



January 6, 2021

**INVITATION TO BID
BL014-21
Provision of Maintenance and Repair of Irrigation Systems on an Annual Contract**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified contractors for the **Provision of Maintenance and Repair of Irrigation Systems on an Annual Contract** with four (4) options to renew for the Department of Community Services.

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the BL# and Company Name. Bids will be received until **2:50 P.M. local time on January 26, 2021** at the Gwinnett County Financial Services - Purchasing Division – 2nd Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on our website www.gwinnettcounty.com.

A pre-bid conference is scheduled for **10:00 A.M. on January 14, 2021** at the Gwinnett County Purchasing Division Office located at the address above. All contractors are urged to attend. Questions regarding bids should be directed to Kaley Ivins, CPPB, Purchasing Manager, at kaley.ivins@gwinnettcounty.com or by calling 770-822-8732, no later than January 14, 2021. Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

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

Gwinnett County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County Government should be directed to Susan Canon, Gwinnett County Justice and Administration Center, 770-822-8165.

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

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

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

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

Kaley Ivins, CPPB
Purchasing Manager

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

- Bid Schedule, Page 13-14
- Employee Qualifications, Page 15
- References, Page 16
- List of Subcontractors, Page 17
- E-Verify Affidavit, Page 20
- Ethics Affidavit, Page 21



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

Specifications for Maintenance and Repair of Irrigation Systems

I. PROJECT SCOPE:

The Gwinnett County Department of Community Services is soliciting bids from qualified contractors for the provision of maintenance and repair of irrigation systems on an annual contract with four (4) renewal options for the Department of Community Services.

Services under this contract include but are not limited to: repair, on-call maintenance, and emergency repair services for existing irrigation systems. The services provided are intended to supplement and complement the efforts of the County in maintaining the serviceability of the existing systems.

There are currently 35 park locations around the County that use one of three irrigation systems: Rain Bird, Hunter, or Calsense. We currently have approximately 5 parks with a two-wire system and we do not have any parks utilizing Wi-Fi for irrigation.

II. QUALIFICATIONS:

1. Bidders are to provide three references of similar type and scope of work, including verifiable experience in troubleshooting, diagnosing, repairing and maintaining all types of irrigation systems, over the past five years.
2. It is preferred that the contractor be a Certified Irrigation Contractor (CIC), but this is not required. Bidders with an employee with this certification should submit proof with their bid.
3. Subcontractors are to be referenced if the work is not performed in-house. After award, any subcontractor changes must be pre-approved by the County representative.
4. Contractor should have a minimum of 3 crews and/or at least 6 technicians on staff to be able to handle repairs at two different locations at the same time, while also being able to supply a technician to handle an emergency request.
5. Contractor shall have at least three (3) technicians on staff that are able to troubleshoot wiring and other problems with valves, solenoids, and clocks/controllers.

III. BASIC REQUIREMENTS:

1. Gwinnett County reserves the right to add or delete park sites as needed or to modify the range of services provided at any particular park. When changing the range of services or adding a park site, the County will solicit from the Contractor a cost quote which the contractor shall develop with costs comparable to similar locations under the contract.
2. No service or repairs will be performed without prior approval from Gwinnett County representative.
3. All repairs and service shall be completed within the time frame as defined by Gwinnett County. Any extension of this time must have prior approval from County representative. Every effort must be made to meet appointment schedules and promised completion times.
4. Contractor to have all the labor, equipment and supplies to perform repairs as described in these specifications.
5. There shall be at least one person in a position of responsibility representing the Contractor, on site at all times, who is capable of translating from English to the language used by the workforce.
6. A repair estimate shall be provided before any repairs or service can take place, unless otherwise directed by a Gwinnett County representative. Any additional repair service and/or parts that the contractor deems necessary, beyond the original repair request, must first be approved by the County representative.
7. All replacement parts must be equivalent or greater. The contractor must provide submittal prior to repair, unless otherwise directed by a Gwinnett County representative.

8. All equipment must be protected while in the possession of the Contractor. Unless otherwise instructed by the County, all parts that are removed in the repair of systems must be returned with the exception of warranty parts. Any damage to County property is the responsibility of the contractor to repair at no cost and to the satisfaction of the County.
9. The Contractor shall be responsible for all damages to persons or property that occur as a result of the contractor's negligence and shall take proper safety and health precautions to protect the work, the workers, the public and the property of others. In addition, the contractor shall be responsible for all materials delivered and work performed until completion and acceptance of the entire work.
10. The contractor shall be available for calls 24 hours a day, 7 days a week. The contractor shall respond to all routine requests for service with a phone call within 4 hours of notification and on site within 24 hours or at a mutually agreed upon time.
11. Contractor shall respond to any requests for **emergency** service with a phone call within 1 hour of notification and on site within 4 hours for work that must be performed quickly. Contractor can add the flat rate emergency charge to the regular charges for services performed.
12. All warranty claims shall be completed within 36 hours at no additional cost to the County.
13. Compliance with all federal, state or local Department of Environmental Protection (D.E.P.) standards or regulations shall be the responsibility of the Contractor.
14. Contractor shall invoice for a completed job within 30 days of completion.
15. Contractor shall notify a County representative of their anticipated location and schedule for work 24 hours in advance whenever possible. Contractor shall also notify County representative as soon as a repair has been completed.
16. Start ups and shut downs are NOT a part of this contract. The County leaves systems up at all times.
17. In most circumstances the County will shut off the water until the leak can be repaired.
18. All parks have a foreman on site during normal business hours. For most service calls a County plumber will meet the awarded contractor on site to allow access to applicable areas. However, they may not stay for the entire repair to be performed.
19. Available as built drawings can be provided to the awarded contractor. Accuracy is not guaranteed for these documents. As built may not be available for all locations.

