. underground loop lead-in splice	re-enterable encapsulating enclosure	3M Scotchlock UR
17. interconnect splice connection	crimp butt connector branch tap connector shield connector	3M Scotchlock UG 3M Scotchlock 4460-S
18. ground splice box	pull box with "TRAFFIC SIGNAL" molded into cover	
19. earth ground	5/8" x 8' copperweld ground rod ground rod clamp	Joslyn J8338
20. conduit	one-shot weld connector schedule 40 PVC (UL listed, sunlight resistant) or rigid galvanized	Cadweld GR1-161G (use rigid galvanized for bored installation)
21. seal saw slot	detector loop sealant	3M one-part / ChemQ Magna-Loop epoxy
22. detector loop wire	IMSA 51-3 14 AWG stranded XHHW IMSA 51-5 14 AWG encased	
23. loop lead-in cable	IMSA 50-2 min. 14 AWG	
24. traffic signal cable	IMSA 19-1, 14 AWG stranded	
25. aerial/ duct		
26. direct burial	fiber-optic cable SM	
27. power service feeder	6 or 8 AWG stranded THHN white & black	Insulated wire
28. ground wire	6 AWG solid copper	
29. tracer wire	10 AWG stranded THHN green	Insulated wire
30. concrete	GA DOT class "A" 3000 psi	
31. pedestal pole foundation	steel streetlight foundation	Chance C11232JG4VL
32. reinforcement rebar	ASTM A-615, GR.60	
33. filters for control boxes	10" x 16" x 1" Poly filter w/scrim back  12" x 16" x 1" Poly filter w/scrim back	AAF International 229-541-211 AAF International 229-308-211
34. graffiti remover	Out-Strip	Drummond American 404/403-0107

35. overhead sign hanger equipment	spanwire clamp	Pelco SE-0321
	hanger	Pelco SE-0508
	bolt	Pelco FS 2019-ss
	lock washer	Pelco FS 4201-ss
	nut	Pelco FS 1001-ss
	sign hanger body	Pelco SE 0516
	flat bar (cut to fit)	Pelco SE 0507-72
	Astro sign brac (mast arms)	Pelco AB 0142-A-L
36. aluminum angle	cut to fit assembly	Pelco SE 5046-CTC=19" Angle Length=39" 1 ½" x 1 ½" x 18'

Note: IMSA specifications available from Gwinnett County DOT upon request.

**F. Section 1 – Pole Installation and Removal**

Installation and removal of poles in embedded and anchor base foundations. This includes; timber poles, guy anchors, steel strain poles, mast arm poles, concrete strain poles, and pedestal pole steel foundations.

1. General

- a) Contractor shall have a minimum of two (2) derrick/digger trucks and two (2) qualified operators at bid submittal to be considered for this section.
- b) Gwinnett County DOT will endeavor to set up a full day of installation with sites in close proximity, but contractor may still be required to perform isolated installations anywhere in Gwinnett County.
- c) Contractor shall be responsible for the disposal of poles after removal unless otherwise directed by Gwinnett County DOT staff.

2. Emergency Work

- a) Contractor will be required to furnish emergency pole installation services as part of this section. See Section D – Emergency Work for additional requirements.
- b) Contractor shall have one (1) derrick/digger truck and crew available at all times for emergency work.
- c) Contractor shall arrive at the Gwinnett County DOT Central Facility or Pole Yard, to pick up a pole within two (2) hours of the initial contact by Gwinnett County DOT staff.
- d) In the event that there is a known deficiency in providing such contact and response, contractor shall set up alternative means, with approval of Gwinnett County DOT staff, to fulfill this requirement.

Ability to meet the required response times will be a determining factor in award of this section.

- e) Contractor is responsible for installing the pole to provide proper clearance to overhead utilities. Poles and foundations improperly installed shall be removed and relocated at the contractor's expense.

3. Timber Poles

- a) Contractor shall furnish galvanized anchors, anchor rods, ground rods, and pole grounding wire.
- b) A 6 gauge solid copper ground wire shall be stapled to pole every 6" minimum, except between 8' above the ground line and 8' below the top, where staples may be placed every 2'. Wire shall extend in a continuous length from top to butt of pole, across the full diameter of the butt, and terminate in a "pancake coil" on the butt. Thirteen feet of stripped wire shall be used in the coil, and each turn shall be stapled at each junction of the diameter wire.

- c) Pole shall be set 6 feet deep, unless otherwise directed. Do not set pole directly on rock; either remove rock and then backfill and compact hole, or adjust location. If hole cannot be dug in designated location, contractor shall attempt to auger at least three alternate locations.
- d) Guy anchors shall be installed after their respective poles, and anchor location shall be adjusted to accommodate any change in pole location. Anchor shall be angled toward the attachment point on the pole, or 25 feet above the ground. Anchor eye shall be approximately 9" above the ground and marked to alert construction traffic. Anchor shall be installed to provide maximum holding strength.
- e) Backfill for both pole and anchor shall be tamped to at least the original compaction for the full depth. When a pole is removed, hole shall be backfilled and compacted.
- f) Pole shall be installed to be plumb when load is applied. Pole shall be installed with proper clearance to overhead lines. Pole shall be cut when necessary to reduce height.

#### 4. Mast Arm Poles and Steel Strain Poles

- a) Installation of anchor base foundation is bid as a separate item from pole shaft placement. Installation of vertical pole shaft on foundation is a separate item. Foundation installation includes 3 (three) 2" PVC conduit stub plus two (2) 1" conduit for ground wire. Installation of each mast arm on a vertical pole shaft is a separate item. Additional charges (at cost +10%) may be made by submitting detailed cost of all such materials. Special foundations will be installed at the hourly rates. Concurrent with the pole installation, contractor may also be required to supply concrete (at cost + 10%) for other traffic signal work at the same site.
- b) Powder coated or painted poles shall be wrapped to prevent marring when handling and transporting. Contractor is responsible for any damage caused to pole finish. When directed by Gwinnett County DOT, steel poles shall be cut (to reduce height) and touched up with a galvanizing compound.
- c) The basic anchor base installation will be a 36" diameter x 10' deep foundation, ranging to 15' deep and consist of #4 circular rebar and #8, #9, or #10 straight rebar for reinforcing (contractor will provide the necessary rebar for installation). Bolt circle, foundation depth, and reinforcement required will be specified at the time the installation is ordered. Charges will be made for the basic 10 foot foundation plus the per foot adder price.
- d) A ground rod shall be provided and installed at each pole as specified herein.
- e) A cylindrical hole shall be dug a minimum of 36 inches in diameter to form a foundation of the required depth including elevation above ground level. A cylindrical form maximum 18" deep shall be used to form top of foundation at the level stated on the work order. Any additional soil removed shall be replaced with concrete.
- f) Hole shall be dug to accommodate conduit 18" - 24" deep oriented in designated direction. Conduit shall be sealed and secured in form, stubbed 6" to 12" above the foundation and 3 feet minimum outside foundation at a depth of 18" - 24". Reinforcing bars shall be assembled with tie wire and installed in the hole, as shown in the caisson detail. Horizontal reinforcing bars shall be positioned minimum 3 inches from conduit to prevent crushing.



- g) Gwinnett County DOT shall be given adequate opportunity to inspect all pole and foundation installations prior to concrete pour. Reinforcing, conduit stubs and anchor bolts shall be in place for inspection. Inspection should be completed before concrete is ordered. Contractor shall ensure that the Gwinnett County DOT inspector is on site during the pour. A two (2) working day notice shall be given before pouring begins. No pouring is allowed after the following times without approval of Traffic Signal & ATMS Section, M-Th 2:00 p.m., Friday 12:00 p.m.
- h) Hole shall remain covered with any safety cribbing used being left in place until pour. All water shall be removed from hole before pouring concrete. Entire foundation shall be poured at the same time, using class A concrete, and power vibrated to remove all voids. Surface of foundation shall be level or have a slight crown; a concave surface is unacceptable. Faint marks shall be scribed on the foundation to indicate orientation of conduit. Contractor shall note on receipts from concrete plant the particular pole foundation to which it applies. Receipts shall be delivered to Gwinnett County DOT prior to invoice.

5. Pre-Stressed Concrete Strain Pole Procedure:

- a) Drill round holes or dig square holes for pre-stressed concrete poles.
- b) Do not disturb the natural ground adjacent to the foundation more than necessary.
- c) Excavate to the lines and elevations shown on the Plans or established by Engineer.
- d) Dispose of the excavated materials as directed.
- e) Re-grade and add grass to the disturbed areas to match the contiguous area.
- f) Backfill according to the Plans. Furnish and place Class A concrete, as required, according to the applicable portions of Section 500 and Plan details.
- g) Remove all eyes and loops used in the erection of pole and patch all remaining holes.

6. Pedestrian and Flashing Beacon Poles

Pedestal or flasher pole foundations that are poured shall use class A concrete and have a 24" diameter. Bagged concrete hand mixed onsite will not be accepted. When steel streetlight foundations are used, those are to be directly screwed into the ground by auger truck without excavation. They shall be installed plumb, flush to grade and bolt hole pattern square to road. Preformed concrete bases shall not be used unless approved by Gwinnett County DOT staff.

**Reference GDOT spec 925.2.28 (1-9), for base and for breakaway poles, reference GDOT spec Section 850 and 925.**

- a) Pedestrian signal heads and hardware shall be all black in color. Pedestrian signal heads shall be mounted with clamshell type bracket assemblies and shall be equipped with County approved LED countdown modules.
- b) Pushbutton stations that are installed on a pedestal pole for two perpendicular crossings shall be mounted on a double pushbutton station adapter. Pedestrian pushbuttons shall be installed within 10" of sidewalk with sign arrow indicating the crossing direction. Pedestrian pushbuttons and signs shall be vandal resistant with a piezo switch, led indication and audible feedback.
- c) One 7-conductor, 14AWG, stranded cable and 3 pair, 14 AWG detector cable for proposed and future pedestrian signals shall be installed at each strain pole. A minimum of one 7-conductor, 14AWG, stranded signal cable for proposed and future vehicle signals shall be installed on all four sides of the installation.

G. **Section 2 – Detector Loop Installation**

This section addresses the installation of wire loop detector systems in asphalt or concrete road surface. The installation shall comply with the current GDOT 647 specification and Gwinnett County DOT 647 Special Provision at the time a work order is issued and the following requirements.