IV. IRRIGATION SYSTEM DETAILS:

The parks and equipment listed in this section are provided to give interested bidders an idea of the irrigation assets to be covered under this contract. However, it may not cover all irrigation assets that will be covered under this contract.

1. **Alexander Park** 800 Old Snellville Highway, Lawrenceville, GA 30044
 - a. Rain Bird Controller ESP-32Site - 12 zones, 126 heads Hunter I-40 Heads
2. **Bay Creek Park** 175 Ozora Road, Loganville, GA 30052
 - a. Football (grass) – Rain Bird ESP-32SAT - 12 zones, 107 Rain Bird 7005
 - b. Football (artificial turf) Rain Bird ESP-LXME – 12 zones, 42 Hunter I-90 heads
 - c. Pavilion Front – Rain Bird Controller ESP-LX - 6 zones, 14 Rain Bird heads
 - d. Baseball -Rain Bird Controller ESP-32SAT, Rain Bird 7005 heads
 - Field #1 – 8 zones, 31 heads
 - Field #2 – 5 zones, 16 heads
 - Field #3 – 6 zones, 21 heads
 - Field #4 – 5 zones, 16 heads
 - Field #5 – 5 zones, 16 heads
 - Field #6 – 2 zones, 6 heads
 - Field #7 – 5 zones, 15 heads
 - Field #8 – 5 zones, 15 heads

Passive baseball area – 8 zones, 272 heads

3. **Best Friend Park** 6224 Jimmy Carter Blvd., Norcross, GA 30071
Rain Bird Controller – ESP-24SAT, Hunter I-40 Heads
 - a. Baseball Field #1 – 8 zones, 40 heads
 - b. Softball Field #2 – 6 zones, 32 heads

4. **Bethesda Park** - 225 Bethesda Church Road, Lawrenceville, GA 30044
 - a. Baseball -Rain Bird Controller ESP-40Site, Hunter I-40 Heads
 - Field #1 – 7 zones, 28 heads
 - Field #2 – 2 zones, 6 heads
 - Field #3 – 4 zones, 12 heads
 - Field #4 – 1 zone, 3 heads
 - Field #5 – 1 zone, 3 heads
 - Field #6 – 1 zone, 3 heads
 - Field #7 – 3 zones, 9 heads
 - b. Soccer Upper – Rain Bird Controller ESP-2XME – 16 zones, 48 Hunter I-40 heads
 - c. Soccer Lower – Rain Bird Controller ESP-24MC – 16 zones, 48 Hunter I-40 heads
 - d. Softball – Hunter 1CC Controller, Hunter I-40 heads
 - Field #8 – 6 zones, 24 heads
 - Field #9 - 7 zones, 28 heads
 - Field #10- 7 zones, 28 heads
 - e. Football – Rain Bird ESP-24Station - 11 zones, 66 Hunter I-40 heads

5. **Bogan Community Park** 2723 North Bogan Rd., Buford, GA 30519
 - a. Volleyball – Rain Bird ESP-12 MCSAT, 10 zones, 80 Hunter I-40 heads
 - b. BB/SB Field #'s 1-7 – Rain Bird ESP-40MC, Hunter I-40 heads
 - Field #1 – 3 zones, 12 heads
 - Field #2 – 7 zones, 25 heads
 - Field #3 – 2 zones, 8 heads
 - Field #4 – 1 zone, 4 heads
 - Field #5 – 1 zone, 4 heads
 - Field #6 – 4 zones, 15 heads
 - Field #7 – 3 zones, 11 heads

6. **Bryson Park** 5075 Lawrenceville Highway, Lilburn, GA 30047
 - a. Football – Rain Bird ESP-LXME, 13 zones, 36 Hunter I-40 heads
 - b. Football Passive – Rain Bird ESP-LXME, 19 zones, 63 Hunter I-40 heads
 - c. Soccer – Rain Bird ESP-LXME, 22 zones, 101 Hunter I-40 heads
 - d. Soccer Passive – Rain Bird ESP-LXME, 2 zones 18 Hunter I-40 heads

7. **Collins Hill Park** 2225 Collins Hill Rd, Lawrenceville, GA 30043
 - a. Baseball -Rain Bird Controller ESP-40
 - Field #1 – 3 zones, 18 Toro 610 heads
 - Field #2 – 5 zones, 24 Toro 610 heads
 - Field #3 – 2 zones, 8 Hunter I-40 heads
 - Field #4 – 1 zone, 3 Hunter I-40 heads
 - b. Baseball – Rain Bird RC-7Bi, Hunter I-40 heads
 - Field #6 – 2 zones, 9 heads
 - Field #7 – 2 zones, 11 heads

8. **Dacula Park** 205 Dacula Rd., Dacula, GA 30019

- a. Football -Rain Bird Controller ESP-LX - 8 zones, 37 Hunter I-40 & I-20 heads
 - b. Baseball – Rain Bird Controller ESP-40MC, Hunter I-40 & I-20 & I-25 heads
 - Field #1 – 5 zones, 20 heads
 - Field #2 – 3 zones, 12 heads
 - Field #3 – 2 zones, 8 heads
 - Field #4 – 1 zone, 8 heads
 - Field #5 – 3 zones, 12 heads
 - Field #6 – 4 zones, 16 heads
 - Field #7 – 3 zones, 12 heads
- 9. Dacula Park Activity Building** 2735 Old Auburn Road, Dacula, GA 30019
Rainbird Controller ESP-24 Site – 18 zones, 100 Hunter I-40 Heads
- 10. Deshong Park** 2859 North Deshong Rd., Stone Mountain, GA 30087
Rainbird Controller ESP-32 Site – 17 zones, 140 Hunter I-40 and Rain Bird 1800 heads
- 11. Duncan Creek Park** 3700 Braselton Highway, Buford, GA 30519
- a. Football -Rain Bird Controller - 12 zones, 37 Hunter I-90 heads
 - b. Passive Area – Rain Bird Controller – 9 zones, 83 Rain Bird 1800 heads
- 12. EE Robinson Park Baseball/Softball** 885 Level Creek Road, Sugar Hill, GA 30518
- a. BB/SB - Rain Bird Controller ESP- ME– 15 zones, 60 Hunter I-40 Heads
 - b. Passive Area - Rain Bird Controller SST-600 – 6 zones, 30 Hunter I-40 heads
- 13. EE Robinson Park Multi-Purpose Complex** 650 Peachtree Industrial Blvd., Sugar Hill, 30518
Rain Bird Controller ESP-LXD – Hunter I-40 and Rain Bird heads
- a. Football – Rain Bird ESP-LXD controller – 8 zones, 56 Hunter I-40 heads
 - b. Comfort Station/Basketball – Rain Bird ESP-LXD controller – 3 zones, 26 Hunter I-40 heads
 - c. Playground Pavilion – Rain Bird ESP-LXD controller – 11 zones, 87 Hunter I-40 heads
- 14. Freeman’s Mill Park** 1401 Alcovy Road, Lawrenceville, GA 30045
Rain Bird Controller ESP –LX – 7 zones, 28 Rain Bird SAM-PRS heads
- 15. George Pierce Park** 55 Buford Highway, Suwanee, GA 30024
Rain Bird Controller - Hunter I-40 and Rain Bird heads
- a. Adult Softball – Rain Bird ESP-LX controller – 12 zones, 40 Hunter/Rain Bird heads
 - b. Soccer – Rain Bird ESP-40SAT – 26 zones, 104 Hunter/Rain Bird heads
 - c. Football – Rain Bird ESP-LXME – 8 zones, 8 Perrot heads
 - d. Softball – Rain Bird ESP-40Site – 6 zones, 24 Hunter heads
 - e. Baseball – Fields # 1-5 – Rain Bird ESP-LXME – 18 zones, 59 Hunter/Rain Bird heads
- 16. Graves Park** 1540 Graves Road, Norcross, GA 30093
- a. Passive – Rain Bird ESP-32Site controller – 25 zones, 140 Rain Bird heads
 - b. Passive – Rain Bird ESP-LXME controller – 8 zones, 46 Rain Bird heads
- 17. Harbins Park Baseball/Softball** 3200 New Hope Road, Dacula, GA 30019
Rain Bird ESP-8LXME Controllers, 2 – Rain Bird 5500 and 8005 heads
- a. Baseball
 - Field #1 – 2 zones, 10 Rain Bird 8005 heads
 - Field #2 – 4 zones, 20 Rain Bird 8005 heads
 - Field #3 - 4 zones, 20 Rain Bird 8005 heads
 - Field #4 – 4 zones, 20 Rain Bird 8005 heads

- Field #5 – 4 zones, 20 Rain Bird 8005 heads
- Field #6 – 4 zones, 20 Rain Bird 8005 heads
- Field #7 – 6 zones, 30 Rain Bird 8005 heads
- b. Passive - Rain Bird ESP-LX Basic controller – 12 zones, 76 Rain Bird 5500 heads

18. Harbins Park Football 2550 Indian Shoals Road, Dacula, Ga 30019

- a. Football – Rain Bird ESP-24MC Controller, 18 zones, 100 Rain Bird 5500 heads
- b. Pavilion – Rain Bird ESP-LXME Controller, 13 zones, 130 Rain Bird 5500 heads

19. Harmony Grove Park 119 Harmony Grove Road, Lilburn, Ga 30047

Rain Bird ESP-16MC Controller, Hunter heads

- a. Soccer Field #1 – 5 zones, 41 heads
- b. Soccer Field #2 – 5 zones, 45 heads

20. Jones Bridge Park 4901 East Jones Bridge Road, Norcross, GA 30092

Rain Bird ESP-M Controller – Hunter I-40 heads

- a. Soccer Field #1 – 2 zones, 8 heads
- b. Soccer Field #2 – 2 zones, 8 heads
- c. Soccer Field #3 – 3 zones, 10 heads