- 1. The typical loop installation will consist of the following items.
  - a) saw cut

- b) loop wire
  - c) loop sealant
  - d) conduit
2. The typical loop installation shall include up to 25 feet from the loop to the closest enclosed termination point. That could include a pull box, conduit or the traffic signal cabinet depending on location. For installations that are over 25 feet to the closest enclosed termination point, the contractor is allowed to charge on a per foot basis as defined in the bid schedule.
3. Work will be accomplished on a flat rate per bid item for typical loop installations. The contractor supplies loop sealant, wire and conduit. Conduit shall be 2" unless 1" conduit is explicitly granted at the discretion of Gwinnett County DOT. Equipment and labor charges will be applicable only in circumstances not covered by the flat rate.
- a) After successful test, slot and cut holes shall be filled with approved loop sealant to 1/16" of surface after settling and to the cover above the top conductor as required in the current GDOT 647 specification. Loop sealant shall be installed by injection into the slot only; no pouring or other methods are permissible. The sealant nozzle shall be inserted into the slot to its full length in order to inject the sealant to the full depth of the slot and to completely encapsulate the wire. No voids will be permitted. The need to remove surplus sealant from the adjacent road surface should be avoided. When necessary, surplus sealant shall be removed without the use of solvents, and without spreading it over the surface. Traffic shall be restricted from loop area until wire is laid. Loop shall be sealed the same day and before rain. If mud or other debris should enter slot, it shall be removed and the slot shall be completely cleaned.
  - b) Loop wire shall maintain the minimum depth through concrete gutter. A hole shall be drilled below the face of curb to pass the loop wire through the curb to the road shoulder. Loop wire shall exit road surface for curb at a minimum depth of 6 inches. Loop wire pair in shoulder shall be symmetrically twisted 3 turns per foot. Conduit with smooth, watertight joints shall run from edge of road to termination point at 18" minimum depth. Conduit installations will usually be hand trenched. Trench shall be backfilled and compacted to original compaction to within 6" of surface. Marking tape (supplied by County) shall then be placed, the trench backfilled and compacted, and the surface dressed to the condition of the original landscaping. Ends of conduit shall be sealed waterproof.
  - c) Loop lead-in wire shall be terminated in control box, or waterproof spliced to loop lead-in cable in closest enclosed termination point. Junction shall be 10' from edge of pavement or 3' from curb, where there is minimum vehicular encroachment. Sufficient slack wire shall be left at access points to make connections.
2. Loop Cable in Conduit:
- a) Conduit installation, including encasement and boring, shall be performed per GDOT spec 680.05, except as modified herein. Conduit installation shall include pulling tape and tracer wire.
  - b) All loop cables and conduit runs over fifty feet (50') shall be installed at a minimum depth of thirty-six inches (36"). Conduit and cable runs less than fifty feet (50') shall be installed at a minimum depth of twenty-four inches (24").
  - c) Trench shall be backfilled and compacted to original compaction to grade. The hand-trenching rate will be applicable when necessary and as authorized by the Traffic Signal & ATMS Engineer or designated Trades Foreman. Trench shall not be backfilled until it is inspected by Gwinnett County DOT.
  - d) All underground splices shall be made in an approved locking pull box, one meeting the current GDOT Spec 647 Type 2 with one-foot minimum of gravel as a foundation for the box. Box shall

be level and 1" above ground or flush with concrete surface. A ground rod shall be installed in pull box.

- e) All conduit connections shall be watertight. Terminations in pull box shall be through elbow to 6" below top of box.
- f) Sufficient cable shall be provided at all terminations and access points for future connections: control box -6' inside box, pole conduit - 4", pull box - 2', steel pole - 18" outside access hole. Where cable pairs pass unbroken through access point, a cable loop of twice this length shall be provided for future connections.
- g) Conduit installed in an open cut in the street shall be backfilled and topped with concrete and topped with asphalt per GDOT specs. Where open cut cannot be used, conduit will be installed by boring for continuous distances up to one-hundred thirty feet (130'). Bored installation shall use 2" or 3" rigid galvanized steel conduit, conduit in steel sleeve or HDPE conduit via directional boring. Compaction type bore shall be done at a minimum depth of 3 feet.
- h) Contractor shall install cables and tracer wire in unbroken runs, unless otherwise indicated by Gwinnett County DOT. All breaks in the cable must be specifically approved by the Traffic Signal & ATMS Engineer or designated Trades Foreman. Sufficient cable shall be provided for 6' lead-in within control box. Cables that are incorrectly cut shall be replaced at contractor's expense, including cost of cables.
- i) Cable shall be secured against damage or theft until installation is completed. Vehicles shall not be permitted to run over cable. Cable ends shall be sealed against moisture infiltration. Damaged or lost cables shall be replaced at the contractor's expense.

#### H. **Section 3 – Traffic Signal Preventative Maintenance**

This section describes the tasks required as part of annual preventative maintenance for traffic signal systems.

1. Contractor shall immediately notify Gwinnett County DOT staff of any observed problems with the operation of a traffic signal or any deficiencies requiring immediate attention.
2. Traffic signals will be divided into four groups of approximately 100 locations, representing a geographically contiguous sequence to minimize travel between locations. Each group may contain between 10 and 30 intersections designated for LED replacement.
3. Gwinnett County will provide the LED vehicle and pedestrian signal modules that are to be replaced.
4. The Contractor will provide all other materials to perform and complete the tasks as described. The bid unit rates shall include the cost of all materials supplied by the contractor and all labor or equipment necessary to perform the work.
5. Maintenance on each group shall be completed within a 12 week period of receiving the maintenance forms. The contractor shall complete maintenance of a group prior to starting a subsequent group.
6. Pay items 3-1 and 3-2: Annual replacement of LED modules\_– the following activities shall be performed:
  - a) Vehicle and pedestrian signals containing LED indications replaced when specified.
  - b) "Stop and go" signalized intersections may vary from 18 to 54 vehicle signal sections and up to 8 pedestrian signals per intersection.
  - c) Vehicle signal heads will typically be 3 section, 4 section, or 5 section heads.
  - d) A pedestrian signal is usually a single section that includes the "walk", the "don't walk," and countdown indications.
  - e) For single indication signal circuits an electrical load shall be temporarily connected prior to removing or installing the LED in order to prevent the traffic signal from tripping into the flash mode.

- f) Any LED module that is removed and has a manufacture date that is within 24 months of the removal date shall be returned to Gwinnett County DOT. All other LED modules and materials shall be disposed of by contractor.
7. Pay item 3-3: Traffic signal control cabinet maintenance – the following activities shall be performed:
- Clean the inside of signal cabinet - all dirt, dust and debris shall be removed using a shop vacuum and brush.
  - Graffiti and signs will be removed from the outside of signal cabinet and poles using an approved remover.
  - All filters will be replaced using approved filters and sealed in place with an approved tape.
  - All vehicle detectors and pedestrian push buttons will be checked for proper operation. Contractor shall notify the Traffic Signal & ATMS Engineer or designated Trades Foreman of any malfunctioning detectors or ped buttons prior to leaving the signal cabinet.
  - Check the operation of the signal cabinet fan, using a hair dryer, and when finished set the thermostat to 90 degrees.
  - Check operation of the internal signal cabinet lights and replace bulbs as necessary.
  - The caulking between the signal cabinet and base shall be inspected and recaulked as needed.
  - The signal cabinet grounding system resistance shall be tested and recorded on maintenance form.
8. Pay item 3-4: Battery back-up cabinet maintenance – the following activities shall be performed:
- Voltage check on each battery and record on maintenance form.
  - Check bypass switch
  - Clean the inside of battery cabinet - all dirt, dust and debris shall be removed using a shop vacuum and brush
  - Graffiti and signs will be removed from the outside of battery cabinet using an approved remover.
  - All filters will be replaced using approved filters and sealed in place with an approved tape. The filter size is 12 x 16 x 1
  - Check the operation of the signal cabinet fan, using a hair dryer, and when finished set the thermostat to 90 degrees.
  - Check operation of the internal battery cabinet light and replace bulb as necessary.
  - The caulking between the battery cabinet and base shall be inspected and recaulked as needed.
9. The following items will be performed on an as needed basis as part of cabinet maintenance:
- Approximately one tablespoon of fire ant killer bait shall be sprinkled on the bottom of the cabinet when ants are present.
  - Rat poison shall be distributed inside the cabinet when signs of rats are present.
  - Herbicide (Round Up, Finale or an approved alternate) shall be applied to the area that extends approximately 12" around the cabinet base and foot pad. Herbicide shall also be applied between the control box and footpad. This is to be performed on cabinets that are located where the lawn does **not** appear to be maintained on a regular basis.
  - A weed eater should be used in an area extending 36" minimum from the cabinet base, foot pads, sign posts/poles and pushbuttons when grass is over 6" tall.
  - Trim/cut all grass, brush and limbs that obstruct or interfere with pedestrian heads, flasher heads, cabinet doors and/or pushbuttons within a 10' (ten foot) radius.
  - All burnt or damaged signal head parts shall be replaced. All parts will be furnished by Gwinnett.
  - Foot pads shall be raised, leveled and dirt and debris removed as needed. Any missing foot pads at signal locations shall be noted on form in remarks.
  - Remove and dispose of any debris on top of signal cabinet and base.
10. The contractor will provide the following: Cleaning supplies, herbicide, and ant killer.

11. Pay item 3-5: Video detection system maintenance – the following activities shall be performed:
  - a) Video detection camera lenses shall be cleaned with water only or per manufacturer specifications.
  - b) The camera mounting hardware shall be checked for proper fit to the camera and the pole/mast arm. Any wear should be noted on the inspection report.
  - c) Check all cable connectors on the camera and in the cabinet.
  - d) After cleaning, the video outputs in the cabinet shall be checked to ensure the video detector setup has not been altered.
12. Pay item 3-6: Radar detection system maintenance – activities shall be performed per the manufacturer’s specifications.
13. Contractor supervisor shall personally perform aerial spot inspections and confirm satisfactory performance.
14. Prior to leaving each location, the person performing the work shall complete a report form documenting the quantity and types of LED modules installed and services provided. The completed form for each intersection shall be turned into Gwinnett County DOT. An example of the form is in Appendix A – Maintenance Forms.
15. The following information will be indicated and recorded on the maintenance form and the Cabinet Log:
  - a) missing footpads for control boxes
  - b) control box grounding system resistance without disconnecting the grounding electrode from the cabinet using a clamp-on tester.
  - c) number and size of cabinet filters
16. Overhead sign maintenance – Pay items 3-7 through 3-9.
  - a) As part of the annual maintenance, we will be replacing some overhead signs. This includes overhead street name signs (Pay Items 3-7 and 3-8) as well as regulatory signs (typically 24"x36") (Pay Item 3-9.) This includes installation on both span-wire installation and mast arms.
  - b) Signs that are part of the maintenance program will be provided by Gwinnett County.
  - c) Overhead street name signs may be assembled in advance and provided, but pay item 3-7 considers the materials for the sign hangers and their installation on the sign being provided by the contractor.
  - d) Pay item 3-8 includes the installation of the new overhead street name sign. It also includes removal and disposal of any old street name signs. With the new overhead street name signs including the Gwinnett County logo and its associated additional length, this may require shifting traffic signal heads.
  - e) Pay item 3-9 considers installation of a single sign of approximately 24" x 36" dimensions. Sign and bracket will be provided by Gwinnett County.
  - f) Signs will be expected to be installed within 30 calendar days of notifying the contractor that they are ready to be picked up.
17. Conflict monitor replacement – Pay item 3-10.
  - a) As part of the annual maintenance, we will be replacing some conflict monitors.
  - b) Replacement unit price should include appropriate traffic control.
  - c) Monitors that are part of the maintenance program will be provided by Gwinnett County.
18. In-cabinet BBS installation – Pay item 3-11.
  - a) As part of the annual maintenance, we will be installing some in-cabinet battery backup systems.
  - b) Installation should be per manufacturer specifications.