21. Lenora Park

4515 Lenora Church Road (Baseball/Softball), Snellville, GA 30039

4500 Lenora Church Road (Football), Snellville, GA 30039

- a. Baseball – Hunter ICC Controller – Hunter, Rain Bird heads
 - Field #1 – 6 zones, 14 heads
 - Field #2 – 5 zones, 14 heads
 - Field #3 – 4 zones, 8 heads
 - Field #4 – 2 zones, 8 heads
 - Field #5 – 7 zones, 18 heads
 - Field #6 – 10 zones, 35 heads

- b. Football – Rain Bird ESP-32SAT – 25 zones, 136 Rain Bird 7005 heads

22. Lilburn Activity Building 788 Hillcrest Road, Lilburn, GA 30047

- a. Hunter Pro-C controller with 3 current zones and one more zone to be added (in-house) in Spring 2019 which will be a drip zone.
- b. Roughly 5 heads per zone and heads are a mix of Hunter 1800 heads and Hunter pro spray prs40 heads.

23. Lions Club Park 5500 Rock Bridge Road, Lilburn, GA 30047

Rain Bird Controller ESP-LXME – Hunter I-40 Heads

- a. Baseball
 - Field #1 – 5 zones, 22 heads
 - Field #2 – 5 zones, 22 heads
 - Field #3 – 7 zones, 29 heads
 - Field #4 – 4 zones, 17 heads
 - Field #5 – 4 zones, 17 heads

24. Lucky Shoals Park 4651 Britt Road, Norcross, GA 30093

- a. Hunter ICC Controller – Rain Bird heads
 - Baseball Field #1 – 2 zones, 6 heads
 - Soccer Field #2 – 2 zones, 6 heads
 - Soccer Field #3 – 3 zones, 12 heads

Soccer Field #4 – 6 zones, 25 heads
 Soccer Field #5 – 4 zones, 25 heads
 Passive – 3 zones, 12 heads

b. Community Center – Rain Bird controller ESP-40Site – 22 zones, Rain Bird heads

25. McDaniel Farm Park 3020 McDaniel Road, Duluth, GA 30096
 Rainbird ESP-LXD Controller – 15 zones, 21 Hunter I-20 heads

26. Mountain Park Park 5050 Five Forks Trickum Road, Lilburn, GA 30087

a. Baseball – Rain Bird Controller ESP-40SAT, Hunter heads

Field #1 – 1 zone, 4 heads
 Field #2 – 2 zones, 5 heads
 Field #3 – 4 zones, 13 heads
 Field #4 – 5 zones, 12 heads
 Field #5 – 5 zones, 18 heads
 Field #6 – 8 zones, 30 heads
 Field #7 – 5 zones, 21 heads

b. Skate Bowl – Rain Bird Controller ESP-8MC – 4 zones, 20 Hunter heads

c. Passive Areas – Rain Bird ESP-40SAT, Hunter heads

Pound Field #1 – 4 zones, 4heads
 Pound Field #2 – 3 zones, 9 heads
 Playground – 3 zones, 6 heads

27. Peachtree Ridge Park 3170 Suwanee Creek Road, Suwanee, GA 30024
 Calsense Controller ET200E – Hunter I-40 Heads

a. Football Field #1 – 12 zones, 59 heads

b. Soccer Field #1 – 6 zones, 56 heads

c. Baseball -

Field #1 – 2 zones, 10 heads
 Field #2 – 4 zones, 28 heads
 Field #3 – 4 zones, 25 heads
 Field #4 – 4 zones, 15 heads

28. Pinckneyville Park

4707 South Old Peachtree Road (Soccer), Norcross, GA 30071

4758 South Old Peachtree Road (Baseball/Softball), Norcross, GA 30071

a. Rain Bird 24 MC Controller – Hunter I-40 heads

Soccer Field #1 – 8 zones, 48 heads
 Soccer Field #2 – 8 zones, 48 heads
 Soccer Field #3 – 8 zones, 48 heads

b. Rain Bird ESP-24 LX Controller – Hunter I-40 heads

Soccer Field #4 – 8 zones, 48 heads
 Soccer Field #5 – 8 zones, 48 heads

c. Rain Bird ESP-LXME Controller – Hunter I-40 heads

Baseball Field #1 – 3 zones, 12 heads
 Baseball Field #2 – 3 zones, 12 heads
 Baseball Field #3 – 4 zones, 16 heads

Baseball Field #4 – 5 zones, 20 heads
 Passive Area – 12 zones, 72 heads

d. Rain Bird ESP- Hunter I-40 heads
 Baseball Field #5 – 5 zones, 20 heads
 Baseball Field #6 – 6 zones, 24 heads

e. Rain Bird ESP-24MC – Hunter I-40 heads
 Baseball Field #7 – 6 zones, 30 heads

f. Medlock Pavilion – Rain Bird ESP-LXME Controller, 6 zones, 24 Hunter I-40 heads

29. Rabbit Hill Park

400 Rabbit Hill Road (Soccer), Dacula, GA 30019

401 Rabbit Hill Road (Baseball/Softball/Football) Dacula, GA 30019

- a. Rain Bird ESP-24MC Controller, Hunter heads
 - Soccer Adult – 5 zones, 44 heads
 - Passive area – 3 zones, 24 heads
- b. Soccer Youth – Rain Bird ESP-24MC – 24 zones, 185 Hunter heads
- c. Soccer Passive – Rain Bird ESP-24MC – 17 zones, 97 Rain Bird heads
- d. Football Field - Rain Bird ESP-LXME – 8 zones, 32 Rain Bird heads
- e. Football Area – Rain Bird ESP-24MC – 8 zones, 65 Rain Bird heads
- f. Baseball – Rain Bird ESP-LXME
 - Field #1 – 6 zones, 35 heads
 - Field #2 – 4 zones, 21 heads
 - Field #3 – 4 zones, 21 heads
 - Field #4 – 3 zones, 19 heads
 - Field #5 – 3 zones, 20 heads
 - Field #6 – 3 zones, 15 heads
 - Field #7 – 3 zones, 16 heads
 - Passive – 21 zones, 275 heads

30. Rhodes Jordan Park 100 East Crogan Street, Lawrenceville, GA 30046

a. Baseball – Rain Bird ESP-LX, Hunter I-40 heads

- Field #1 – 1 zone, 9 heads
- Field #2 – 1 zone, 9 heads
- Field #3 – 2 zones, 11 heads
- Field #4 – 3 zones, 15 heads
- Field #5 – 4 zones, 15 heads
- Field #6 – 5 zones, 30 heads

b. Soccer– Rain Bird ESP-LXME

- Field #1 – 8 zones, 43 heads
- Field #2 – 11 zones, 49 heads
- Field #3 – 11 zones, 53 heads
- Passive area – 10 zones, 45 heads

c. Football/Softball Field - Rain Bird ESP-LXME – 8 zones, 24 heads

31. Rock Springs Park

550 Rock Springs Road, Lawrenceville, GA 30043

- a. Soccer – Rain Bird ESP-LXD controller - 30 zones, 120 Hunter I-40 heads

- b. Large Dog park – Rain Bird ESP-LXD controller – 6 zones, 30 Hunter I-40 heads
- c. Small Dog Park – Rain Bird ESP-LXD controller – 4 zones, 16 Hunter I-40 heads

2950 Spriggs Road (Football), Lawrenceville, GA 30043

- a. Football Field #1 – Rain Bird Controller ESP-24SAT – 16 zones, 120 Hunter I-40 Heads

32. Ronald Reagan Park 2777 Five Forks Trickum Road, Lawrenceville, GA 30044

- a. Rain Bird Controller ESP-16Site – Rain Bird heads
- Passive area – 5 zones, 22 heads
- Dog Park – 7 zones, 35 heads

33. Settles Bridge Park 380 Johnson Road, Suwanee, GA 30024

- a. Rain Bird Controller ESP-24MC
- Passive area – 1 zone, 6 Hunter I-20 heads
- Dog Park – 14 zones, 70 Hunter I-40 heads

34. Shorty Howell Park 2750 Pleasant Hill Road, Duluth, GA 30096

- a. Rainbird Controller – Rainbird 7005 Heads
- Baseball Field #1 – 5 zones, 30 heads
- Baseball Field #2 – 3 zones, 16 heads
- Baseball Field #3 – 3 zones, 18 heads
- Baseball Field #4 – 3 zones, 18 heads
- Baseball Field #5 – 1 zone, 9 heads
- Baseball Field #6 – 1 zone, 10 heads
- Baseball Field #7 – 1 zone, 10 heads
- Football Field #1 – 12 zones, 111 heads

35. South Gwinnett Park 2015 McGee Road, Snellville, GA 30078

- a. Rain Bird Controller ESP-LXD – Hunter I-40 Heads
- Baseball Field #1 – 4 zone, 20 heads
- Baseball Field #2 – 6 zones, 38 heads
- Baseball Field #3 – 2 zones, 9 heads
- Baseball Field #4 – 4 zones, 19 heads
- Baseball Field #5 – 2 zones, 9 heads
- Baseball Field #6 – 4 zones, 3 heads
- Baseball Field #8 – 4 zones, 20 heads
- b. Passive – 14 zones, 138 heads

36. West Gwinnett Park 4488 Peachtree Industrial Blvd., Berkeley Lake, GA 30071

- a. Rain Bird Controller 32-MC – Hunter I-40 Heads
- Soccer Field #1 – 6 zones, 24 heads
- Soccer Field #2 – 14 zones, 60 heads

V. IRRIGATION SYSTEM REPAIR STANDARDS:

The Contractor shall repair and maintain all equipment covered under this contract in compliance with the requirements of all local codes and manufacturer's installation specifications and guidelines. The Contractor shall perform all services utilizing, at a minimum, the following guidelines:

1. Broken Heads – Broken heads shall be replaced with new identical heads or repaired with original manufacturer's parts, to function according to the manufacturer's specifications