- c) Installation unit price should include appropriate traffic control.
- d) BBS that are part of the maintenance program will be provided by Gwinnett County.

I. **Section 4 – Traffic Signal Installation**

This section involves the complete installation/rebuild of traffic signals or other control devices and any modifications or repairs at existing installations. Specifications for the work under this section may be described in one of the other following Sections: Pole Installation and Removal or Detector Loop Installation.

The contractor awarded this section will be considered as the first option to assist the County to complete work orders initially assigned under other Sections. In the event that the selected contractor on the Pole section and/or Loop section is unable to perform work in a timely manner, those work orders will be reassigned. Those work orders could include emergency pole installations with the expectation that the contractor will meet the requirements defined for Pole Installation and Removal. The surcharge for emergency work will be allowed.

1. All material to perform signal installations will be provided by the contractor, unless specified by the Traffic Signal and ATMS Engineer.
2. Contractor will be furnished with a traffic signal design and a list of any material to be provided by the County. Adequate lead-time to order the necessary materials to complete the installation will be provided.
3. Prior to ordering materials, contractor shall provide an estimate of the proposed expenditures, vehicles at stated hourly rate; materials at cost plus a markup for handling; labor and equipment at the stated hourly rate. Estimate shall be approved by the Traffic Signal and ATMS Engineer before placing materials order.
4. Method of payment shall be as follows: Labor and equipment will be paid by the hourly rates established in the bid schedule. Any equipment not covered under the hourly rates will be paid at the Blue Book Rental Rate. Material not supplied by Gwinnett County will be provided at cost plus the markup percentage on your bid schedule.
5. Contractor shall submit 3 copies of equipment and material specifications to Gwinnett County DOT for review and approval by the Traffic Signal and ATMS Engineer.
6. Contractor shall submit daily an itemized list per location of material, labor and equipment used and work completed. Additional substantiation shall be submitted upon request.
7. Poles shall be erected or guyed to provide a plumb position when all signal equipment has been installed. Curved washers or other hardware conforming to the shape of the pole shall be used on both sides of bolt through timber and concrete poles.
8. Signal support span shall be attached to maintain a signal height of 17 to 19 feet from top of pavement to the bottom of the signal head. Sight level shall be used where necessary to properly determine attachment height. Junctions of 3 or more span wires shall be made with a galvanized "bull" ring. Support span and messenger strand shall extend 2' past termination to facilitate bonding connection between wires.
9. Dead end wraps only shall be used for support span and messenger strand connections to poles or "bull" rings.
10. Lashing wire only shall be used to attach cables to support span and messenger strand.

11. Signal head cable splices shall be made inside signal head. Wire entrances shall face the same direction per approach. The cable jacket shall extend 4" into the wire entrance of the signal head. A 12" diameter loop with approximately 4' of signal cable shall be provided at each signal. Cable shall pass down from wire entrance before entering loop to prevent water from dripping into wire entrance.
12. Connections in signal heads and control box shall be made with insulated spade terminals crimped with Klein 1006 or equivalent tool. Tug on wires to check crimp terminals for good mechanical connection. Connections below ground level shall be watertight. Contractor shall furnish as-built drawing of cable runs with color code listings.
13. Traffic signals that are installed but not in use shall be bagged to clearly indicate that they are not in operation. Traffic signals shall be positioned in symmetry with the exit lanes of the intersection, unless otherwise directed. Signals shall be balanced and aimed at a point upstream from the stopline corresponding to the posted speed limit: 25 mph - 175', 30 mph - 250', 35 mph - 325', 40 mph - 400', 45 mph - 475', 50 mph - 550', 55 mph - 625'.
14. Power Service entrance to control box shall be in separate 1" conduit. Power service weatherhead shall be placed within 12" below neutral on a joint use pole; other weatherheads at height of messenger strand. All conduits should be attached to backside of pole to minimize conspicuousness and maintain neat appearance. Minimum spacing for conduit clamps: 1" conduit - 3', 2" conduit - 5', 3" conduit - 6'.
15. Power service disconnects shall be installed on the cabinet corner.
16. Control box shall be attached via #6 solid copper wire to an 8' driven ground rod system. As many rods as necessary will be installed to achieve a 10 ohm to ground resistance reading using a AEMC 3711 ground tester or equivalent. No rods shall be under the cabinet base or footpad and shall not be installed closer than 10' to any pole ground or other grounding system. All poles shall be attached via #6 solid copper wire to an 8' ground rod. All ground rods shall be driven 6" below ground level and all wires will be connected to ground rods using a ground rod clamp or welded connection.
17. Pole mounted control boxes shall be securely attached to pole with top of cabinet 6-1/2' above ground. All conduit entrance shall be from bottom of box. LB or similar conduit fitting shall be used to connect conduit run to pole to provide neat appearance and secure attachment. LB fitting shall be installed horizontally with PVC box adapter so that LB fitting is flush against bottom of box. Conduit shall not be installed directly from cabinet to ground. Contractor shall level ground and install a precast foot pad 3" in front of the cabinet. The foot pad shall be approximately the width of the cabinet and be made of quazite type material.
18. Base mounted control boxes shall be installed on a precast base embedded 12" deep. Base shall be level. Care should be taken that all required conduit is capped and in place, including stubs for future use. Separate conduit shall be provided for ground wire. Contractor shall level ground and install a precast footpad directly in front and in back of all traffic signal and battery backup cabinet installations. All foot pads shall be approximately the width of the cabinet base and shall be made of quazite type material. There shall be 18" of gravel below cabinet base and 6" around the outside.
19. A battery base mount extension will be installed for all battery backup cabinets, with prefabricated controller bases.
20. There will be a 30 day burn in period after completion of the signal. A retainage of no greater than five percent (5%) of the total installation cost will be held until burn in period has been completed.

## J. Section 5 - ATMS Installation, Maintenance and Repair

### Summary

This section covers work related to the complete installation, maintenance, and repair of Advanced Traffic Management System (ATMS) components.

- Installation includes, but is not limited to CCTV cameras, network electronics and fiber optic cables.
- Preventative maintenance activities included cleaning ATMS Hub and CCTV cabinets and ensuring all components are in working order at existing installations.
- Repair activities include troubleshooting and repair of existing installations.

Specifications for the work under this section may be described in one of the other following categories: Pole Installation and Removal, Traffic Signal Maintenance or Traffic Signal Installation.

### 1. Emergency Work

- a) Contractor will be required to furnish emergency fiber optic cable repair services as part of this section.
- b) Contractor shall have one (1) certified fiber splicer and equipment available at all times for emergency work.
- c) Contractor shall arrive at the job site within three (3) hours the initial contact by Gwinnett County DOT staff.
- d) In the event that there is a known deficiency in providing such contact and response, contractor shall set up alternative means, with approval of Gwinnett County DOT staff, to fulfill this requirement.

Ability to meet the required response times will be a determining factor in award of this section.

### Bid Schedule Item Details

#### 5-1. Install CCTV System

- a) The bid unit rate shall include the following components:
  - i. Installation of all CCTV System components on existing infrastructure.
  - ii. Installation of 30' of conduit via trenching.
  - iii. All labor and miscellaneous equipment necessary to perform the work and provide an operational CCTV camera system.
- b) The County shall provide the following components:
  - i. POE HD CCTV
  - ii. POE injector
  - iii. Cat 6 shielded cable
  - iv. Standard CCTV bracket or luminaire arm
- c) Other requirements/information.
  - i. Upon request, Contractor shall submit 1 electronic copy and 1 hard copy of equipment and material specifications to Gwinnett County DOT for review and approval by the ATMS/TCC Engineer.

#### 5-2. Replace CCTV System

- a) The bid unit rate shall include the following components:
  - i. Removal of existing CCTV system and cabling.
  - ii. Disposal of removed equipment, unless otherwise specified in the work order.
  - iii. All labor and miscellaneous equipment necessary to perform the work and provide an operational CCTV camera system.
- b) The County shall provide the following components:
  - i. POE HD CCTV
  - ii. POE injector
  - iii. Cat 6 shielded cable
  - iv. Standard CCTV bracket or luminaire arm



- c) Other requirements/information.
  - i. Upon request, Contractor shall submit 1 electronic copy and 1 hard copy of equipment and material specifications to Gwinnett County DOT for review and approval by the ATMS/TCC Engineer.

#### 5-3. Maintenance of CCTV System With Camera Cabinet

- a) The bid unit rate shall include the following components:
  - i. Labor to perform maintenance activities of CCTV System and associated camera cabinet, as listed on the Gwinnett County CCTV Maintenance Form (see Appendix A.)
  - ii. Materials (equipment, supplies, filters, etc.) needed to complete the maintenance activities.
  - iii. Electronic submittal of completed CCTV Maintenance Forms.
- b) The County shall provide the following components:
  - i. Electronic files (pdf format) or paper copies of CCTV Maintenance Forms, one per camera.
  - ii. Verification of operation at the completion of each camera and cabinet maintenance.
- c) Other requirements/information:
  - i. Contractor shall immediately notify Gwinnett County DOT of any observed problems with the operation of the CCTV system or any deficiencies requiring immediate attention.
  - ii. CCTV systems will be given as one group of approximately 270 locations encompassing all areas of Gwinnett County. The total number of cameras will increase during the term of this contract. The timeframe for camera maintenance to be completed shall be as follows:  
**Total number of cameras divided by 20 = total number of weeks allowed.**
  - iii. Obtain approval of the following materials prior to starting maintenance activities:
    - 1. Cleaner used on domes.
    - 2. Cabinet filters.
    - 3. Tape used to seal cabinet filters.
    - 4. Graffiti remover.
  - iv. Prior to leaving each location, complete the CCTV Maintenance Form, documenting the services provided.
  - v. Contractor supervisor shall personally perform cabinet and aerial spot inspections and confirm satisfactory performance.