2. Broken Irrigation Lines – Broken underground irrigation lines shall be repaired in accordance with all applicable codes.
3. Faulty Valves – Faulty valves shall be replaced with new identical valves or repaired to original manufacturer's specifications.
4. Clogged Heads – Any head that is not properly functioning shall be examined for material(s) lodged in the head. The head shall be disassembled, cleaned, reassembled, and checked.
5. Wiring Problems – An underground wire tracer shall be used to locate wiring breaks. Breaks shall be repaired in accordance with all applicable local codes and with waterproof connectors.
6. Underground Installation Repairs – Underground main pipe repairs shall be marked with metallic tape or low voltage wires prior to backfill (if applicable). Underground irrigation repairs shall be performed in accordance with applicable codes.
7. Landscaping – The Contractor shall restore landscaping to its original condition, including re-seeding, re-planting shrubs, mulching, sodding and providing straw as needed.
8. Debris Removal – The Contractor shall remove all debris resulting from installation and repair of irrigation systems.
9. Trenching and Backfilling – Minimum depths shall be measured from the soil surface to the top of the pipe. Piping shall be buried at the following depth – Open area main lines – 24", Lateral lines – 18", and under paving – 36" utilizing a 4" sleeve. All backfilled trenches shall be adequately settled, and/or compacted as per code requirements.
10. Fittings – All PVC pipes shall be cut evenly and wiped clean without any burs or rough edges before fitting. Primer and solvent shall be applied per manufacturer's specifications. The pipe and fitting shall be assembled and allowed to cure according to manufacturer's specifications before lines are charged with water.
11. Threaded Connections – All threaded connections shall be made watertight without leakage. Teflon tape or approved pipe joint compound shall be used where appropriate.
12. Valves – All valves shall be set at least 18" deep (measured from the soil surface to the top of the valve stem) and positioned so that the top of the valve can be easily removed and serviced. The valve(s) shall be supported from the bottom with a clay or concrete standard brick (2 ¼" x 3 ½" x 7 ¾") and at least 2-3 inches of washed ¾" gravel shall be placed below the valve(s). The valve box shall be set to cover all valves so that there is sufficient space to service the valves and also so that the top of the valve box is even with the surrounding grade. At least two sides of the bottom of the valve box shall be supported with clay or concrete standard brick. The bottom of the valve box shall be a minimum of 4" above the top of the irrigation pipe.
13. Gate Valves – All gate valves shall be at least 18" deep (measured from the top of the valve casing to the soil surface) and shall have a valve box placed over the valve with the top of the box even with the surrounding grade. The bottom of the valve box shall be at a minimum of 4" above the top of the irrigation pipe.
14. Wiring – Wire shall be color-coded so that the common wire is the same color throughout the site, and the individual zone wires shall be a different color from the common wire. The wire shall be run in the pipe trenches and buried a minimum of 18" deep. Loose wire shall be bundled together with plastic "keepers" or electric friction tape every 24". At the County's request, the Contractor may have to install wires in metal conduit, or Gray PVC electrical conduit. Outdoors, from irrigated area to controller, the control wires shall be run through PVC electrical conduit. Two extra wires shall be included in the bundle. Indoors, wire shall be run through PVC electrical conduit.
15. Electrical Connections – All electrical connections shall be made with waterproof King one step connectors or approved equivalent. All splices of wiring shall have a valve box installed around the splices. The wiring connections at the valve shall be made so at least eight extra inches of wire is left for each connection. At least two sides of the bottom of the valve box shall be supported with a clay or concrete standard brick. The bottom of the valve box shall be a minimum of 4" above the top of the irrigation pipe.
16. Setting and Adjustment of Sprinkler Heads – All heads shall be set so that they can adequately and properly cover the intended area. The Rain Bird 1800 series heads shall be set flush with the soil

surface. The Hunter G- series shall be set slightly (1/2"-1") below the soil surface. Heads next to walks or curbs shall be set 4" to 6" away from paving or concrete, and shall be selected for use, according to the manufacturer's recommendations. Heads shall be adjusted to cover the areas according to manufacturer's specifications.

17. Location of in-ground utilities – Prior to making repairs or installation of in-ground irrigation systems, the Contractor shall contact locate 811 and obtain a dig permit prior to any work commencing. The Contractor shall supply copies of these approvals from utility locate when asked by the County representative. The Contractor will also issue an in-house request to locate utilities and will not proceed with work until cleared to do so by the County representative.

VI. LABOR AND MATERIALS FOR IRRIGATION REPAIRS:

Quotes for any work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list and markup, at applicable contract rates. Each service call shall generate a separate invoice detailing the labor charge and the parts/materials as outlined above. All invoices are required to include the location and description of work performed. Gwinnett County reserves the right to inspect Contractor's supplier invoices to verify material mark-ups. All materials used by the Contractor shall be new, free of defects and suitable for the intended use.

VII. HOURLY LABOR RATE:

The County does not guarantee any minimum number of hours and will pay only the actual number of hours worked at the bid rate. The labor charge should include all travel time. No additional travel/trip/truck charge will be honored. The hourly rate will be inclusive of all labor, minor supplies (minor supplies include but are not limited to Teflon tape, electrical tape, glue and primer, splice nuts and gel, staples for drip line, clamps, etc.), equipment and fuel to perform work.

Normal hourly repair work will be performed between the hours of 7:00 a.m. and 5:00 p.m. weekdays. After hours, weekend and holiday work will be scheduled by County representative. Recognized holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

VIII. SAFETY AND PROTECTION PLAN:

1. The contractor and each of its employees shall comply with all applicable OSHA and County rules and practices while on the job site.
2. The County reserves the right to inspect all areas for safety violations at its discretion, direct the contractor to make immediate improvement of necessary conditions and/or procedures, and/or stop the work if other hazards are deemed to exist.
3. In the event that the County should elect to stop work because of any type of existing safety hazards, after the contractor has been notified and provided ample time to correct, the contractor shall bear all costs for eliminating the hazard(s) and shall not be granted compensation for the work stoppage. The contractor shall pay all additional expenses.
4. The operation of the contractor's vehicles or private vehicles by the contractor's employees on or about the property shall conform to posted regulations and safe driving practices. Aisles, passageways, alleyways, entrances or exits to fire protection equipment must be kept unobstructed at all times.
5. On the job site, the contractor shall only use chemicals and cleaning products that do not exceed the National Volatile Organic Chemical (VOC) limitations rule(s) published by U.S. Environmental Protection Agency (EPA).
6. It shall be the responsibility of the contractor to promptly notify the County representative if an official in charge of compliance with OSHA visits the work site.
7. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the contract.