#### 5-4. Maintenance of CCTV System Without Camera Cabinet

- a) The bid unit rate shall include the following components:
  - i. Labor to perform maintenance activities of CCTV System, as listed on the Gwinnett County CCTV Maintenance Form (see Appendix A.)
  - ii. Materials (equipment, supplies, cleaners, etc.) needed to complete the maintenance activities.
  - iii. Electronic submittal of completed CCTV Maintenance Forms.
- b) The County shall provide the following components:
  - i. Electronic files (pdf format) or paper copies of CCTV Maintenance Forms, one per camera.
  - ii. Verification of operation at the completion of each camera maintenance.
- c) Other requirements/information:
  - i. Contractor shall immediately notify Gwinnett County DOT of any observed problems with the operation of the CCTV system or any deficiencies requiring immediate attention.
  - ii. CCTV systems will be given as one group. See Item 5-3.

- iii. Obtain approval of the following material prior to starting maintenance activities:
  1. Cleaner used on domes.
- iv. Prior to leaving each location, complete the CCTV Maintenance Form, documenting the services provided.
- v. Contractor supervisor shall personally perform aerial spot inspections and confirm satisfactory performance.

#### 5-5. Maintenance of ATMS Hub Cabinet

- a) The bid unit rate shall include the following components:
  - i. Labor to perform maintenance activities of the ATMS Hub Cabinet, as listed on the Gwinnett County CCTV Maintenance Form (see Appendix A.)
  - ii. Materials (equipment, supplies, filters, etc.) needed to complete the maintenance activities.
  - iii. Electronic submittal of completed ATMS Hub Maintenance Forms.
- b) The County shall provide the following components:
  - i. Electronic files (pdf format) or paper copies of CCTV Maintenance Forms, one per camera.
  - ii. Verification of operation at the completion of each cabinet maintenance.
- c) Other requirements/information:
  - i. Contractor shall immediately notify Gwinnett County DOT of any observed problems with the operation of any deficiencies requiring immediate attention.
  - ii. ATMS Hub Cabinets will be given as one group of approximately 20 locations encompassing all areas of Gwinnett County. The total number of Hub Cabinets will increase during the term of this contract. The timeframe for ATMS Hub Cabinet maintenance will be defined in the work order.
  - iii. Obtain approval of the following materials prior to starting maintenance activities:
    1. Cabinet filters.
    2. Tape used to seal cabinet filters.
    3. Graffiti remover.
  - iv. Prior to leaving each location, complete the ATMS Hub Maintenance Form, documenting the services provided.
  - v. Contractor supervisor shall personally perform cabinet spot inspections and confirm satisfactory performance.

#### 5-6. Furnish and Install Fiber Optic Closure, FDC (Wall Mounted) FDC, 12 fiber:

- a) The bid unit rate shall include the following components.
  - i. Wall mount box.
  - ii. Patch Panel.
  - iii. Connectors as needed.
  - iv. Terminations of the fiber optic cable to the patch panel.
- b) Testing of each termination.
  - i. All labor and miscellaneous equipment necessary to perform the work and provide an operational FDC.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification 935 and applicable Gwinnett County DOT special provision.

#### 5-7. Furnish and Install Fiber Connectors:

- a) The bid unit rate shall include the following components.
  - i. Fiber connectors (LC, ST, or other)
  - ii. Testing of the Fiber Connector.

- iii. All labor and miscellaneous equipment necessary to perform the work and provide an operational Fiber Connector.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification 935 and applicable Gwinnett County DOT special provision.

5-8. Fusion Splice:

- a) The bid unit rate shall include the following components.
  - i. Fiber splice.
  - ii. Testing of the Fiber Splice.
  - iii. All labor and miscellaneous equipment necessary to perform the work and provide an operational Fiber Connection.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification 935 and applicable Gwinnett County DOT special provision.
  - ii. All underground splices shall be made in an approved locking pull box that meets or exceeds the GDOT standard specification 647 Type 7 pull box and applicable Gwinnett County DOT special provision.
  - iii. Underground fiber optic cable splices shall be also encased in a re-enterable encapsulating splice closure per GDOT standard specification 935 and applicable Gwinnett County DOT special provision and connections made with fusion splices.
  - iv. Cable splices shall be minimized. Where possible, branch splices shall be made without severing the through conductors.
  - v. Fiber color codes shall be maintained through splice.

5-9. Mobilization for Fusion Splice:

- a) This bid item may be used with the following restrictions.
  - i. For a trip made specifically to perform primarily Fiber Splices.
  - ii. Once per day.

5-10. Furnish and Install Tracer Wire:

- a) The bid unit rate shall include the following components.
  - i. Tracer Wire.
  - ii. Testing of the Tracer Wire.
  - iii. All labor and miscellaneous equipment necessary to perform the work and provide an operational Tracer Wire.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification 682 and applicable Gwinnett County DOT special provision.
  - ii. Contractor shall run tracer wire in unbroken runs, unless otherwise indicated by Gwinnett County DOT.
  - iii. Tracer wire connections must be made in a pull box.

5-11. Mobilization for Tracer Wire Installation:

- a) This bid item may be used with the following restrictions.
  - i. For a trip made specifically to perform primarily Trace Wire Installation.
  - ii. Once per day.

5-12. Furnish and Install Pull Box, PB-7 (Split Lid):

- a) The bid unit rate shall include the following components.
  - i. Type 7 pull box with split lid labeled Gwinnett DOT.
  - ii. All labor and miscellaneous equipment necessary to perform the work.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification 682 and applicable Gwinnett County DOT special provision.
  - ii. Box shall be level and 1" above ground or flush with concrete surface.
  - iii. A ground rod shall be installed in pull box if directed by the Engineer.

5-13. Furnish and Install 2" Rigid Riser:

- a) The bid unit rate shall include the following components.
  - i. 2" Rigid Riser conduit.
  - ii. Attachment materials.
  - iii. Weather head.
  - iv. All labor and miscellaneous equipment necessary to perform the work.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification 682 and applicable Gwinnett County DOT special provision.

5-14. Directional Bore, 1- 2" HPDE,5-15. Directional Bore, 2- 2" HPDE,5-16. Directional Bore, 3- 1 ¼" HPDE:

- a) The bid unit rate shall include the following components.
  - i. Conduit.
  - ii. Pull tape in every conduit.
  - iii. Tracer wire in at least 1 conduit.
  - iv. Mobilization.
  - v. All labor and miscellaneous equipment necessary to perform the work and provide a continuous conduit system.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. Conduit installation, including encasement and boring, shall be performed per GDOT specification 682 and applicable Gwinnett County DOT special provision, except as modified herein.
  - ii. All conduit runs over fifty feet (50') shall be installed at a minimum depth of forty-eight inches (48") and include mule tape. Conduit runs of less than fifty feet (50') shall be installed at a minimum depth of thirty inches (30")
  - iii. All conduit connections shall be watertight.
  - iv. Conduit will be installed by boring for continuous distances up to 1,000' between pull boxes. Bored installation shall use 2" or 3" rigid galvanized steel conduit, conduit in steel sleeve, or HDPE conduit via directional boring.
  - v. Trench shall be backfilled and compacted to original compaction and the surface dressed to the condition of the original landscaping. The hand-trenching rate will be applicable when necessary and as authorized by the ATMS/TCC Engineer or designated Trades Foreman. Trench shall not be backfilled until it is inspected by Gwinnett County DOT.

5-17 through 5-21. Furnish and Install UNDERGROUNDOSP Fiber Optic Cable, Loose Tube, SM, Any Size Fiber:

- a) The bid unit rate shall include the following components.

- i. Fiber cable.
  - ii. All labor and miscellaneous equipment necessary to perform the work.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification 935 and applicable Gwinnett County DOT special provision.
  - ii. Sufficient cable shall be provided at all terminations and access points for future connections: signal or CCTV cabinet -10' outside box, pull box - 50'. Where cable pairs pass unbroken through access point, a cable loop of twice this length shall be provided for future connections.
  - iii. Contractor shall run cables in unbroken runs, unless otherwise indicated by Gwinnett County DOT. All breaks in the cable must be specifically approved by the Traffic Signal Engineer. Sufficient cable shall be provided for 10' drop cable within signal or CCTV cabinet. Cables that are incorrectly cut shall be replaced at contractor's expense, including cost of cables.
  - iv. Cable shall be secured against damage or theft until installation is completed. Vehicles shall not be permitted to run over cable. Cable ends shall be sealed against moisture infiltration. Damaged or lost cables shall be replaced at the contractor's expense.

5-22 through 5-26. Furnish and Install AERIAL

OSP Fiber Optic Cable, Drop, SM, Any Size Fiber:

- a) The bid unit rate shall include the following components.
  - i. Fiber cable.
  - ii. All labor and miscellaneous equipment necessary to perform the work.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification 935 and applicable Gwinnett County DOT special provision.

5-27. Furnish and Install AERIAL Shielded CAT 6 Cable:

- a) The bid unit rate shall include the following components.
  - i. Outdoor rated, shielded CAT6 cable.
  - ii. Appropriate RJ45 connectors.
  - iii. All labor and miscellaneous equipment necessary to perform the work.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specifications and applicable Gwinnett County DOT special provisions.

5-28. Furnish and Install ¼" Strand:

- a) The bid unit rate shall include the following components.
  - i. ¼" Strand.
  - ii. Appropriate pole attachments.
  - iii. All labor and miscellaneous equipment necessary to perform the work.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specifications and applicable Gwinnett County DOT special provisions.

5-29. Remove Abandoned Communication Cables:

- a) The bid unit rate shall include the following components.
  - i. Removal of aerial or underground communications cable (fiber or copper) and other associated unused equipment (splice cans, etc.)
  - ii. Disposal of cables and equipment, unless otherwise directed.
  - iii. All labor and miscellaneous equipment necessary to perform the work.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. Must keep all existing communications intact.

5-30. In-HUB BBS installation:

- a) The bid unit rate shall include the following components.
  - i. Submittal of TIR and any other required permits.
  - ii. Appropriate traffic control.
  - iii. All labor and miscellaneous equipment necessary to perform the work.
- b) The County shall provide the following components: BBS System
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification and applicable Gwinnett County DOT special provision.
  - ii. Installation should be per manufacturer specifications.
  - iii. As part of the annual maintenance, we will be installing some battery backup systems inside the HUB cabinets.