IX. WARRANTY:

The Contractor shall warrant against failure of all materials and workmanship associated with its service request work for one (1) year after the date of acceptance of such work by the County. If any of the work is found defective or not in accordance with the service request or applicable codes and standards, the contractor shall correct work promptly, at no cost to the County, after receipt of a written notice from the County to do so.

Contractor shall provide to the County representative copies of the standard manufacturer's warranties for any new equipment and parts purchased and installed by the Contractor.

X. AWARD:

Award will be made to the lowest responsive and responsible bidder. The County reserves the right to make an award as deemed in its best interest, which may include awarding the 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.

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

BID SCHEDULE

Item#	Description	Approximate Annual Quantity	Unit Price	Total Price
1	Regular hourly rate for Laborer	1,000 hrs.	\$	\$
2	OT hourly rate for Laborer (after hours, weekends, holidays)	80 hrs.	\$	\$
3	Regular hourly rate for Foreman	1,000 hrs.	\$	\$
4	OT hourly rate for Foreman (after hours, weekends, holidays)	80 hrs.	\$	\$
5	Additional flat fee for emergency service on site response within 4 hrs.	5 each	\$	\$
6	State Percentage Mark-Up Charge above Cost of Materials (Not to Exceed 15%)		%	
BID TOTAL			\$	

Provide the following information:

Company Name: _____

Years in Business: _____

Number of Employees: Fulltime _____, Part-time _____, Office _____

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

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

Gwinnett County requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for Gwinnett County to declare bid non-responsive.
Contract to begin upon award.

Unless otherwise noted, quoted prices will remain firm for four (4) additional one-year periods. If a percentage increase or decrease will be a part of this bid, please note this in the space provided together with an explanation:

- | | |
|---|---|
| 1 st Renewal Option _____ increase/decrease (circle one) | 3 rd Renewal Option _____ increase/decrease(circle one) |
| 2 nd Renewal Option _____ increase/decrease (circle one) | 4 th Renewal Option _____ increase/decrease (circle one) |

COMPANY NAME: _____

BID SCHEDULE CONTINUED

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

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

Certification Of Non-Collusion In Bid Preparation _____
Signature Date

In compliance with the attached specifications, the undersigned offers and agrees, if this quote is accepted by the Board of Commissioners within ninety (90) days of the date of quote opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered to the designated point(s) within the time specified in the quote schedule. 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 _____
(If your company is an LLC, you must identify all principals to include addresses and phone numbers in your submittal)

Federal Tax ID _____

Complete Address _____

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

Representative Signature _____

Printed Name _____

Telephone Number _____ Fax Number _____

E-mail address _____

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

Telephone Number _____ Fax Number _____

E-mail address _____

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

EMPLOYEE QUALIFICATIONS

The quality of labor with the selected contractor is very important to the County. Please provide in writing a list of all of your employees available for these services (attach additional sheets if needed):

1. Name: _____

Years of Experience: _____

Experience Level/ License or Technician Certification/Training:

Additional Information: _____

2. Name: _____

Years of Experience: _____

Experience Level/ License or Technician Certification/Training:

Additional Information: _____

3. Name: _____

Years of Experience: _____

Experience Level/ License or Technician Certification/Training:

Additional Information: _____

4. Name: _____

Years of Experience: _____

Experience Level/ License or Technician Certification/Training:

Additional Information: _____

Contractor Name _____

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

REFERENCES

Gwinnett County requests three (3) references where similar size and scope of work has been completed, including verifiable experience in troubleshooting, diagnosing, repairing and maintaining all types of irrigation systems, over the past five years.

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

1. Company Name _____

Brief Description of Project _____

Completion Date _____

Contract Amount \$ _____ Start Date _____

Contact Person _____ Telephone _____

E-Mail Address _____

2. Company Name _____

Brief Description of Project _____

Completion Date _____

Contract Amount \$ _____ Start Date _____

Contact Person _____ Telephone _____

E-Mail Address _____

3. Company Name _____

Brief Description of Project _____

Completion Date _____

Contract Amount \$ _____ Start Date _____

Contact Person _____ Telephone _____

E-Mail Address _____

Company Name _____

STANDARD INSURANCE REQUIREMENTS

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.



BL014-21, Provision of Maintenance and Repair of Irrigation Systems on an Annual Contract

**CONTRACTOR AFFIDAVIT AND AGREEMENT
(THIS FORM SHOULD BE FULLY COMPLETED AND RETURNED WITH YOUR SUBMITTAL)**

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

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

E-Verify * User Identification Number

Date Registered

Legal Company Name

Street Address

City/State/Zip Code

BY: _____
Authorized Officer or Agent
(Contractor Signature)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

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).



BL014-21, Provision of Maintenance and Repair of Irrigation Systems 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 E02011, Sec. 54-33. The ordinance will be available to view in its' entirety at www.gwinnettcountry.com

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

Buyer Initials: KI

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

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

COMPANY NAME _____

AUTHORIZED REPRESENTATIVE _____
SIGNATURE

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

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

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

I. PREPARATION OF BIDS

- A. Each bidder shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk, as the bidder will be held accountable for their bid response.
- B. Each bidder shall furnish all information required by the bid form or document. Each bidder shall sign the bid and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids.
- C. With the exception of solicitations for the sale of real property, individuals, firms and businesses seeking an award of a Gwinnett County contract may not initiate or continue any verbal or written communications regarding a solicitation with any County officer, elected official, employee or other County representative other than the Purchasing Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. The Purchasing Director will review violations. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award. Solicitations for the sale of real property may allow for verbal or written communications with the appropriate Gwinnett County representative.
- D. Sample contracts (if pertinent) are attached. These do NOT have to be filled out with the bid/proposal submittal, but are contained for informational purposes only. If awarded, the successful bidder(s) will be required to complete them prior to contract execution.
- E. Effective, July 1, 2013 and in accordance with the Georgia Illegal Immigration Reform Enhancements for 2013, an original signed, notarized and fully completed Contractor Affidavit and Agreement should be included with your bid/proposal submittal, if the solicitation is for the physical performance of services for all labor or service contract(s) that exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia). Failure to provide the Contractor Affidavit and Agreement with your bid/proposal submittal may result in bid/proposal being deemed non-responsive and automatic rejection.

II. DELIVERY

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

III. EXPLANATION TO BIDDERS

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

bidder's responsibility to ensure that they have all applicable addenda prior to bid submittal. This may be accomplished via contact with the assigned Procurement Agent prior to bid submittal.

IV. SUBMISSION OF BIDS

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

V. WITHDRAWAL OF BID DUE TO ERRORS

The bidder shall give notice in writing of his claim of right to withdraw his bid without penalty due to an error within two (2) business days after the conclusion of the bid opening procedure. Bids may be withdrawn from consideration if the price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and material used in the preparation of the bid sought to be withdrawn. The bidder's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his bid. If a bid is withdrawn under the authority of this provision, the lowest remaining responsive bid shall be deemed to be low bid.

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

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

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

VI. TESTING AND INSPECTION

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

VII. F.O.B. POINT

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

VIII. PATENT INDEMNITY

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

IX. BID BONDS AND PAYMENT AND PERFORMANCE BONDS (IF REQUIRED, FORMS WILL BE PROVIDED IN THIS DOCUMENT)

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

X. DISCOUNTS

A. Time payment discounts will be considered in arriving at net prices and in award of bids. Offers of discounts for payment within ten (10) days following the end of the month are preferred.

- B. In connection with any discount offered, time will be computed from the date of delivery and acceptance at destination, or from the date correct invoice or voucher is received, whichever is the later date. Payment is deemed to be made for the purpose of earning the discount, on the date of the County check.

XI. AWARD

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

XII. DELIVERY FAILURES

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

XIII. COUNTY FURNISHED PROPERTY

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

XIV. REJECTION AND WITHDRAWAL OF BIDS

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

XV. CONTRACT

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

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

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

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

XVI. NON-COLLUSION

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

XVII. DEFAULT

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

XVIII. TERMINATION FOR CAUSE

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

XIX. TERMINATION FOR CONVENIENCE

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

XX. DISPUTES

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

XXI. SUBSTITUTIONS

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

XXII. INELIGIBLE BIDDERS

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

XXIII. OCCUPATION TAX CERTIFICATE

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

XXIV. PURCHASING POLICY AND REVIEW COMMITTEE

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

XXV. AMERICANS WITH DISABILITIES ACT

All contractors for Gwinnett County are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), Gwinnett County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those

employees with disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations. Any requests for the reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County should be directed to Susan Canon, Human Relations Coordinator, 75 Langley Drive, Lawrenceville, Georgia 30046, 770-822-8165.

XXVI. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

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

XXVII. TAX LIABILITY

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

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

XXVIII. STATE LAW REGARDING WORKER VERIFICATION

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

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 Enhancements for 2013, 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 Enhancements for 2013. 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 Enhancements for 2013 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 Enhancements for 2013 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 Enhancements for 2013, 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 Enhancements for 2013 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).

XXIX. PRODUCTS MANUFACTURED IN GEORGIA

Gwinnett County, when contracting for or purchasing supplies, materials, equipment, or agricultural products that exceeds \$100,000.00, excluding beverages for immediate consumption, shall give preference as far as may be reasonable and practicable to such supplies, materials, equipment, and agricultural products as may be manufactured or produced in this state. Such preference shall not sacrifice quality. Gwinnett County Board of Commissioners shall consider, among other factors, information submitted by the bidder which may include the bidder's estimate of the multiplier effect on gross state domestic product and the effect on public revenues of the state and the effect on public revenues of political subdivisions resulting from acceptance of a bid or offer to sell Georgia manufactured or produced goods as opposed to out-of-state manufactured or produced goods. Any such estimates shall be in writing. **(O.C.G.A. Section 36-84-1)**.

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.

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 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.