5-31. Traffic Control:

- a) The bid unit rate shall include the following components.
  - i. Submittal of TIR and any other required permits.
  - ii. All labor and miscellaneous equipment necessary to perform the work.
- b) The County shall provide the following components: N/A.
- c) Other requirements/information:
  - i. All components shall be per GDOT standard specification and applicable Gwinnett County DOT special provision.

ATMS Equipment Installation:

- a) Network electronics installation shall be per GDOT standard specification 939 and applicable Gwinnett County DOT special provision. The bid unit rates shall include the cost of all materials supplied by the contractor and all labor or equipment necessary to perform the work. Contractor shall submit 3 copies of equipment and material specifications to Gwinnett County DOT for review and approval by the Traffic Signal Engineer.

ATMS Troubleshooting and Repair

This section involves the diagnosing, troubleshooting and repair of malfunctions or failures in the County's ATMS network. This includes but is not limited to CCTV systems, camera lowering systems, field switches and fiber optic cables. The Contractor will provide all materials to perform and complete the tasks as described.

- a) Contractor will be furnished with a scope of work by the County. Adequate lead-time to order the necessary equipment to complete the work will be provided. Prior to ordering any equipment contractor shall provide an estimate of the proposed expenditures, vehicles at stated hourly rate; materials and other equipment at cost plus a markup for handling; labor at the stated hourly rate. Estimate shall be approved by the ATMS/TCC Engineer before placing equipment order or beginning work.
- b) The bid unit rates shall include the cost of all materials supplied by the contractor and all labor or equipment necessary to perform the work.

- c) Method of payment shall be as follows: Items in the Bid schedule will be paid at the bid unit rate. Labor and equipment outside the Bid schedule will be paid by the hourly rates established in the bid schedule. Any equipment not covered under the hourly rates will be paid at the Blue Book Rental Rate. Material not supplied by Gwinnett County or outside the Bid schedule will be provided at cost plus the markup percentage on your bid schedule.
- d) Contractor shall daily submit an itemized list per location of material, labor and equipment used and work completed. Additional substantiation shall be submitted upon request.

Appendix A: Maintenance Forms

GWINNETT COUNTY
TRAFFIC SIGNAL PREVENTIVE MAINTENANCE

INTERSECTION #: \_\_\_\_\_

SECTION #: \_\_\_\_\_

MAIN STREET: \_\_\_\_\_

DATE: \_\_\_\_\_

SIDE STREET: \_\_\_\_\_

NUMBER OF L.E.D. SIGNAL MODULES CLEANED.

\_\_\_\_\_ NUMBER OF L.E.D. SIGNAL MODULES REPLACED. NOTIFY SIGNAL FOREMAN THE NEXT BUSINESS DAY.

NUMBER OF L.E.D. PEDESTRIAN SIGNAL MODULES CLEANED.

\_\_\_\_\_ NUMBER OF L.E.D. PEDESTRIAN MODULES REPLACED.

CABINET MAINTENANCE

CONTROL BATTERY

\_\_\_\_\_ REMOVE AND DISPOSE OF DEBRIS ON TOP OF CABINET AND BASE.

\_\_\_\_\_ REMOVE ALL GRAFFITI AND SIGNS.

\_\_\_\_\_ CHECK LOCKS ON POLICE PANEL & CABINET DOORS. LUBRICATE WITH GRAPHITE.

\_\_\_\_\_ CLEAN CABINET INSIDE AND OUT.

\_\_\_\_\_ REPLACE CABINET FILTER.

\_\_\_\_\_ CHECK FAN OPERATION.

\_\_\_\_\_ CHECK VOLTAGE ON BATTERIES: \_\_\_\_\_

\_\_\_\_\_ CHECK BY-PASS SWITCH.

\_\_\_\_\_ CHECK PEDESTRIAN BUTTONS AND SIGNS FOR PROPER ORIENTATION, CONDITION, & OPERATION. IF PROBLEM FOUND, BAG AFFECTED PED SIGNALS AND BUTTONS AND PULL THE LOAD SWITCH. NOTIFY TECH SHOP THE NEXT BUSINESS DAY.

\_\_\_\_\_ CHECK VEHICLE DETECTORS FOR PROPER OPERATION. IF PROBLEM FOUND, NOTIFY TECH SHOP THE NEXT BUSINESS DAY.

\_\_\_\_\_ CHECK VIDEO DETECTION HARDWARE AND CLEAN LENSES.

\_\_\_\_\_ CUT WEEDS, DISTRIBUTE WEED KILLER, ANT AND MOUSE POISON AS NEEDED.

\_\_\_\_\_ CUT WEEDS, GRASS, AND LIMBS THAT OBSCURE PED HEADS AND BUTTONS.

\_\_\_\_\_ RAISE, LEVEL AND REMOVE DEBRIS FROM FOOT PADS.

\_\_\_\_\_ TEST AND RECORD SIGNAL CABINET SYSTEM GROUND: \_\_\_\_\_

\_\_\_\_\_ CHECK CONDITION OF ALL OVERHEAD SIGNS; NOTE ANY ISSUES.

\_\_\_\_\_ LOG PREVENTATIVE MAINTENANCE (DATE, TIME, AND INITIALS) IN THE CABINET LOG.

PERFORMED BY \_\_\_\_\_

INSPECTED BY \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



GWINNETT COUNTY
CCTV MAINTENANCE

CAMERA #: \_\_\_\_\_ CORRIDOR: \_\_\_\_\_

MAIN STREET: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / 2019

SIDE STREET: \_\_\_\_\_ MILE MARKER: \_\_\_\_\_

POLE, MOUNTING, AND CAMERA

- CHECK MOUNTING DEVICE CONNECTION TO POLE.
ROTATE MOUNTING DEVICE ON POLE, IF NEEDED AND IF POSSIBLE.
CHECK MOUNTING DEVICE CONNECTION TO CAMERA.
CLEAN CAMERA HOUSING AND MOUNTING.

YES | NO CHECK CAMERA DOME FOR INTERNAL MOISTURE. PRESENT?

YES|NO|NA IF YES, REMOVE DOME, CLEAN, DRY, REINSTALL AND PRESSURIZE, IF APPROPRIATE. COMPLETE?

- CLEAN DOME USING NON-ABRASIVE, SOLVENT-FREE NEUTRAL SOAP OR DETERGENT WITH WATER AND A SOFT CLOTH. RINSE WELL WITH CLEAN LUKEWARM WATER. DRY WITH A SOFT CLOTH. DO NOT USE WINDEX.
CHECK DOME FOR SCRATCHES AND DAMAGE.
CONTACT TCC (678-639-8839) TO VERIFY VIDEO, PTZ, VIEW, AND CLEANLINESS.

CAMERA CABINET (Not Applicable if camera devices in signal cabinet)

- CUT WEEDS, DISTRIBUTE WEED KILLER, ANT AND MOUSE POISON AS NEEDED.
REMOVE AND DISPOSE OF DEBRIS ON TOP OF CABINET.
REMOVE ALL GRAFFITI AND SIGNS FROM CABINET AND POLE.
CHECK LOCKS ON CABINET DOORS. LUBRICATE WITH GRAPHITE.
CLEAN CABINET INSIDE AND OUT. REMOVE ALL DIRT, DUST AND DEBRIS USING SHOP VAC AND BRUSH.
REPLACE CABINET FILTER (TYP SIZE = 10 x 16 x 1). SEAL IN PLACE WITH TAPE.
CHECK LIGHT(S). REPLACE AS NEEDED.
CHECK FAN OPERATION USING HAIR DRYER. SET THERMOSTAT TO 90 WHEN DONE. REPLACE IF NEEDED.
TEST AND RECORD SYSTEM GROUND: CABINET BUS BAR POWER HAND HOLE LIGHTNING HAND HOLE
TEST AND RECORD CABINET POWER: VOLTS: \_\_\_\_\_ AMPS: \_\_\_\_\_
CHECK CONNECTIONS BETWEEN ALL DEVICES.
LOG PREVENTATIVE MAINTENANCE (DATE, TIME, AND INITIALS) IN THE CABINET LOG.
CONTACT TCC (678-639-8839) TO VERIFY CONNECTIVITY AND REPORT ANY ISSUES.

PERFORMED BY \_\_\_\_\_

INSPECTED BY \_\_\_\_\_

NOTES: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

GWINNETT COUNTY  
*HUB CABINET PREVENTIVE MAINTENANCE*

HUB ID: \_\_\_\_\_

SECTION #: \_\_\_\_\_

MAIN STREET: \_\_\_\_\_

DATE: \_\_\_\_\_

SIDE STREET: \_\_\_\_\_

CABINET MAINTENANCE

HUB

BATTERY

- \_\_\_\_\_ REMOVE AND DISPOSE OF DEBRIS ON TOP OF CABINET AND BASE.
- \_\_\_\_\_ REMOVE ALL GRAFFITI AND SIGNS.
- \_\_\_\_\_ CHECK LOCKS CABINET DOORS. LUBRICATE WITH GRAPHITE.
- \_\_\_\_\_ CLEAN CABINET INSIDE AND OUT. REMOVE ALL DIRT, DUST AND DEBRIS USING SHOP VAC AND BRUSH.
- \_\_\_\_\_ REPLACE CABINET FILTER (TYP SIZE = 10 x 16 x 1). SEAL IN PLACE WITH TAPE.
- \_\_\_\_\_ CHECK FAN OPERATION USING HAIR DRYER. SET THERMOSTAT TO 90 WHEN DONE. REPLACE IF NEEDED.
- \_\_\_\_\_ CHECK VOLTAGE ON BATTERIES: \_\_\_\_\_
- \_\_\_\_\_ CHECK BY-PASS SWITCH.
  
- \_\_\_\_\_ TEST AND RECORD HUB CABINET SYSTEM GROUND: \_\_\_\_\_
- \_\_\_\_\_ CHECK LIGHT(S). REPLACE AS NEEDED.
- \_\_\_\_\_ CUT WEEDS, DISTRIBUTE WEED KILLER, ANT AND MOUSE POISON AS NEEDED.
- \_\_\_\_\_ RAISE, LEVEL AND REMOVE DEBRIS FROM FOOT PADS.
- \_\_\_\_\_ LOG PREVENTATIVE MAINTENANCE (DATE, TIME, AND INITIALS) IN THE CABINET LOG.
- \_\_\_\_\_ CONTACT TCC (678-639-8839) TO VERIFY CONNECTIVITY AND REPORT ANY ISSUES.

PERFORMED BY

INSPECTED BY

NOTES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Gwinnett County, Georgia

BID BOND

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_  
(Corporation, Partnership or Individual)

hereinafter called Principal, and

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Address of Surety)

a Corporation of the State of \_\_\_\_\_, and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

Gwinnett County Board of Commissioners  
(Name of Oblige)

75 Langley Drive, Lawrenceville, Georgia 30046  
(Address of Oblige)

Thereinafter referred to as Oblige: in the penal sum of \_\_\_\_\_ Dollars (\$) in lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted, to Gwinnett County, Georgia, a proposal for furnishing materials, labor, and equipment for:

WHEREAS, the Principal desires to file this Bond in accordance with law in lieu of a certified Bidder's check otherwise required to accompany this Proposal.

NOW, THEREFORE, the conditions of this obligation are such that if the proposal be accepted, the Principal shall within ten days after receipt of notification of the acceptance, execute a Contract in accordance with the Proposal and upon the terms, conditions, and prices set forth in the form and manner required by Gwinnett County, Georgia, and execute a sufficient and satisfactory Performance Bond and Payment Bond payable to Gwinnett County, Georgia, each in the amount of 100% of the total Contract Price, in form and with security satisfactory to said Gwinnett County, Georgia, and otherwise, to be and remain in full force and virtue in law, and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to Gwinnett County, Georgia, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

**Gwinnett County, Georgia**

PROVIDED, FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as Amended, including, but not limited to, O.C.G.A. § 36-91-1 et seq., and is intended to be and shall be constructed as a bond in compliance with the requirements thereof.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Principal Secretary)

(SEAL)

By: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Surety)

ATTEST:

By: \_\_\_\_\_  
(Attorney-in-Fact)

\_\_\_\_\_  
Resident or Nonresident Agent

(SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness as to Surety)

\_\_\_\_\_  
(Address)

NOTE: If Contractor is Partnership, all partners should execute Bond. Surety Companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.

Principal Secretary, Principal and Witness as to Principal signature lines must be signed by three different individuals. Additionally, Resident or Nonresident Agent, Witness as to Surety, and Attorney-in-fact must be signed by three different individuals.

## 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 (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.

#### Surety Bonds (If Required)

All of the surety requirements will stay the same except the Surety Company must have the same rating as item 8 above.

BOND # \_\_\_\_\_

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_  
(Corporation, Partnership or Individual)

hereinafter called Principal, and

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Address of Surety)

a Corporation of the State of \_\_\_\_\_, and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

Gwinnett County Board of Commissioners  
(Name of Obligee)

75 Langley Drive, Lawrenceville, Georgia 30046  
(Address of Obligee)

hereinafter referred to as Obligee, are held and firmly bound unto said Obligee and all persons doing work or furnishing skill, tools, machinery, supplies, or material under or for the purpose of the Contract hereinafter referred to, in the penal sum of \_\_\_\_\_

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) in lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, as whereas the Principal entered into a certain contract, hereto attached, with the Obligee.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall well, truly, fully and faithfully perform said contract according to its terms, covenants, conditions, and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the Obligee, with or without notice to the Surety, and during the life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreement of any and all duly authorized modifications of said contract that may hereafter be made, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED FURTHER, that said Surety to this Bond, for value received, hereby stipulates and agrees that no change, extension of time, alterations, or additions to the terms of the Contract or to the Work to be performed thereunder shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alterations, or additions to the terms of the Contract or to the work to be performed thereunder.

PROVIDED, FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as Amended, including, but not limited to, O.C.G.A. § 36-91-1 et seq., and is intended to be and shall be construed as a bond in compliance with the requirements thereof.

(Signatures Next Page)



ATTEST:

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Principal Secretary)

By: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Surety)

ATTEST:

By: \_\_\_\_\_  
(Attorney-in-Fact)

\_\_\_\_\_  
Resident or Nonresident Agent

(SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness as to Surety)

\_\_\_\_\_  
(Address)

**BONDING AGENT CONTACT INFO**

Print Name \_\_\_\_\_

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

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

NOTE: If Contractor is Partnership, all partners should execute Bond. Surety Companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.

Principal Secretary, Principal and Witness as to Principal signature lines must be signed by three different individuals. Additionally, Resident or Nonresident Agent, Witness as to Surety, and Attorney-in-fact must be signed by three different individuals.

Gwinnett County, Georgia

BOND # \_\_\_\_\_

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_  
(Corporation, Partnership or Individual)

hereinafter called Principal, and

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Address of Surety)

a Corporation of the State of \_\_\_\_\_, and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

Gwinnett County Board of Commissioners  
(Name of Obligee)

75 Langley Drive, Lawrenceville, Georgia 30046  
(Address of Obligee)

hereinafter called Obligee;

for the use and protection of all subcontractors and all persons supplying labor, services, skill, tools, machinery, materials and/or equipment in the prosecution of the work provided for in the contract hereinafter referred to in the full and just sum of \_\_\_\_\_

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) in lawful money of the United States, for the payment of which sum, will and truly to be made, the Principal and Surety bind themselves, their, and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such, as whereas the Principal entered into a certain contract, hereto attached, with the Obligee.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall well, truly, and faithfully perform said Contract according to its terms, covenants, and conditions, and shall promptly pay all persons furnishing labor, materials services, skill, tools, machinery and/or equipment for use in the performance of said Contract, then this obligation shall be void; otherwise it shall remain in full force and effect.

ALL persons who have furnished labor, materials, services, skill, tools, machinery and/or equipment for use in the performance of said Contract shall have a direct right of action on this Bond, provided payment has not been made in full within ninety (90) days after the last day on which labor was performed, materials, services, skill, tools, machinery, and equipment furnished or the subcontract completed.

PROVIDED FURTHER, that said Surety to this Bond, for value received, hereby stipulates and agrees that no change, extension of time, alterations, or additions to the terms of the Contract or to the Work to be performed thereunder shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alterations, or additions to the terms of the Contract or to the work to be performed thereunder.

PROVIDED, HOWEVER, that no suit or action shall be commenced hereunder by any person furnishing labor, materials, services, skill, tools, machinery, and/or equipment having a direct contractual relationship with a subcontractor, but no contractual relationship express or implied with the Principal:

Unless such person shall have given notice to the Principal within ninety (90) days after such person did, or performed the last of the work or labor, or furnished the last of the materials, services, skill, tools, machinery and/or equipment for which claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials, services, skill, tools, machinery and/or equipment were furnished, or for whom the work or labor was done or performed. Such a notice shall be served by mailing the same by registered mail, postage prepaid, in an envelope addressed to the Principal, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the State in which the aforesaid project is located, save that such service need not be made by a public officer, and a copy of such notice shall be delivered to the Obligee, to the person and at the address provided for in the Contract, within five (5) days of the mailing of the notice to the Principal.

PROVIDED, FURTHER, that any suit under this bond must be instituted before the expiration of one (1) year after the acceptance of the public works covered by the Contract by the proper authorities.

PROVIDED, FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as Amended, including, but not limited to, O.C.G.A. § 36-91-1 et seq., and is intended to be and shall be construed as a bond in compliance with the requirements thereof.

[Signatures Next Page]

ATTEST:

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Principal Secretary)

(SEAL)

By: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Surety)

ATTEST:

By \_\_\_\_\_  
(Attorney-in-Fact)

\_\_\_\_\_  
Resident or Nonresident Agent

(SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness as to Surety)

\_\_\_\_\_  
(Address)

**BONDING AGENT CONTACT INFO**

Print Name \_\_\_\_\_

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

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

NOTE: If Contractor is Partnership, all partners should execute Bond. Surety Companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.

Principal Secretary, Principal and Witness as to Principal signature lines must be signed by three different individuals. Additionally, Resident or Nonresident Agent, Witness as to Surety, and Attorney-in-fact must be signed by three different individuals.



**BL116-19: Traffic Signal and Intelligent Transportation System (ITS) Demand Services on an Annual Contract** Page 37

**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).





**BL116-19: Traffic Signal and Intelligent Transportation System (ITS) Demand 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.gwinnettcountry.com](http://www.gwinnettcountry.com)



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

**APPLICATION FOR QUALIFICATION  
TRAFFIC SIGNAL INSTALLATION AND MAINTENANCE (SECTIONS 1-4)**

Each bidder shall fully, completely, and accurately complete and submit an Application for Qualification with their bid package and shall furnish other additional information the County may require. Each bidder must complete all sections of the Application and provide all documents/information requested in duplicate with bid. Incomplete applications may result in rejection of bid. In determining the Contractor's qualifications, the following factors will be considered:

The Contractor:

- a. has previously completed work of like nature,
- b. maintains a permanent place of business,
- c. has adequate equipment and personnel to do the work properly and expeditiously,
- d. has the financial resources to meet all obligations incident to this work,
- e. has the appropriate technical experience.

**INSTRUCTIONS:**

All questions are to be answered in full, without exception. If copies of other documents will answer the question completely, they may be attached and clearly labeled with the section, name, item number and page number. If additional space is needed, additional pages may be attached and clearly labeled with the section, name, item number and page number.

1. Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Company is: Sole Proprietorship \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership

Company is licensed to conduct business in the State of Georgia: yes \_\_\_\_ no \_\_\_\_

State of Georgia Utility Contractors License Number \_\_\_\_\_

B. Current President or Chief Executive Officer: \_\_\_\_\_

Years in this position: \_\_\_\_\_

C. How many years has company been in continuous business: \_\_\_\_\_

D. Number of Permanent Employees: \_\_\_\_\_

Names of Full Time Employees: \_\_\_\_\_

Names of Part Time Employees: \_\_\_\_\_

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

**Failure to return this page as part of your bid document may result in bid being deemed non-responsive.**

E. Information on other Principals/Officers and the length of time with the company:

Name	Title	Years

\*Indicate those authorized to sign contracts.

F. Supervisory/Foreman Information:

Name	Title	Years

G. Equipment Inventory

**Major and specialized equipment** available for service you are bidding: (attach computer inventory listing if available), Attach additional sheets if necessary. NOTE: Company should own aerial equipment with a working height of fifty (50) feet for "Traffic Signal Installation".

Company Owned Equipment	Model	# of Units

Leased Equipment	Model	# of Units

State maximum lifting capacity of boom (12,000 lb. min. required) \_\_\_\_\_

H. Complete the following list for each sub-contractor normally used for the service you are providing:

Sub-Contractor	Type of Work

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



Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

I. **IMPORTANT REQUIRED INFORMATION**

To be attached to completed application:

- Biographical/Experience summary for each of the company’s principals, supervisors, and foreman.
- Include any certification employees possess (IMSA, Work Zone Safety, Flagging, etc.)
- Experiences/References; list a minimum of three traffic signal installation and maintenance services projects completed by your firm in the last three (3) years. Projects should include minimal pre-qualification requirements and be equal to work proposed under this bid. Describe projects in terms of degree of difficulty, traffic control requirements, problems encountered, similarities with proposed bid projects, etc., indicate experience with type 170 vs NEMA equipment, etc. or any pertinent information that might be used to evaluate your request for pre-qualification.

1. Project Name \_\_\_\_\_

Location \_\_\_\_\_

Project Owner \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

Project Engineer \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contract Bid Amount      \$ \_\_\_\_\_      Final Contract Amount      \$ \_\_\_\_\_

Completion days      Contract \_\_\_\_\_      Actual \_\_\_\_\_      Date project completed \_\_\_\_\_

Project description \_\_\_\_\_

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

Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

2. Project Name \_\_\_\_\_

Location \_\_\_\_\_

Project Owner \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

Project Engineer \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contract Bid Amount \$ \_\_\_\_\_ Final Contract Amount \$ \_\_\_\_\_

Completion days Contract \_\_\_\_\_ Actual \_\_\_\_\_ Date project completed \_\_\_\_\_

Project description \_\_\_\_\_

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

Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

3. Project Name \_\_\_\_\_

Location \_\_\_\_\_

Project Owner \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

Project Engineer \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contract Bid Amount \$ \_\_\_\_\_ Final Contract Amount \$ \_\_\_\_\_

Completion days Contract \_\_\_\_\_ Actual \_\_\_\_\_ Date project completed \_\_\_\_\_

Project description \_\_\_\_\_

COMMENTS

List any additional information that you believe would assist Gwinnett County in evaluating the possibility of using the Contractor for these services.

\_\_\_\_\_

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List or attach any other information which you feel is pertinent to this application but which was not requested above such as Letter of Recommendations from Engineers, Cities or Counties for which the above listed projects were completed, etc.

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

Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

**APPLICATION FOR QUALIFICATION  
ITS INSTALLATION, MAINTENANCE AND REPAIR (SECTION 5)**

Each bidder shall fully, completely, and accurately complete and submit an Application for Qualification with their bid package and shall furnish other additional information the County may require. Each bidder must complete all sections of the Application and provide all documents/information requested in duplicate with bid. Incomplete applications may result in rejection of bid. In determining the Contractor's qualifications, the following factors will be considered:

The Contractor:

- f. has previously completed work of like nature,
- g. maintains a permanent place of business,
- h. has adequate equipment and personnel to do the work properly and expeditiously,
- i. has the financial resources to meet all obligations incident to this work,
- j. has the appropriate technical experience.

**INSTRUCTIONS:**

All questions are to be answered in full, without exception. If copies of other documents will answer the question completely, they may be attached and clearly labeled with the section, name, item number and page number. If additional space is needed, additional pages may be attached and clearly labeled with the section, name, item number and page number.

1. Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Company is: Sole Proprietorship \_\_\_\_ Corporation \_\_\_\_ Partnership

Company is licensed to conduct business in the State of Georgia: yes \_\_ no \_\_\_\_

State of Georgia Utility Contractors License Number \_\_\_\_\_

E. Current President or Chief Executive Officer: \_\_\_\_\_

Years in this position: \_\_\_\_\_

F. How many years has company been in continuous business: \_\_\_\_\_

G. Number of Permanent Employees: \_\_\_\_\_

Names of Full Time Employees: \_\_\_\_\_

Names of Part Time Employees: \_\_\_\_\_

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

Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

E. Information on other Principals/Officers and the length of time with the company:

Name	Title	Years

\*Indicate those authorized to sign contracts.

F. Supervisory/Foreman Information:

Name	Title	Years

G. Equipment Inventory

**Major and specialized equipment** available for service you are bidding: (attach computer inventory listing if available), Attach additional sheets if necessary. NOTE: Company should own aerial equipment with a working height of fifty (50) feet for "ITS Installation, Maintenance and Repair".

Company Owned Equipment	Model	# of Units

Leased Equipment	Model	# of Units

State maximum lifting capacity of boom (12,000 lb. min. required) \_\_\_\_\_

H. Complete the following list for each sub-contractor normally used for the service you are providing:

Sub-Contractor	Type of Work

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

Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

I. **IMPORTANT REQUIRED INFORMATION**

To be attached to completed application:

- Biographical/Experience summary for each of the company’s principals, supervisors, and foreman.
- Include any certification employees possess (IMSA, Work Zone Safety, Flagging, Fiber splicing and testing etc.)
- Experiences/References; list a minimum of three ITS or ATMS installation and/or maintenance services projects completed by your firm in the last two (2) years. Projects should include minimal pre-qualification requirements and be equal to work proposed under this bid. Describe projects in terms of degree of difficulty, traffic control requirements, problems encountered, similarities with proposed bid projects, etc., indicate experience with ITS equipment, etc. or any pertinent information that might be used to evaluate your request for pre-qualification.

1. Project Name \_\_\_\_\_

Location \_\_\_\_\_

Project Owner \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

Project Engineer \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contract Bid Amount      \$ \_\_\_\_\_      Final Contract Amount      \$ \_\_\_\_\_

Completion days      Contract \_\_\_\_\_      Actual \_\_\_\_\_      Date project completed \_\_\_\_\_

Project description \_\_\_\_\_

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



Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

3. Project Name \_\_\_\_\_

Location \_\_\_\_\_

Project Owner \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

Project Engineer \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contract Bid Amount \$ \_\_\_\_\_ Final Contract Amount \$ \_\_\_\_\_

Completion days Contract \_\_\_\_\_ Actual \_\_\_\_\_ Date project completed \_\_\_\_\_

Project description \_\_\_\_\_

COMMENTS

List any additional information that you believe would assist Gwinnett County in evaluating the possibility of using the Contractor for these services.

\_\_\_\_\_

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List or attach any other information which you feel is pertinent to this application but which was not requested above such as Letter of Recommendations from Engineers, Cities or Counties for which the above listed projects were completed, etc.

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



**Failure to return this page as part of your bid document may result in bid being deemed non-responsive.**

## SECTION 1 - POLE INSTALLATION

## BID SCHEDULE

ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1-1.	6	Install timber pole		
1-2.	6	Install & provide guy anchor		
1-3.	4	Remove timber pole		
1-4.	4	Install basic anchor base pole foundation		
1-5.	10	Adder per foot additional foundation depth		
1-6.	4	Install pole shaft or mast arm pole on anchor base foundation		
1-7.	12	Install reinforced concrete backfill embedded pole		
1-8.	4	Remove anchor base pole shaft or mast arm pole		
1-9.	4	Remove mast arm		
1-10.	2	Remove anchor base foundation (typically 2 ft depth)		
1-11.	15	Install street light/screw-in foundation for pedestal pole		
1-12.	4	Remove street light/screw-in foundation for pedestal pole		
1-13.	2	Remove reinforced concrete backfill embedded pole		
1-14.	4	Remove reinforced concrete backfill embedded pole foundation (typically 2 ft depth)		
<b>SECTION 1 TOTAL</b>				<b>\$</b>

The bid unit rates shall include the cost of all materials supplied by the contractor and all labor or equipment necessary to perform the work.

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

Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

**SECTION 1 - POLE INSTALLATION (Continued)**

<b>1-15. State hourly charge for equipment usage not covered by above unit prices:</b>			
a. Aerial Bucket Truck	\$	j. Concrete Saw	\$
b. Pickup Truck	\$	k. Boring Machine	\$
c. Line Truck	\$	l. Digger/Derrick Truck	\$
d. Trencher	\$	m. Crane	\$
e. Utility Trailer	\$	n. Auger/Boom Truck	\$
f. Pole Trailer	\$	n. Message Board	\$
g. Backhoe	\$	o. Dump Truck	\$
h. Air compressor	\$	p. Unloader	\$
i. Loop Trailer	\$	q. Other	\$
<b>1-16. State hourly charge for labor not covered by above unit prices:</b>			
a. Foreman	\$	d. Equipment Operator	\$
b. Electrician	\$	e. Other	\$
c. Electrician's helper	\$		
State percentage markup above cost for materials (not to exceed 7%):		%	
Surcharge for emergency work per order		\$	
<b>1-17. Directional Boring (per foot) (HDPE conduit)</b>			
a. 1 - 2" HDPE	\$	b. 2 - 2" HDPE	\$
		c. 3 - 2" HDPE	\$
<b>1-18. Traffic Control</b>			
a. Minimum 4 Hours	\$	d. Each additional hour	\$
<b>1-19. State hourly rate for blasting when required</b>			\$
<b>1-20. Surcharge for emergency work per order</b>			\$

Not all the equipment above is required for this section.

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

**Failure to return this page as part of your bid document may result in bid being deemed non-responsive.**

**SECTION 2 - DETECTOR LOOP AND BURIED CABLE INSTALLATION**

ITEM #	APPROX. ANNUAL QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2-1.	100	Install 6' x 40' Quadrapole loop		
2-2.	10	Install 6' x 20' Quadrapole loop		
2-3.	5	Install 6' x 20' Dipole loop		
2-4.	100	Install 6' x 6' standard setback loop		
2-5.	1,000	Adder per additional loop wire installation per foot to termination point		
2-6.	50	Loop cable direct burial		
2-7.	200	Loop cable in 1" PVC conduit		
2-8.	100	Loop cable in 2" PVC conduit		
2-9.	75	Loop cable in 2" rigid conduit		
2-10.	25	Adder for hand trenching		
2-11.	25	Adder for open cut installation and encasement in street		
2-12.	75	Loop cable in bored installation of 1 - 2" rigid or HDPE conduit (include conduit)		
2-13.	50	Loop cable in bored installation of 1 - 3" rigid or HDPE conduit (include conduit)		
2-14.	5	Installation of Type 2 pullbox		
2-15.	4,000	Adder per additional loop cable installed in conduit		
2-16.	2,000	Adder per additional 2-wire loop lead-in installed in saw cut		
<b>SECTION 2 TOTAL</b>				<b>\$</b>

The bid unit rates shall include the cost of all materials supplied by the contractor and all labor or equipment necessary to perform the work.

<b>2-17. State hourly charge for equipment usage not covered by above unit prices:</b>			
a. Aerial Bucket Truck	\$	j. Concrete Saw	\$
b. Pickup Truck	\$	k. Boring Machine	\$
c. Line Truck	\$	l. Digger/Derrick Truck	\$
d. Trencher	\$	m. Crane	\$
e. Utility Trailer	\$	n. Auger/Boom Truck	\$
f. Pole Trailer	\$	n. Message Board	\$
g. Backhoe	\$	o. Dump Truck	\$
h. Air compressor	\$	p. Unloader	\$
i. Loop Trailer	\$	q. Other	\$
<b>2-18. State hourly charge for labor not covered by above unit prices:</b>			
a. Foreman	\$	d. Equipment Operator	\$
b. Electrician	\$	e. Other	\$
c. Electrician's helper	\$		
<b>2-19. Surcharge for emergency work per order</b>			<b>\$</b>

Not all the equipment above is required for this section.

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

Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

**Section 3 - Traffic Signal Maintenance**

**BID SCHEDULE**

ITEM #	APPROX. ANNUAL QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
3-1.	3800	Installation of LED Traffic Signal Module provided by Gwinnett County DOT		
3-2.	600	Installation of LED Countdown Pedestrian Signal Module provided by Gwinnett County DOT		
3-3.	750	Traffic Signal Control Box Maintenance		
3-4.	400	Battery Cabinet Maintenance		
3-5.	200	Video Detection System Maintenance		
3-6.	200	Radar Detection System Maintenance		
3-7.	200	Furnish and assemble overhead street name sign bracket		
3-8.	200	Install overhead street name sign		
3-9.	100	Install overhead sign (typically 24" x 36")		
3-10.	250	Replace conflict monitor		
3-11.	25	Install in-cabinet BBS		
<b>SECTION 3 TOTAL</b>				<b>\$</b>

The bid unit rates shall include the cost of all materials supplied by the contractor and all labor or equipment necessary to perform the work.

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

Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

**Section 4 - Traffic Signal Installation**

<b>4-1. State hourly charge for equipment usage:</b>					
a. Aerial Bucket Truck	\$	j. Concrete Saw	\$		
b. Pickup Truck	\$	k. Boring Machine	\$		
c. Line Truck	\$	l. Digger/Derrick Truck	\$		
d. Trencher	\$	m. Crane	\$		
e. Utility Trailer	\$	n. Auger/Boom Truck	\$		
f. Pole Trailer	\$	n. Message Board	\$		
g. Backhoe	\$	o. Dump Truck	\$		
h. Air compressor	\$	p. Uniloader	\$		
i. Loop Trailer	\$	q. Other	\$		
<b>4-2. State hourly charge for labor:</b>					
a. Foreman	\$	d. Equipment Operator	\$		
b. Electrician	\$	e. Other	\$		
c. Electrician's helper	\$				
State percentage markup above cost for materials (not to exceed 7%):		%			
Surcharge for emergency work per order		\$			
<b>4-3. Directional Boring (per foot) (HDPE conduit)</b>					
a. 1 - 2" HDPE	\$	b. 2 - 2" HDPE	\$	c. 3 - 2" HDPE	\$
<b>4-4. Traffic Control</b>					
a. Minimum 4 Hours	\$	d. Each additional hour	\$		
Section 4 Total					\$

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

Failure to return this page as part of your bid document may result in bid being deemed non-responsive.

**Section 5 - ATMS Installation, Maintenance and Repair**

**BID SCHEDULE**

ITEM #	APPROX. ANNUAL QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
5-1	20	EA	Install CCTV System		
5-2	20	EA	Replace CCTV System		
5-3	150	EA	Maintenance of CCTV System with camera cabinet		
5-4	150	EA	Maintenance of CCTV System without camera cabinet		
5-5	20	EA	Maintenance of ATMS Hub Cabinet		
5-6	10	EA	Furnish and Install Fiber Optic Closure, FDC (Wall Mounted) FDC, 12 fiber		
5-7	60	EA	Furnish and Install Fiber Connectors		
5-5-8	500	LF	Fusion Splice		
5-9	15	LF	Mobilization for Fusion Splicing		
5-10	2000	LF	Furnish and Install Tracer Wire		
5-11	15	EA	Mobilization for Tracer Wire Installation		
5-12	10	LF	Furnish and Install Pull Box, PB-7 (Split Lid)		
5-13	100	LF	Furnish and Install 2" Rigid Riser		
5-14	500	LF	Directional Bore, 1- 2" HPDE		
5-15	500	LF	Directional Bore, 2- 2" HPDE		
5-16	500	LF	Directional Bore, 3- 1 ¼ " HPDE		
5-17	500	LF	Furnish and Install UNDERGROUND OSP Fiber Optic Cable, Drop, SM, 12 Fiber		
5-18	1000	LF	Furnish and Install UNDERGROUND OSP Fiber Optic Cable, Loose Tube, SM, 24 or 48 Fiber		
5-19	2000	LF	Furnish and Install UNDERGROUND OSP Fiber Optic Cable, Loose Tube, SM, 72 or 96 Fiber		
5-20	1000	LF	Furnish and Install UNDERGROUND OSP Fiber Optic Cable, Loose Tube, SM, 144 Fiber		
5-21	1000	LF	Furnish and Install UNDERGROUND OSP Fiber Optic Cable, Loose Tube, SM, 288 Fiber		
5-22	500	LF	Furnish and Install AERIAL OSP Fiber Optic Cable, Drop, SM, 12 Fiber		
5-23	1000	LF	Furnish and Install AERIAL OSP Fiber Optic Cable, Loose Tube, SM, 24 or 48 Fiber		
5-24	2000	LF	Furnish and Install AERIAL OSP Fiber Optic Cable, Loose Tube, SM, 72 or 96 Fiber		
5-25	1000	LF	Furnish and Install AERIAL OSP Fiber Optic Cable, Loose Tube, SM, 144 Fiber		
5-26	1000	LF	Furnish and Install AERIAL OSP Fiber Optic Cable, Loose Tube, SM, 288 Fiber		

ITEM #	APPROX. ANNUAL QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
5-27	200	LF	Furnish and Install AERIAL Shielded CAT 6 Cable		
5-28	500	LF	Furnish and Install ¼" Strand		
5-29	200	LF	Remove Abandoned Communication Cables		
5-30	5	EA	Install in-HUB BBS		
Section 5 Total				\$	

The bid unit rates shall include the cost of all materials supplied by the contractor and all labor or equipment necessary to perform the work.

5-31. Traffic Control			
a. Minimum 4 Hours	\$	d. Each additional hour	\$
<b>5-32. State hourly charge for equipment usage not covered by above unit prices:</b>			
a. Aerial Bucket Truck	\$	j. Concrete Saw	\$
b. Pickup Truck	\$	k. Boring Machine	\$
c. Line Truck	\$	l. Digger/Derrick Truck	\$
d. Trencher	\$	m. Crane	\$
e. Utility Trailer	\$	n. Auger/Boom Truck	\$
f. Pole Trailer	\$	n. Message Board	\$
g. Backhoe	\$	o. Dump Truck	\$
h. Air compressor	\$	p. Uniloader	\$
i. Loop Trailer	\$	q. Other	\$
<b>5-33. State hourly charge for labor not covered by above unit prices:</b>			
a. Foreman	\$	d. Equipment Operator	\$
b. Electrician	\$	e. Other	\$
c. Electrician's helper	\$		
State percentage markup above cost for materials (not to exceed 7%):		%	
Surcharge for emergency work per order		\$	

Not all the equipment above is required for this section.

SECTION 1 TOTAL	\$
SECTION 2 TOTAL	\$
SECTION 3 TOTAL	\$
SECTION 4 TOTAL	\$
SECTION 5 TOTAL	\$
<b>BID TOTAL</b>	<b>\$</b>

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

**Failure to return this page as part of your bid document may result in bid being deemed non-responsive.**

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 start January 1, 2019 or upon award.

Unless otherwise noted, bid prices will remain firm for four (4) additional years. If a percentage increase/decrease will be a part of this bid, please note this in the space provided together with an explanation.

Option 1: \_\_\_\_\_

Option 2: \_\_\_\_\_

Option 3: \_\_\_\_\_

Option 4: \_\_\_\_\_

Certification of Non-Collusion in Bid Preparation \_\_\_\_\_  
Signature Date

In compliance with the attached specifications, the undersigned acknowledges all requirements outlined in the "Instructions to Bidders" and all documents referred to therein, if this bid is accepted by the Board of Commissioners within ninety (90) 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 bid schedule. By submission of this bid, 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 \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Email Address \_\_\_\_\_





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

**BL116-19**

**Buyer's Initials: CD**

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

- Do not offer this product or service; remove us from your bidder's list for this item only.
- Specifications too "tight"; geared toward one brand or manufacturer only.
- Specifications are unclear.
- Unable to meet specifications
- Unable to meet bond requirements
- Unable to meet insurance requirements
- Our schedule would not permit us to perform.
- Insufficient time to respond.
- Other

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

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

## \*\*\*ATTENTION\*\*\*

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

1. FAILURE TO USE COUNTY BID SCHEDULE.
2. FAILURE TO RETURN APPLICABLE COMPLIANCE SHEETS/SPECIFICATION SHEETS.
3. FAILURE TO RETURN APPLICABLE ADDENDA.
4. FAILURE TO PROVIDE INFORMATION ON ALTERNATES OR EQUIVALENTS.
5. THE COUNTY SHALL BE THE SOLE DETERMINANT OF TECHNICALITY VS. NON-RESPONSIVE BID.
6. FAILURE TO PROVIDE BID BOND, WHEN REQUIRED, WILL RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION. BID BONDS ARE NOT REQUIRED ON ALL BIDS. BOND REQUIREMENTS ARE CLEARLY STATED ON THE INVITATION TO BID. IF YOU NEED CLARIFICATION, CONTACT THE PURCHASING ASSOCIATE. **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 (61<sup>st</sup>) day following receipt of pay requests. The contractor's acceptance of progress payments or final payment shall release all claims for interest on said payment.

**XVI. NON-COLLUSION**

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

**XVII. DEFAULT**

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

**XVIII. TERMINATION FOR CAUSE**

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

**XIX. TERMINATION FOR CONVENIENCE**

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

**XX. DISPUTES**

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

**XXI. SUBSTITUTIONS**

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

**XXII. INELIGIBLE BIDDERS**

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

**XXIII. OCCUPATION TAX CERTIFICATE**

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

**XXIV. PURCHASING POLICY AND REVIEW COMMITTEE**

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



on the Ineligible Source List for reasons listed in Part 6, Section II of the Gwinnett County Purchasing Ordinance.

**XXV. AMERICANS WITH DISABILITIES ACT**

All contractors for Gwinnett County are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), Gwinnett County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees with disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations. Any requests for the reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County should be directed to 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 E02011, Sec. 54-33. The ordinance will be available to view in its entirety at [www.gwinnettcounty.com](http://www.gwinnettcounty.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@gwinnettcounty.com](mailto:vendorelectronicpayment@gwinnettcounty.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.